COOPERATIVE EXTENSION

University of Kentucky
College of Agriculture, Food and Environment

Kentucky State University
College of Agriculture, Food Science, and Sustainable Systems

District 2 Staff Meeting
February 14, 2018
Leslie County

10:00 AM

Welcome

Guests from District 5

District 2 Agent Vacancies

- Breathitt County 4-H Agent
- Jackson County FCS Agent
- Rockcastle County ANR Agent
- Owsley County 4-H Agent
- Wolfe County FCS Agent

District 2 Agent Resignations/Retirements

- Paul Dengel-Whitley County Horticulture Agent

CES Personnel Update

- Hayley Pierce-Extension Marketing Specialist hayley.pierce@uky.edu
- Jann Knappage-Food System Specialist with NEP jlknappage@uky.edu

Candidates for the Director of Extension Philanthropy position:

- David Kessler, Currently the Ag Agent in Marion County
- Elijah Wilson, Currently the 4-H Agent in Cumberland County

Dr. Travella Free- KSU –Assistant Extension Professor: 4-H Youth Development

Amy Singleton-Area NEP Agent

Extension Review Update

Needs Assessment

- The County Needs Assessment Steering Committee has been named to design the assessment process and make recommendations on how it will be implemented in all 120 counties.
- Lori Garkovich and Rick Maurer are leading the team that consists of representatives from all program areas as well as external partners.
- The team has already begun meeting and will meet each week through March at which time they represent their recommendations to the administration.

- This needs assessment will allow counties to use every piece of data available to better build programming around the communities. The process may look different, but it is the same intention (POW) Extension has always had – to serve communities in the best way possible with practical and trustworthy information.

Implementation Timeline of County Managers:

- March 1 – Updates to county agent fiscal coordinator responsibilities completed.
- April 1 – Phase one of county managers hiring for counties who plan to move forward with this recommendation.
- May 1 – County manager training begins; hiring of additional regional compliance officer.
- Sept. 1 – Uniform accounting software for all counties determined
- Oct. 1 – Begin accounting software transition with pilot counties
- Nov. 1 – Phase two of county managers hiring for any additional counties who plan to move forward with this recommendation.

Review Action Plan WEBSITE (New)

- **https://extension.ca.uky.edu/review-action-plan**
- As changes are put into place and as decisions are made they will be posted here

Budget Update

- Plan is to have everything ready to present at the March Staff Meeting

Mileage Rate Change

- Starting January 1st, 2018 mileage rate is 54.5 cents per mile (previously was 53.5 cents)
- Please double check KERS reports to make sure correct rate is being generated

TRIP Pilot County Update

- Bell County Agents Update on the Process so far

State Fair Assignments 2018

- Please review your assignments for any possible foreseeable changes such as FML leave, retirements, or transfers, which would create an additional opening in your district assignments.
- In addition, if an agent cannot fulfill their state fair assignment, they must find a replacement and inform their District Director, their division superintendent, as well as myself. We all depend on each other to make this huge event a success. If you have any questions, please feel free to contact me at kladams@uky.edu, or 859-771-2221.
- State Fair Dates: August 16th- 26th, 2018

Agent/Assistant Breakout Sessions (Quicksand):

- FCS: Crystal Osborne-Owsley County FCS Agent
- AG/Hort: Ted Johnson –Lee County ANR/4-H Agent
- 4-H: Vicki Boggs-Leslie County 4-H Agent

Unemployment Claims and Job Verifications go to UK

- Remember if you receive any unemployment claims or job verification claims these need to be filled out on campus.
    - Jeaune "June" Hadl is the contact person
    - 859-257-9189
    - Jlhadl2@email.uky.edu
- Please let DD know if you refer a claim of any kind to her

MVR Releases

- All Motor Vehicle Record (MVR) Release forms need to be sent to the District Director's office for processing. Please make a color copy of the Driver's License if at all possible. Also, make sure the Driver's license is not expired before sending to the District Director's office. Please make sure the driver signs the form.
- MVR Releases need to be sent in for any Extension volunteers or Board Members that are driving Extension owned or UK vehicles

Empowering Local Leaders

- Agents reminder to complete the qualtrics survey about their Empowering Local Leaders results
- **https://uky.az1.qualtrics.com/jfe/form/SV_5mO953eGdc4U2ON**

Logic Model Training

- The window to update county Plans of Work begins in April. The Logic Model training is designed for agents who are developing a plan of work or revising a current plan. Discussion will include using the logic model for planning, tracking progress, evaluation, and communications.
- Please contact Pam Sigler with any questions: psigler@uky.edu
- Presentation via Skype

March 23	*9:30 a.m. Eastern*
March 23	*3 p.m. Eastern*
April 11	*9:30 a.m. Eastern*
April 11	*3 p.m. Eastern*

KACO Local Meetings for County Elected Officials "It Starts with Us"

- Extension is the special guest organization for these meetings this year, 5 being held across the state.
- October 16th, 2018-Cumberland Valley ADD-London, KY
- District 2 and District 5 will be doing afternoon presentations similar to District Forum
- When details become more clear, I will be in touch with Agents to present and what time
- Lots of our Elected Officials will be at this meeting and anyone is encouraged to attend.

Epsilon Sigma Phi:

- March 20th - Annual Meeting
- March 21st - In-service Training and is open to all agents, specialists, and administration.
- Embassy Suites in Lexington, KY
- Should expect registration email this week.

Chi Epsilon Sigma:

- April 11th-13th, 2018 at the Lake Cumberland Resort – Jamestown, Kentucky.
- http://chies.ca.uky.edu/

County Program Reviews

- 2018-Knott, Lee and Letcher County
- County Program Review link: http://ces-personnel.ca.uky.edu/county-review

State Extension Council Meeting

- February 27-28th, 2018 at the Embassy Suites in Lexington, KY

2018 National Land Grant Diversity Conference

- 2018 National Land Grant Diversity Conference - February 15-16, 2018 - Cincinnati Airport Marriott, Hebron, KY. "Intentional Connections: Education and Application in a World of Differences"

Success Stories

- Due Quarterly- up and coming deadlines (April 10th, 2 due July 15th)

Mountain Ag Week at RCARS ***(September 17th-22nd, 2018)***

- Tentative theme is "Mountain Fest".
- 4-Hers will be needed to perform at Field Day on Saturday
- District 2 Representatives-
  - ANR = Charles May- Perry County
  - 4-H= Dora Webb- Knott County
  - FCS= Laken Campbell- Lee county
  - Horticulture= Bonnie Sigmon- Laurel County
  - Fine Arts= Cortney Moses-Whitley County

UK Payment

- 4th quarterly MOA payment due to Dr. Jeff Young by April 10th, 2018.

Upcoming Deadlines:

- Charles Barnhart Fund for Excellence Applications Due March 1st, 2018
- Extension District Board Rough Draft Budget due April 15th, 2018 to Fiscal Court
- Space Inventory due to DD by May 1st, 2018
- Randall Barnett-County Extension Council Award due to DD by May 1st, 2018
- J. Lester Miller Graduate Fellowship Applications due to Director of Extension by May 1st, 2018
- Gifts, Grants and Contracts Financial Report Form due to DD by May 1st, 2018
- Plan of Work Rough Draft due to DD for review by May 1st, 2018
- Uniform Financial Information Report (UFIR) due to DLG by May 1st, 2018 (send copy to DD)
- Affirmative Action Plan (Rough Draft) due to DD for review by May 15th, 2018

District Staff Meeting Schedule

- March 14th, 2018 Laurel County Extension
- April 11th, 2018 No Meeting
- May 10th, 2018 Lee County Extension (note this is a Thursday)

Please remember to get your Staff Meeting Registrations to the Host County on or before the deadline date, so meals can properly be ordered, etc.

Extension Review Exercise

- Get in groups of 4-5 from different counties

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.

LEXINGTON, KY 40546

Disabilities accommodated with prior notification.