

# WELCOME

## District 5 Staff Agenda

September 12th, 2018  
Washington County  
Extension Office

Morning Refreshments @ 9:45am  
*(Provided by Taylor & Washington Cos.)*

Meeting begins @ 10:00am  
*(Registration provided by Meade Co.)*

# District 5 Guests

**Hayley Pierce, Extension Marketing Manager**

*“Community Assessment and Training”*

**Dr. Mark Mains, Assistant Director for 4-HYD**

*“Kentucky 4-H Strategic Plan: A Roadmap to Success”*

**Jeremy Teal, CES Fiscal Compliance Officer, Districts 5, 6 & 7**

*“Introduction to District 5”*

# District 5 Updates

**Dennis Morgeson & Cabrina Buckman**

*"Welcome to the Washington CES Office"*

**Sara Talbott, Area NEP Agent**

*"NEP Updates"*

**Bonnie Jolly, Hardin CEA for 4-HYD &  
Extension Equine Subcommittee Member**

*"UK Extension Equine Summit"*

# District 5 Celebrations

## *Congratulations*

Jennifer Keith, Pulaski Support Staff  
& husband, Nathan,

On the arrival of their new baby boy,

Gage Allan Keith,

Born May 30<sup>th</sup>, 2018 @ 2:23pm  
7 lbs. 14 oz. & 20 <sup>3</sup>/<sub>4</sub> inches



# District 5 Celebrations

## *Congratulations*

Daniel Carpenter, LaRue CEA for ANR  
& wife, Whitney,

On the arrival of their new baby boy,

Caden Edward Carpenter,

Born May 31<sup>st</sup>, 2018  
8 lbs. 9 oz & 19 inches



*Caden & Big Sister, Lindley*



# District 5 Celebrations



Congratulations!

*Greg & Tonya Whitis*

Married Sept. 1, 2018  
Cumberland Falls State Park

# District 5 Upcoming Celebrations

Alex Bryant & Fiancé  
Wedding 10/6/18



Matt Adams, Hardin CEA for ANR, &  
Wife, Molly, awaiting arrival of their  
first daughter,



Andilyna Josephine  
*"Andi Jo"*



KY Heartland Ag Complex &  
Livestock Events Center  
Hardin County  
Ribbon Cutting Ceremony Sept. 18<sup>th</sup>

# Personnel Updates

## Current Vacancies

- State Agent Vacancies = 38 Total
- District 5 Agent Vacancies
  - ANR - Casey, Pulaski & Washington
  - 4-HYD - Marion & Washington (Screening Committee)
  - FCS - LaRue, Nelson (Interviews), Russell & Wayne
  - FCS/4-HYD – McCreary (Amy Fugate resigned 8/06)



# Personnel Updates

## University Level

New Hire: Stacy Miller, CES HR Director (8/01)

New Hire: Jeremy Teal, Fiscal Compliance Officer (8/15)

Resignation: Drew Graham (10/01) - New Executive V.P. for KFB

Interim FMLA Administrator: Phillip Neeley

Transfer: Craig Wood, Interim Assistant Director for ANR (10/01)

ANR Program Specialist: Ricky Yeargan

Support Staff Payroll Contact: Melissa Horton

# **New Address for District 5 Office!**

Offices for Districts 3, 4 and 5

Room 236 Scovell Hall  
Lexington, KY 40546-0064

*Continue to fax to (859) 257-3501  
until further notice.*

# Personnel Updates

## County Facilitators Appointments

- Jonathan Oakes, Russell; Christy Nuetzman, Clinton (9/01)
- Upcoming: Nelson County (10/01)
- Currently there are 26 County Facilitators Facilitators across the state

## County Staff Changes

- Joyce Cardenas, Marion Support Staff (Retirement 8/18)
- Breckinridge Custodian (Screening Applicants)
- Grayson Support Staff (Screening Applicants)

# Program Area Reports

- Dayna Fentress, Hardin CEA for FCS
- Amy Aldenderfer, Hardin CEA for HORT
- Kindra Ewing Jones, Grayson CEA for 4-HYD
- Ricky Arnett, Green CEA for ANR

# Reminders & Upcoming Deadlines

- Accident/Incident – Notify DD/Worker’s Care  
<http://districts.ca.uky.edu/OfficeTools>
- Attendance Rosters – File permanently  
<http://psd.ca.uky.edu/aaterms>
- County Program Reviews for 2019:  
Casey, Grayson, Green, Marion, McCreary, Pulaski, Washington
- Annual Due Dates/Timelines  
Calendar: <http://districts.ca.uky.edu/OfficeTools>
- HOLD 2nd Wed. for District Staff: Nov, Feb, March and May



# ***District 5 Birthdays***

## **August**

8/5	Terry Bertram
8/7	Cassie Munsey
8/10	Dianne Hayward
8/14	Beverly Tabor
8/15	Melody Mays
8/16	Angela Freeman
8/17	Jonathan Oakes
8/20	Robbie Smith
8/22	Christy Nuetzman Misty Wilmoth
8/29	Tina Cecil
8/31	Tasha Tucker

## **September**

9/1	Natalie Taul
9/2	Robin Felix
9/8	Darice Russell
9/15	Kisha Atwood Carolyn Morris
9/18	Andy Mills
9/19	Joy McGinnis
9/27	Carolyn Dorsey
9/28	Stacy Smith

The logo consists of the letters 'W' and 'K' in a stylized, blocky font. The 'W' is formed by two 'U' shapes joined together, and the 'K' is formed by a 'K' shape. Both letters have a white outline and a white fill. A registered trademark symbol (®) is located at the bottom right of the 'K' logo.

WK<sup>®</sup> Cooperative  
Extension Service

# IT Update

## IT Security Best Practices

- Change your UK account password on a regular basis
  - Make sure computers and other devices are password protected
  - Download and install all computer updates
  - Use One Drive as your online data storage system
  - Do not open email or click on links you do not recognize
- 
- Utilize Monica Willett as your first contact regarding IT training needs.  
[Monica.Willett@uky.edu](mailto:Monica.Willett@uky.edu)

# Employee Education Program

EEP Form has been updated

<https://www.uky.edu/hr/forms/employee-education-program-eep-form-for-uk-employees>

Let District Director know when you are taking classes by sending them a copy of the EEP form, whether classes are taken online, during or after regular work hours.

Also, follow up with DD or support staff to confirm the form has been received.

# Agent Graduate Studies

- Agents must complete the Agent Study Plan and get approval from their District Director and appropriate Assistant Director
- Surveys by Extension employees working on a masters or doctoral degree:
  - If the survey is related to all program areas, approval from the Director of CES with input from Assistant Directors and Program Leaders is required
  - If survey is related to a specific program area, approval by the appropriate Assistant Director and/or Program Leader is required



# KY Association of Counties Forums

## KACO Forums

- Frankfort – Sept. 20 @ KACo Training Room – District 3 and 4
- London – Oct. 16 @ Cumberland Valley ADD – Districts 2 and 5

Thanks to everyone who has or will be sharing their successful programs with our locally elected officials during these meetings. They have been very well received.

# Civil Rights Training

- All employees are required to complete Civil Rights Training immediately after employment
- Your DD has list and will contact you if this has not been completed.
- Important to get this done.

# Community Assessment Update & Training

Each District will have a different person presenting:

- 1- Melissa Bond
- 2- Melody Nall
- 3- Dan Kahl
- 4- Lisa Adams/ Jennifer Howard
- 5- Hayley Pierce
- 6- Alison Davis
- 7- Robert Tashijan/ Jay Stone

# District Forums

- Postponed until early 2019
- Focus on financial accountability
- DB members from across the state will be invited
- More info to come

# Extension Financial Operations

TRIP Training – email sent on Sept. 4

Sign up in KERS, space is limited

TRIP goes live in all offices on **October 1**

	Statewide TRIP Training	
Date	Location	Audience
Wednesday, Sept. 5, 2018	Ohio County	Ohio, McLean & Hancock
Thursday, Sept 6, 2018	Bath County	Rowan, Elliott & Menifee
Friday, Sept. 7, 2018	Boyle County	Boyle & Lincoln
Monday Sept. 10, 2018	Floyd County	Floyd & Martin
Monday Sept. 17, 2018	McCracken County	D7
Tuesday Sept. 18, 2018	Barren County	D6
Thursday Sept, 20 2018	Taylor County	D5
Tuesday Sept. 25, 2018	Laurel County	D2
Thursday Sept 27, 2018	Montgomery County	D1
Thursday Sept, 27, 2018	Fayette County	D4
Wednesday Oct. 3, 2018	Online (Skype/Zoom)	Make-up Session



# Extension Financial Operations

- FY 18 Final Accounting
- FY 20 Budget Development will begin this Fall
- Quick Books Online
- County Financial Reviews
- Tax Exemption

# 2018 UKIA Review Findings

Finding	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>Governance</b>														
Conflicts of Interest	x		x		x	x	x		x				x	
*External Audits		x					x	x						x
<b>Communication</b>														
Communications						x	x		x					
*Training	x						x	x						
<b>Human Resources</b>														
*Time Reporting								x						
Vetting Volunteers	x		x	x		x	x	x	x	x	x		x	
<b>Financial Operations</b>														
*Travel	x	x		x		x			x	x		x		x
*Cash Handling	x	x	x		x	x	x	x			x	x	x	x
*Disbursements		x	x	x	x	x	x	x	x	x	x	x	x	x
*Authorizations	x	x	x	x		x			x	x	x		x	
*Asset Management			x				x				x	x		x
*Expense Classifications		x						x				x	x	x
*Reconciliations		x		x			x							

# County Facilitator Training

10:00 AM – 2:00 PM

Location TBA

West	Central	East
October 5	October 19	October 26
January 4	January 18	January 25
April 5	April 19	April 26
July 5	July 12	July 26

# Question, Persuade, Refer

- QPR – Question, Persuade, Refer – Suicide awareness training
- Free
- September 28: 9:00 AM – 11:00 AM or 1:00 PM – 3:00 PM
  - *limit 30 per session*
- Bluegrass Stockyards
- Additional opportunities to learn coming soon.
- You are encouraged to sign up and attend. If you're interested in attending one of these sessions contact:  
**Ashley Rockwell [ashley.rockwell@uky.edu](mailto:ashley.rockwell@uky.edu)**

# New Agent Orientation

- November 6 - 8, 2018
- January 22 - 24, 2019
- April 23 - 25, 2019

# National Land Grant Diversity Conference

- February 7-8, 2019
- Marriott, Cincinnati Airport
- Hebron, KY
- Registration is open
- <https://diversity.ca.uky.edu/national-land-grant-diversity-conference>



# Jr. MANRRS Leadership Institute

- December 7- 8, 2018
- Applications accepted until October 5, 2018
- Contact Mia Farrell or Ashley Holt

# Department of Local Government

Lease/Debt Approval – must be approved by DLG

[http://kydlgweb.ky.gov/Entities/16\\_Debt.cfm](http://kydlgweb.ky.gov/Entities/16_Debt.cfm)

Notification of Intent to Finance

Form <https://kydlgweb.ky.gov/Documents/Debt/NotificationofIntenttoFinanceEDITABLE.pdf>



# Support Staff MJRs and PEs

Support Staff MJR Changes and Performance Evaluation

# Agent MJR Changes

Changes started July 1<sup>st</sup> and are as a result on increased emphasis on accountability and public relations/service

- Educational Programming – 50%
- Accountability, Public Relations & Service– 20%
- Advisory Councils – 10%
- Leadership/Supervision – 10%
- Facilitation/Collaboration/Teamwork – 10%

# 4-H Updates

- 4-H Strategic Plan
- 4-H Day at UK – Murray State Football Game Sept. 15
- 4-H Camp Update
- 2 New Initiatives with 4-H Online

# NEP Updates

- SNAP-Ed and EFNEP Yearend Deadlines
- Smarter Lunchrooms; Collaboration with KDE
- EFNEP and SNAP-Ed; no cost, no perceived cost, no registration fee
- UK Childhood Obesity Clinic; referring to county Extension offices for their programs
- Interpreter Request form on our agent internal website  
<https://kynep.ca.uky.edu/content/forms>
- Garden Surveys due October 15; includes food preservation and family or community garden production  
[https://kynep.ca.uky.edu/system/files/garden\\_survey\\_9\\_2016.pdf](https://kynep.ca.uky.edu/system/files/garden_survey_9_2016.pdf)
- NEP Podcast, “Behind the Recipe” <https://ukfcsext.podbean.com/>
- Participant public-interfacing website being developed; “Eating Well, Planning Ahead and Feeling Good”.

# NEP Program Assistants 2018

- Performance Evaluation Process and Timeline
- Other Notes:
  - Year -end reporting deadline (Oct. 1<sup>st</sup> 2017 – Sept. 30<sup>th</sup> 2018) for SNAP-ED commitments is October 10<sup>th</sup>, 2018
  - Garden Surveys due Oct. 15

# HES Alumni and Friends Trip to Greece

- Discuss with your DD
- May 29 – June 9, 2019

# HES Alumni and Friends Trip to Greece

## HES ALUMNI AND FRIENDS STUDY TOUR



# GREECE

### May 29-June 9, 2019

Ikaria, the Greek island, known as "the island where people forget to die," is the focus on this tour. Ikaria is one of 5 "Blue Zones", an aging hot spot where people live to be a healthy 100+ years old. The health and longevity of Ikarians is largely due to their lifestyle, which centers around having a reason to live, a focus on family, meaningful social connections, healthy diets, hard work, physical activity and spirituality. Using these lifestyle dimensions as a guide, participants will acquire unique insights regarding the Ikarian lifestyle through various hands-on activities, tours, observation and dialogue with local residents,

historians, and professionals who promote the island's history, health and happy lifestyle. Participants will also enhance their multicultural experience through site visits of historical, cultural, and contemporary significance. The program will start in Athens with a guided tour of the Acropolis and it will conclude on the Greek "glamour island," Mykonos.

#### Program Highlights:

- Cross-disciplinary programming opportunities focused on food, culture, and lifestyle
- Diverse tour options to match professional interests and encourage exploration of new focus areas
- Personal and professional growth

and development through increased understanding of personal cultural values and biases

- Networking and cross disciplinary opportunities
- Experience how lifestyle and location contribute to overall health, well-being and life quality (nature hikes, religious festivals, local honey and olive oil production, wine-making, family life)

#### Estimated Cost:

- UK employees: \$3,261\*
- Non UK employees: \$3,282\*

\* does not include airfare

#### Program Fees Include:

- Hotel
- Ground transportation
- Most meals
- Guided tours

#### RSVP and Payment Deadlines:

- **October 15:** RSVP your intent to participate to Sarah Gilliland, FCS Staff Support Associate, [s.gilliland@uky.edu](mailto:s.gilliland@uky.edu)
- **December 1:** \$500 deposit due
- **February 1:** Pay in full

#### Questions:

For a copy of the itinerary or questions, contact Amy Kostelic, Associate Extension Professor and Adult Development and Aging Specialist, (859) 257-1763 or [amy.kostelic@uky.edu](mailto:amy.kostelic@uky.edu)



 College of Agriculture,  
Food and Environment  
School of Human Environmental Sciences





# MS4 Water Quality

Brad D. Lee, Extension Specialist  
Suzette Walling, Extension Associate





# MS4 Water Quality

- Each MS4 is required to conduct water quality education
- Dr. Lee is working with over 100 MS4s in 32 counties to fund Extension Associates to identify current water quality programming being conducted and to provide additional programming as needed.
- Your help is needed to serve this new urban audience

# MS4 Communities

- **M**unicipal **S**eparate **S**torm **S**ewer **S**ystem
  - Owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.
  - Used to collect or convey stormwater (including storm drains, pipes, ditches, etc.)
  - Not a combined sewer
  - Not part of a Publicly Owned Treatment Works (sewage treatment plant)

# Why Should UK be Involved?

- MS4s have limitations
  - Limited experience in public education and outreach
  - Limited connection to community (regulators)
  - Limited staff available
  - Limited time available for addressing MCMs
  - Limited interest from the permit holder (regulators/engineers... not educators)
  - Limited local support
    - A few non-profits are developing K-12 educational programs

**N.O.Vs. BEING ISSUED - LACK OF ADULT EDUCATION**



# ANR Updates

- October 24 - 25 – McCracken County
- November 6 - 7 – Clark County
- Dr. Craig Wood – Interim Asst. Director for ANR / Oct. 1<sup>st</sup>

# UK Extension Equine Summit

This meeting will provide Agriculture and Natural Resources Agents and 4-H Youth Development Agents with the educational resources needed to conduct or improve on adult and youth equine programs in their county.

Each agent is encouraged to bring a representative of their equine community to this program.

# UK Extension Equine Summit

## Locations and Dates:

- December 18 - Mercer County – East
- December 19 - Daviess County – West

# Extension Philanthropy

- Working hard on final funding for Grain Center
- Options for funding camps, agents, specialists...
- David Kessler would like a list of any Extension College Scholarships currently offered. He may be able to support those.