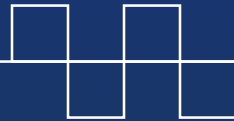


# District Staff Meeting

November 11, 2020



COOPERATIVE EXTENSION



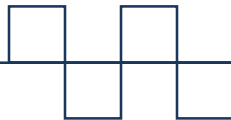
The background of the image is a blurred American flag, showing the stars and stripes in a slightly out-of-focus manner. The stars are visible in the upper left quadrant, and the stripes run horizontally across the rest of the frame.

★ ★ ★ ★ ★  
**VETERANS DAY**

HONORING ALL WHO SERVED

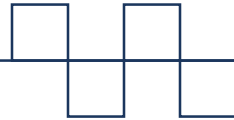
# District 4 Personnel Updates

- Taylor Miles, Estill Co Extension Agent for 4-H Youth Development
- Scott County:
  - Danielle Smith, Staff Assistant
- Harrison County:
  - Lori Furnish, Staff Assistant
  - Holly Laytart, Program Assistant
- Clark County:
  - Stephen Lennon, Custodian
- Lincoln County:
  - Michelle Padgett, Staff Assistant



# *Human Resources Update*

Stacy Miller, Director, Extension Human Resources

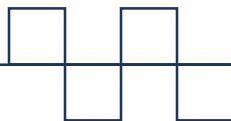


COOPERATIVE EXTENSION



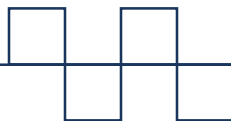
# Minors on Campus Training

- Minors on Campus training is now required of all Extension Field Staff (Agents, Staff Assistants, Extension Assistants, Program Assistants, and Custodians).
- There are 3 modules (1 hour of training in all).
- Send the 3 certificates of completion (3 PDFs – not just the link) to Dora Collins (djc@uky.edu).
- The training is available from UK's Risk Management site:  
<https://www.uky.edu/administrativeservices/minors-campus>



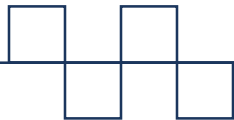
# Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- **COUNTIES WITHIN IN 50 MILES OF LEXINGTON ARE TO COME TO CAMPUS TO COMPELTE THE I-9.**
- Sign up on MyUK Learning for: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS)
  - Last Virtual Course offered this year will be on:
    - 12/04/20 – 10AM-11AM EST (unlimited number of participants)
- Only individuals on the approved I-9 signers list can sign an I-9.
- Use the current I-9 packet (See Yankuba Banda’s 8/4/20 email)
  - Voluntary Self-Identification form should show an expiration date of 5/31/20



# Staff Harassment Training

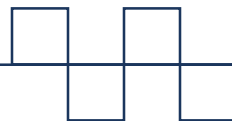
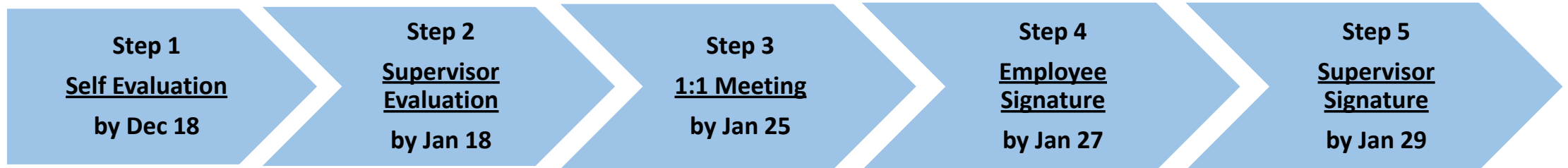
- All bi-weekly staff strongly encouraged to attend (agents welcome too).
  - Please make sure all office staff who were unable to attend the October training attend this training if at all possible.
  - Will be by Zoom
- Date: Thursday, November 19, 2:30PM ET
- Sign up on KERS – Zoom information is in KERS
- <https://kers.ca.uky.edu/core/reporting/training/51345>



# 2020 Staff PE's – Expedited Timeline

## 2020 Staff Performance Evaluations

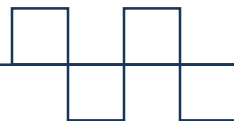
Recommended  
Timeline & Resources





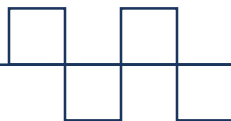
# 2021 Interns

- Host applications due to Kelly Jordan by December 11.
- Students application deadline is December 31.
- Host application, link to student application and FAQs on the CES Personnel website:
  - <https://ces-personnel.ca.uky.edu/>



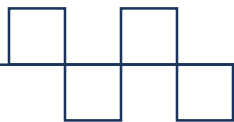
# Policy Review

- Numerous audits over the last few years indicated a need to review our *Conflict of Interest* policy.
- That policy is being reviewed by UK administration.
- More information will be shared in the coming weeks.



# Holidays

- All 2020 holidays (and New Year) are loaded
- Please have all holidays entered and approved before Thanksgiving (i.e., by Nov. 25).
  - Thanksgiving – Nov. 26, 27
  - Christmas – Dec. 25
  - Special Leave (Bonus Days) – Dec. 21-24, 28-31
  - New Year – Jan. 1



# Emergency Closing Policy Updated

- Please refer to email that was sent to all D4 employees on November 9, 2020
- Updated policy can be found at: <http://districts.ca.uky.edu/OfficeTools>

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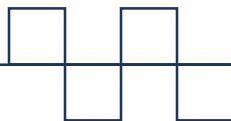
## Office Tools

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- [Agent Hiring Procedure](#)
- [Extension Annual Calendar/Deadlines \(10/2/19\)](#)
- [Extension Annual Calendar/Deadlines \(2020-2021\)](#)
- [Family Medical Leave Request Form 11/2019](#)
- [FML Memo Notification Template 11/2017](#)
- [Grants & Contracts](#)
- [Risk Management Plan Checklist for Programs, Events & Activities](#) (fillable form)
- [Accident/Incident Report Form 2017](#)
- [Extension Guide to Emergency Closings](#)
- [County Coordinator List](#)

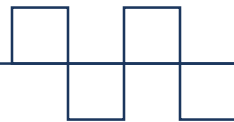
# COVID-19

- Continue to follow guidance updated as of Nov 2 2020
- Be diligent in office protocol: masking, social distancing, hand washing and surface/equipment sanitation
- Refrain from sharing others' medical information with anyone other than their supervisor or in response to an inquiry from UK Healthcorps or a local health department
- Contract Tracing is handled by UK Healthcorps and/or the local health department
- Be responsive to inquiries from UK Healthcorps and/or the local health department
- Contact me ASAP if you have been exposed, have been placed on quarantine or have a confirmed positive test.



# *Urban Extension Update*

Jeff Young, Director for Urban Extension



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# Diversity Equity and Inclusion Certificate for Agents

A UK and KSU team is designing a professional development certificate program for agents.

Application and additional information should be available in December or January.

# Urban Extension Collaborations

***November 24th***

Originally scheduled to be held in McCracken County,  
now via Zoom

Colleagues from Kansas State University will share  
and discuss programming ideas.



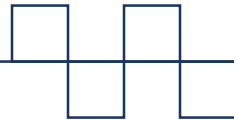
# Urban Extension Leadership Fellows – Cohort #2

Applications for Cohort #2 will be available  
in early 2021.

Supports Career Ladders Applications!

# *Office of Diversity Update*

Antomia Farrell, Assistant Dean for Diversity




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# Upcoming Extension Trainings

- Unconscious Bias Training: December 3, 2020 at 10am EST, May 20, 2021 at 12 pm EST
  - All Reasonable Efforts Training for Extension: November 24 at 9am EST
- 



# Kentucky Extension Diversity Award

- Nominations are OPEN until January 8, 2021!
  - Award winners receive a plaque and a program monetary award (\$500 individual or \$1,000 team).
  - Information has been sent out.
- 

# WE'RE BETTER *together*

The faculty and staff of the College of Agriculture, Food and Environment (CAFE) are committed to creating an inclusive learning environment of mutual respect where all members of our community are able to fully engage, belong, and succeed as their full selves. We support students, faculty, and staff in all of their identities including race, ethnicity, gender identity and expression, perspectives, beliefs, sexual orientation, national origin, religious belief, age, ability, and socioeconomic status. We work together as a diverse group of engaged students, faculty, and staff to ensure we all feel welcome, safe, accepted, and included.



# CULTIVATING INCLUSION SERIES

College of Agriculture,  
Food and Environment  
Office of Diversity

Join the Office of Diversity as we learn and engage in training related to diversity and inclusion to foster an appreciation of an inclusive college community

SESSIONS WILL TAKE PLACE VIA ZOOM FROM 12 - 1 PM

SEPTEMBER 3, 2020: INCLUSIVE LANGUAGE

Dr. Quentin Tyler, Michigan State University

OCTOBER 1, 2020: CURATING A CULTURE OF BELONGING, SAFEZONE TRAINING  
THIS SESSION WILL CONCLUDE AT 1:30 PM

UK Office of LGBTQ\* Resources

NOVEMBER 5, 2020: STAMPED FROM THE BEGINNING BOOK DISCUSSION

UK CAFE Office of Diversity

DECEMBER 3, 2020: MOVING FROM KINDNESS TO ANTIRACIST

Dr. Melissa Stein, UK College of Arts & Sciences



SCAN QR CODE OR VISIT  
LINK TO REGISTER  
[HTTPS://TINYURL.COM/OOD  
CIS2020](https://tinyurl.com/oodcis2020)

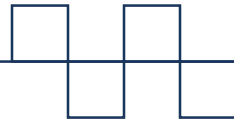
KERS CREDIT AVAILABLE FOR  
EXTENSION PROFESSIONALS

JOIN US IN READING, STAMPED FROM THE BEGINNING BY IBRAM X. KENDI, BOOK PROVIDED FOR FIRST 30 REGISTRANTS!

FOR MORE INFORMATION CONTACT: [KENDRIANA.PRICE@UKY.EDU](mailto:kendriana.price@uky.edu)

# *Program & Staff Development Update*

Ken Jones, Director, Program and Staff Development

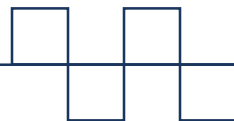


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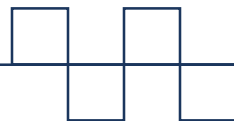
# Report to the People Update

- Changes to instructions are to allow more flexibility for counties.
  - Front picture option expanded to allow counties to include their own image; however, it must meet quality and resolution requirements. Counties still have the option to choose from the 20 suggested images provided.
  - Last page of document adapted with two options:
    - For counties that need more space to feature an additional program area, that is now allowed.
    - Smaller counties can continue to use the template containing state level data.
- A recorded update as well as the original training are available at <https://psd.ca.uky.edu/reportstothepeople>.



# New Online Career Ladder Application

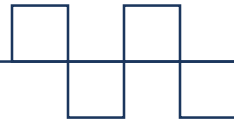
- Beginning in 2021, the application process for the career ladder will include an online submission.
- All requirements will remain the same, so agents who are planning to submit applications should begin preparing materials soon.
- The online application will be available in KERS by early January.
- Once submitted, an application must be approved by an Agent's Area Director and the appropriate Regional Director.
- Once approved by the Regional Director, the applications will be submitted to Program and Staff Development (by no later than February 1) to prepare for review and consideration for promotion.





# *Community and Economic Development Update*

Provided by CEDIK



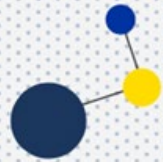
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# Community and Economic Development

## **SOCIAL MEDIA FOR OFFICE PAGES**

Community & Economic Development  
October 2020



Now Available - CED related social media posts for October.

[Two posts, with wording for each post and graphics, for October are available to download here.](#)

# Community and Economic Development



**SizeUp Kentucky** – SizeUp is an intelligence, market research, and competitive analysis tool tailored specifically to individual Kentucky businesses. These data are designed to boost the ability of all Kentucky enterprise to inform decision making and thrive in the Commonwealth. Free access to SizeUp is provided by the Kentucky Association for Economic Development.

<https://sizeupkentucky.com/>

# NEP Update

- **NEP/SNAP-Ed and Report to the People**
- **Current SNAP-Ed allowable reimbursements:**
  - Virtual food demonstrations (indicate on reimbursement form that it was a virtual food demonstration)
  - In-person lessons conducted at residential facilities
  - In-person lessons conducted at the Feeding Kentucky pilot site
- **2021 NEP calendars** will be arriving to county offices by 11/24.
- **New NEP Copy Reimbursement request form**
- **2021 SNAP-Ed Memorandums of Understanding**
- **NEP virtual youth programming:**
- **Upcoming 2020 NEP Virtual Professional Development Opportunities:**

# IT Update

- Follow this link to the recording of the Cybersecurity Q&A that was held last month:

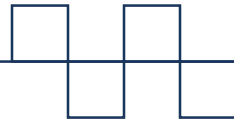
<https://web.microsoftstream.com/video/38d886f6-15b3-4e42-a485-2be3edf58ed1?channelId=3e7fc4aa-29ab-4380-b4d7-07c6cc9cbefe>

- Sign Up for the Cybersecurity Team (MS TEAMS):

<https://teams.microsoft.com/l/team/19%3a11749e55584346729d4da774be6e7c4c%40thread.tacv2/conversations?groupId=e860c07b-5746-4ec8-8d74-f0a2f5363636&tenantId=2b30530b-69b6-4457-b818-481cb53d42ae>

# ESP KENTUCKY

Epsilon Sigma Phi | Your Key to Professional Excellence



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- **Scholarships** for individual professional development opportunities including Advanced Degrees
- **Professional Development Grants** for Chapters
- Chapter and national **recognition programs** for member individuals and teams
- National and State Professional Development **Conferences**
- ESP Connection newsletter and **ESP Communiqué**
- Chapter and national **leadership** opportunities
- **Network of Extension** professionals united across disciplines and program areas
- Involvement in **Global & International Opportunities**
- Partnerships with **Joint Council of Extension Professionals** and National Institute for Food and Agriculture (**NIFA**) - USDA



- ***Membership Drive underway!***
- Annual Members – check your email – renew by Dec. 31 - \$85
- County Professional Improvement funds can be used – get DD approval
- New Members: Any Extension professional with at least 3 years of service by Dec. 31 (Annual Dues + \$5 initiation fee)
- New Member Application: <https://esnational.org/New-Member-Application>





# ***Save the Date***

## **2021 State Extension Conference**

*December 6-8, 2021*

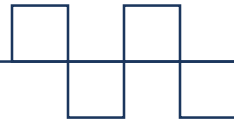
Hyatt Regency and Hilton  
Downtown

Lexington, Kentucky

# Extension Business Operations

New Mileage Log Requirements

Chris Shotwell, Director of Extension Business Operations



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