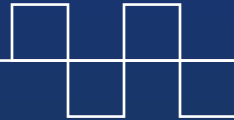


District Staff Meeting

November 11, 2020

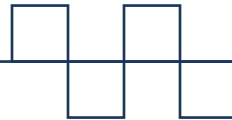


COOPERATIVE EXTENSION



NEP Update

Stephanie Derifield, Area Nutrition Agent for NEP

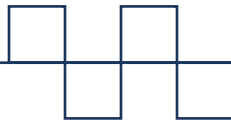


COOPERATIVE EXTENSION



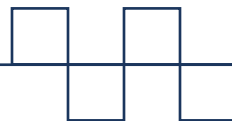
NEP Updates

- **2021 NEP calendars** will be arriving to county offices by 11/24. There will one calendar this year for both EFNEP and and SNAP-Ed. If there are specific delivery instructions, (special office hours etc.) please notify Stephanie ASAP.
- **NEP Website**
 - New NEP Reimbursement request forms
 - 2021 SNAP-Ed Memorandums of Understanding should be completed with program partners
 - Professor Popcorn virtual resources
- **Report to the People . . .Including NEP**
 - Major Program: Nutrition and Food Systems General (2066)



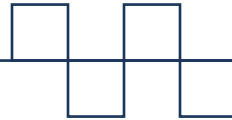
NEP Updates continued

- **2020 NEP Professional Development Training Opportunities** for Assistants and Agents for SNAP-Ed Hours (Tuesdays at 2:30 pm)
 - 11/10 UK Work Life-Home for the Holidays
 - 11/17 Gifts from the Kitchen
 - 11/24 No Webinar (Thanksgiving Week)
 - 12/8 Chaos Free Holiday Meal Prep
 - 12/15 Virtual Delivery of Teen Cuisine



Human Resources Update

Stacy Miller, Director, Extension Human Resources

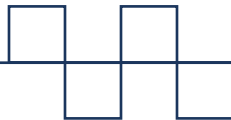


COOPERATIVE EXTENSION



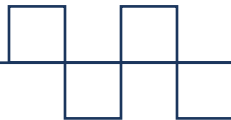
Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- 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



2020 Staff PE's – Expedited Timeline

2020 Staff Performance Evaluations

Recommended
Timeline & Resources



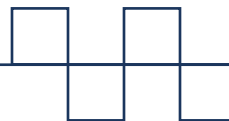
Step 1
Self Evaluation
by Dec 18

Step 2
Supervisor Evaluation
by Jan 18

Step 3
1:1 Meeting
by Jan 25

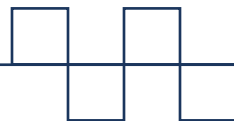
Step 4
Employee Signature
by Jan 27

Step 5
Supervisor Signature
by Jan 29



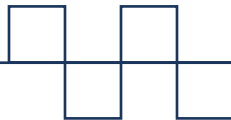
2021 Interns

- 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/>



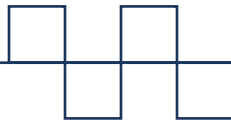
Policy Review

- 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.



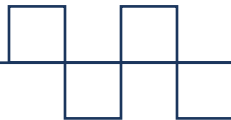
Holidays

- 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
 - Bonus Days – Dec. 21-24, 28-31
 - New Year – Jan. 1



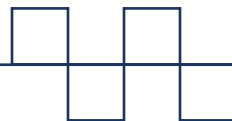
Emergency Closing

- Authorized personnel will be responsible for determining delays or closings of Extension Facilities. Procedures for determining closings or delays are:
 - County Office Staff Coordinators will notify the appropriate District Director.
 - 4-H Camp Manager will notify the State Camp Director or 4-H Assistant Director.
 - 4-H Leadership Center Director will notify the 4-H Assistant Director.
 - Other Extension Facility Directors will notify appropriate supervisor.
- Local points of contact (Staff Coordinators, 2 camp manager, etc.) will notify all affected employees of any changes in operations.
- District Directors will notify Regional Director's Office of all changes of operations. This includes closings, delays and reopening of offices.
- Regional Director will notify UK HR of change of operations.
- The Districts site has been updated with the current policy.



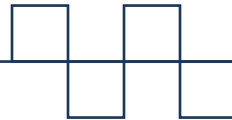
Covid Confidentiality

- Employees should refrain from sharing others' medical information (i.e., the medical information of volunteers, colleagues, community members, etc.) with anyone other than their supervisor or in response to an inquiry from UK Healthcorps or a local health department.
- If another person (i.e., an employee, volunteer, community member, etc.) needs to be informed of a possible COVID exposure, that will be handled by UK Healthcorps and/or the local health department. Their contact tracers determine when others need to be informed on a case-by-case basis, applying current medical knowledge of the disease, its spread and its infectious period.



Urban Extension Update

Jeff Young, Director for Urban Extension



COOPERATIVE EXTENSION



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.

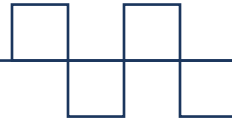
Urban Extension Leadership Fellows – Cohort #2

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

Supports Career Ladders Applications!

Office of Diversity Update

Antomia Farrell, Assistant Dean for Diversity



COOPERATIVE EXTENSION






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)

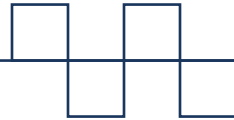
KERS CREDIT AVAILABLE FOR
EXTENSION PROFESSIONALS

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

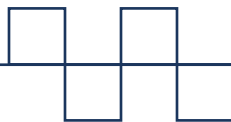


COOPERATIVE EXTENSION



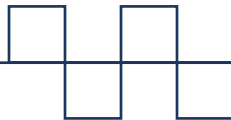
Report to the People Update

- 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>.



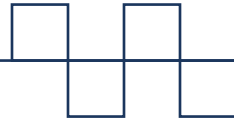
New Online Career Ladder Application

- 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



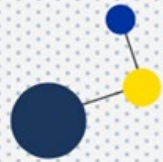
COOPERATIVE EXTENSION



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

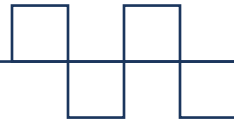


SizeUp Kentucky – SizeUp is an intelligence, market research, and competitive analysis tool tailored specifically to individual Kentucky businesses. These data are designed to boost the ability of all Kentucky enterprise to inform decision making and thrive in the Commonwealth. Free access to SizeUp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

<https://sizeupkentucky.com/>

esp KENTUCKY

Epsilon Sigma Phi | Your Key to Professional Excellence



COOPERATIVE EXTENSION





- **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://espnational.org/New-Member-Application>



Save the Date

2021 State Extension Conference

December 6-8, 2021

Hyatt Regency and Hilton
Downtown

Lexington, Kentucky

KERS Mileage Log Updates

<https://web.microsoftstream.com/video/841357cf-9ec6-492c-8380-60a88129c1ef?list=studio>