District 4 Staff Meeting
September 18, 2019
Madison County Extension Office

Welcome & thank you to Madison County for morning refreshments and lunch!

9:30 a.m.

Personnel Updates
District 4

Paighton Lewis - Estill County 4-H Youth Development Agent
Beau Neal – Fayette County ANR – October 1
Ben Conner – Scott County ANR – October 1

State Level

Dr. Jonathan Larson   *Dr. Ric Bessin, UK Dept of Entomology*
Courtney Owens
Nancy Calix

AGENT GRADUATE STUDIES UPDATES

IT UPDATE   *Rick Hayes, D4 ITEC*

NUTRITION UPDATE   *Leslie McCammish, Senior Ext. Associate*
                                                            Jennifer Robinson, Area NEP Agent

COMMUNITY ASSESSMENT   *Lisa Adams, Madison Co. Manager*

MARKETING UPDATE

TRANSITION DISCUSSION 1   *Cathy Weaver, Agent Transition Team*
                                Jessica Sayre, Agent Transition Team

HR UPDATES

State and Federal Law Posters

New Employee Orientation
- *O*nline module in myUK Learning
- Six sessions of the orientation module.
- This training is to be taken during paid working hours.
- Employees must take the training within the first 30 days of employment.
- Supervisors can check the status of employees' orientation progress at any time.
- A *new Staff Handbook that can be accessed at* https://www.uky.edu/hr/staff-handbook/.

MyUK App – download on your mobile devices.
Employees can now access services from Employee Self Service and Manager Self Service through the myUK Mobile app.
https://uknow.uky.edu/campus-news/myuk-app-offers-easy-access-important-information

UK ID Cards
Harassment Training
Extension Vacancies
Wellness
Annual Retirement Conference

EXCESS MEDICAL INSURANCE

EXTENSION FINANCIAL OPERATIONS

Travel Reimbursements

- Concur still coming but slightly delayed from original timeline
  - Pilots to start in Jan (tentative)
  - Go Live in spring (tentative)

Quick Books On-line

- 46 counties currently online (D1, D2 and CM)
  - Goal is to have all counties online by 6/30/20
  - Will bring a district on each quarter (2 in Q4)

- o   Train in last month of each quarter and go live on 1st of next quarter
- Have made some minor changes in how we are using the system
    - o   Slight changes to the use of classes
    - o   Allowing the linking of credit card banks to feed transactions to QBO
    - o   Minor adjustments to Chart of Accounts
- FY20 budgets are loaded in all counties using QBO
    - o   FY20 budgets will be loaded by EBO as counties are brought online
    - o   If there are amendments, we need a copy of the signed budget and we will make changes for counties

Compliance

- Standardized forms in place effective July 1 – all counties should be using these now
    - o   Payment voucher
    - o   Credit card transaction log
    - o   Cash receipts transmittal log
    - o   Safe log

- Retention schedule
    - o   Updating current retention schedule
    - o   Contact Jeremy Teal if they have questions about retention.
    - o   Will include guidance for disposal of documents and conversion to electronic format
    - o   Will also provide training on during district staff meetings

Budget

- Budget module development
    - o   EBO is in process of creating a new module in KERS for collection of budget info
    - o   Will look similar to current Excel file format
    - o   Will offer more consistency and standardization
    - o   MOA and Schedule of Disbursements will be printed for signature from KERS once reviewed/approved internally
    - o   Year-end actuals will be entered into this module with summary for DLG reporting made available
    - o   Budget development will include last year's budget and actuals for comparison purposes
    - o   Goal is to have module ready for training in Jan with go live in Feb

Other

- Year-end accounting
    - o   Currently finalizing reports for counties to settle up for FY19
    - o   Most counties are getting refunds
    - o   For purposes of keeping it simple, we will send a final fy19 trip invoice to the counties separate from the final accounting
- DLG reporting
    - o   Year-end financial disclosure are past due (Sept 1)
    - o   Printed statement in Local Paper – past due (Sept 1)

- Use of public funds for donations
  - Public funds should not be used for donations or purchase of silent auction items (e.g. area alumni association events)
  - These items should be purchased using non-tax funds (program council funds) or personal funds
- Tax rates process
  - EBO is reviewing the tax rate process and related forms
  - Do not sign tax rate related documents nor give the appearance of recommending specific rates
  - As a reminder:
    - We should only be giving information that helps the EDB make decisions on their tax rates (revenues generated at various rates, expenditure budgets, 5 & 10 year plans)
    - We should not be recommending specific rates to the EDB

OFFICE OF DIVERSITY UPDATE

Cultural Awareness Day – October 22, 2019– E.S. Good Barn – 8:00 am – 2:30 pm
"Thriving in Your Multi-Generational Community"

REMINDERS DURING ELECTION SEASON

EXTENSION IN THE CITY

NEW HIRE PROCESS AND REMINDERS

All staff positions are to be advertised in each county newspaper. It is recommended to advertise the position for up to 2 weeks. Debbie will need a copy of the advertisement.

Interview notes and the Hiring Report Form will need to be sent to Debbie.

NEW AGENT ORIENTATION: November 19-21, 2019 – Ag. Science Bldg. North

MID-YEAR VISITS WILL BEGIN IN NOVEMBER: Watch for invitation via Sign Up Genius

PERFORMANCE APPRAISALS FOR BI-WEEKLY STAFF
Support Staff will be able to begin Self-Evaluation on December 3, 2019
Self-Evaluations are due January 14, 2020
Face-to-Face meetings with Supervisors are to be completed by February 11, 2020

CEDIK UPDATE   *(blue handout)*

PLAN OF WORK PROCESS   *(Timeline handout)*

Association Reports – KEAFCS, KACAA, KAE4-HA, ESP

Program Area Meetings:

4-H Youth Development – Room 3
- o 4-H Update - handout
- o National 4-H HQ/National 4-H Council
- o State Fair
- o Kentucky Volunteer Forum
- o Staffing Update
- o 4-H Camp

ANR/HORT – Room 1
- o District Subject Matter Contacts
- o Kentucky Beef Conference

FCS – Room B
- o Staff Updates - handout
- o In-service Trainings
- o KEHA
- o Other

Reminders for the New Program Year
Staff Meetings for the Year

- o *Always hold the 2ⁿᵈ Wednesday of <u>each</u> month for staff or multi-county meetings*
- o **October – no general staff meeting planned**
- o November 13, 2019 - *Different location - Clark Co.*
- o December 11, 2019 - Fayette Co. – **FULL STAFF MTG.** (Agents & Support Staff) **
- o January 15, 2020 – 3ʳᵈ Wednesday due to Holiday – Fayette Co.
- o February 12, 2020 – Fayette Co.
- o March 11, 2020 – Fayette Co.
- o **April – no general staff meeting planned**
- o May 13, 2020 – Fayette Co.
- o **NO JUNE, JULY or AUGUST STAFF MEETING**

** Volunteers needed to help plan December Full Staff Meeting – please sign up with Debbie**

LINK TO COMPREHENSIVE CALENDAR OF DEADLINES:

http://districts.ca.uky.edu/files/extension_annual_calendar_08-07-2017.pdf

- o Tax Rates due 9/15/19
- o SNAP-Ed Reports due 9/30/19
- o Motor Vehicle/Watercraft Forms due 10/1/19
- o County Payments due 10/10/19
- o County Extension Council Nominations to District Board – Due 11/1/19 in order to be received by County Judge Executive by December 1, 2019.
- o Report to the People – rough draft due before Thanksgiving, Final due Dec. 1
- o Audits – Remember to upload to DLG website
- o Success Stories – one due every quarter, total of 5 by July 15

Holiday	Date observed	Day observed	Date of Upload
Independence Day	July 4, 2019	Thursday	05/22/2019
Labor Day	September 2, 2019	Monday	07/21/2019
Thanksgiving Day	November 28, 2019	Thursday	10/13/2019
Day after Thanksgiving*	November 29, 2019	Friday	10/13/2019
Christmas Day	December 25, 2019	Wednesday	11/10/2019
Special Holidays/Bonus Days ** To receive the Special Holidays, you must be employed in a regular position or before October 27, 2019.	December 23, 2019	Monday	11/10/2019
	December 24, 2019	Tuesday	11/10/2019
	December 26, 2019	Thursday	11/10/2019
	December 27, 2019	Friday	11/10/2019
	December 30, 2019	Monday	11/10/2019
	December 31, 2019	Tuesday	11/10/2019
New Year's Day	January 1, 2020	Wednesday	11/10/2019
Martin Luther King Jr. Day	January 20, 2020	Monday	12/08/2019
Memorial Day	May 25, 2020	Monday	04/12/2020
Independence Day***	July 3, 2020	Friday	05/24/2020

*** Independence Day falls on a Saturday; therefore, the holiday is observed on a Friday.