District 5 Staff Agenda

February 10, 2016
Taylor County Extension Office
10:00 am EST
EMPLOYMENT: VACANCIES

- District 5 = 10
  - Nelson FCS (Vacant 8 months - 6/1/15)
  - McCreary FCS (Vacant 5 months - 9/14/15)
  - Russell ANR (Vacant 1 month - 1/8/16)
  - Taylor Horticulture (New Position/Repost x3)
  - Stop-Gap: Cumberland, Green, Meade, Grayson, LaRue
  - Agent at Large: Pulaski ANR

- Statewide Total Vacancies = 31
  - Programs  FCS– 15  ANR– 9  4-H–7
  - Stop-Gap   18 Counties
EMPLOYMENT: POSTED POSITIONS

- Grayson Part-time Staff Assist: 2/8/16 – 2/15/16
- Taylor Horticulture Agent: 2/8/16 - 2/29/16
- District 3 District Director - Apps close 2/22/16
- Extension Co. Manager, Boone - Apps close 2/17/16
- Wayne Staff Assist./Bookkeeper - Apps close 2/23/16

EMPLOYMENT: PART-TIME TEMPORARY POSITIONS

- ONLY accepted if positions are 3 months or less

EMPLOYMENT: WELCOME TO DISTRICT 5!

- Jordan Crain - Green CEA for FCS (1/19/16)
  - Introduction by Tyrone Gentry and Ricky Arnett
EMPLOYMENT: NEW D5 POSITIONS
- Breckinridge Part-time Custodian – Denise Sherrard (2/8/16)
- Breckinridge SNAP-Ed (Interviews - 2/19/16)
- Hardin SNAP-Ed (Interviews - 2/18/16)

EMPLOYMENT: RECEPTIONS SCHEDULED
- February 29, 2016 – Cumberland Co. (11 am - 1 pm CT)
  - Chelsey Pickens, ANR & Haven Williams, Support Staff
- February 29, 2016 – Green Co. (3 pm - 5 pm CT)
  - Jordan Crain, FCS
- April 28, 2016 – Washington Co. (3 pm - 6 pm ET)
  - Rick Greenwell, ANR
HEALTH UPDATES
- TDL - Childbirth: Natalie Taul (Return Date - 2/16/16)
- Glen Roberts: Surgery
- Jennifer Bridge: Mom’s Heart Surgery
- Intermittent FMLA: Pam York Family

BIRTHS
- Ava Grace Stapp (1/18/16)
- Daughter/1st Child – Jordan (Taylor 4-H PA) & Tonya Stapp

SYMPATHY
- Marion Co. - Extension Supporter, Gene Lanham (1/20/16)
- Dayna Parrett – Unexpected Loss of Uncle (1/6/16)
Congratulations on Engagement

Danielle Hutchins, Nelson 4-HYD

Fiancé: Jason Hagler
Wedding Date: July 9, 2016
Location: Willisburg, KY
Congratulations on Engagement!

Christy Nuetzman
Clinton FCS
Fiancé: Brian Guffey

Wedding Plans:
“I’m just going to come in one day and it will be done”
Christy. 😊

Brian doubled his fortune.....
a bride and a son, Cole! Priceless!
AFTER AN EMERGENCY C-SECTION AND NICU, AVA GRACE STAPP IS HOME & WELL.

WELCOME
AVA GRACE STAPP
BORN: 1/18/16
8 LBS 14 OZ
DAUGHTER & FIRST BORN for JORDAN STAPP, TAYLOR CO 4-H PA AND WIFE, TONYA

CONGRATULATIONS ON BIRTH!
Congratulations — CES Years of Service

20 Years
Amy Aldenderfer
Hardin CEA
Horticulture

20 Years
Tyrone Gentry
Green CEA
4-HYD

20 Years
Debbie Shepherd
Casey CEA
FCS
Congratulations — CES Years of Service

25 Years
Pam York
Russell CEA
FCS

30 Years
Ron Bowman
Nelson CEA
ANR

30 Years
Pat Hardesty
Taylor CEA
ANR

35 Years
Roberta Hunt
Washington CEA
4-HYD
Special Recognition & Highlights

SPECIAL CONGRATULATIONS

- Natalie Taul – Masters of Arts in Education ($4,000)
- Chelsey Pickens – Delegate to Southern Region Women’s Agricultural Leadership Summit – Feb. 8, UGA - Athens GA.

REFRESHMENTS/HOST – Adair, Wayne & Taylor Counties

PROGRAM UPDATES and HIGHLIGHTS

- FCS – Christy Nuetzman, Clinton CEA
- ANR – Ricky Arnett, Green CEA
- 4-HYD – Kindra Ewing Jones, Grayson CEA
- Horticulture – Amy Aldenderfer, Hardin CEA
ACCOUNTABILITY

Don’t Forget Audits & Attestations – KRS 65A.030
- <$100,000 – Financial Statement, Attestation Every 4 Years
- =$/100,000 but <$500,000 – Statement, Audit Every 4 yrs.
- >$500,000 – Financial Statement, Annual Audit
- Fiscal Coordinators: Submit Last Audit or Attestation Date

Compliance and Ethics Concerns
- Anonymous Reporting
- Calls: Compliance Line - 1-877-898-607
BUDGET – GOVERNOR’S PROPOSAL/UK PRESIDENT’S MESSAGE
  o Anticipating Cuts to CAFE and CES
  o Due Date on Memorandum is Pending
  o Be Mindful and Respectful of Public Perception

CAREER LADDER UPDATE
  o Applications - Sent for Final Review
  o Incentives will be in affect July 1, 2016
  o Levels: 2 - $2,000; 3 - $2,500; 4 - $3,000; 5 - $3500
  o 10 Applications from District 5
CEDIK

- Hiring New Position – Economic Dev. Associate
- Facilitation Training: 3 Agents per District (No Cost)
  - Hosted by the KY League of Cities
  - To Be Held Late Aug/Sept – Location TBA
- 1st Impressions (Secret Shopper) – 4 New Counties
  - Pulaski County - One of the 4 Participants

CLIENT PROTECTION COMMITTEES

- Friendly D5 Reminder: Re-run all Background Checks in 2016 by April 30, 2016
CHARLES E BARNHART FUND for EXCELLENCE

- Proposals: FY 2017 Projects
- Timeframe: (7/1/16 – 6/30/17)
- Applications: Due March 1, 2016
- Contacts: Megan Lucy (Meagan.lucy@uky.edu)
- Lisa Collins (lisa.Collins@uky.edu)
- Link: http://administration.ca.uky.edu/barnhart-fund-for-excellence

Dean Charles E. Barnhart (1969 – 1988)
DISTRICT BOARD ORIENTATION
- Budget Template and Training 2016
- Open Meetings Act and District Boards
- Link: http://districts.ca.uky.edu/DistrictBoard

DIVERSITY
- Tri-State Diversity Conf. – Feb. 18, 19 at Hebron, KY
- Link: http://10times.com/tristate-diversity-conference

EXTENSION LEADERSHIP DATABASE
- Thank You Counties for Your Quick Response!
- 100%....Pending One County
- Dr. Henning’s Survey is Forthcoming
  - i.e. Efficiency, Service, Satisfaction, etc.
ESP STATE MEETING – “SOARING to NEW HEIGHTS”
- Location: Lexington Signature Club of Lansdowne
- Annual Mtg. (3/21/16)
- Professional Dev. In-Service (3/22/16)
- Report to People Winners – Need Lincoln Trail Winner
- D5 Area Contact Agents
  - Lynnette Allen (Lincoln Trail)
  - Tyrone Gentry (Lake Cumberland)

HIRING PROCEDURES for COUNTY STAFF
- Rejection Letters – Standard letter, Online option
INTERNS
- Intern Booklet and Supervisor Packet
- Notification of Intern Placement – March 2016
- Hosts: Breckinridge, Cumberland, LaRue and Meade
- State Contact: Mia Farrell, Extension HR Specialist

IT UPDATE
- Website Updates – Drupal 7 to Drupal 8
  - Transition will be by District, starting in D1
- Email Changes – Outlook to Office 365 Exchange
  - 1 Pilot County per District to Transition
KY VOLUNTEER FORUM – Feb. 11 – 13, 2016
- Hyatt Regency and Lexington Convention Ctr.
- Link: [http://4-h.ca.uky.edu/content/Kentucky-volunteer-forum](http://4-h.ca.uky.edu/content/Kentucky-volunteer-forum)

LEAVE CALCULATOR – UKHR WEBSITE
- Calculates Rate Employees earn Vacation, TDL, Holiday
- For Regular Staff with full-time FTE of 0.5 or greater

MICROSOFT OFFICE 365 - OneDrive
- Friendly Reminder: Upload Documents All Year Long
- Email Staff Minutes and Dates for CEC/EDB Meetings
PLAN OF WORK

- Spring CEC Meetings – Prioritize County Issues
- Template Available 4/15/16; Draft Due to DD 5/1/16
- Counties Submit to KERS by 6/30/16
- Update/D5 Training for Agents in March – Dr. Ken Jones
- Handout: Strategic Initiative Terms

POST RETIREMENT CHANGES

- Link: http://ces-manuals.ca.uky.edu/content/miscellaneous
- Change: Must Retire Before Applying for Post-Retirement

RE-ORGANIZATION

- Comments from Dr. Henning
SECRETARY TRAINING – May 16 & 17, 2016
- Location: Staybridge Hotel, Bowling Green, KY
- Reservation/Registration Deadline Pending
- May 16: (Optional) Group Activity/Dinner/Lodging
- May 17: Training Sessions
- Committee Contact: Lynnette Allen, Breckinridge FCS
- Location Contact: Jennifer Bridge, Meade FCS

SNAP-Ed Update – Leslie McCammish, NEP Senior Ext. Assoc.
- Greetings and Announcements
- PSE Reporting
- Altarum – Survey and County Visits
STAFF MEETING SCHEDULE

- March, 2016  **Full Staff** – POW Training
- April, 2016  *Only Program Groups as Needed
- May, 2016  **Full Staff** – Finalizing Budgets/Reporting
- June/July/Aug  *No Staff Meetings
- Sept. 2016  **Full Staff** – Advisory Groups Training
- Oct. 2016  *Only Program Groups as Needed
- Nov. 2016  **Full Staff** – Risk Management
- Dec. 2016  **Full Staff** – Agents/County Staff Event
- Jan. 2017  **Full Staff** – Budget Training
- Feb. 2017  **Full Staff** – Supervision Training
STATE EXTENSION COUNCIL – March 23 & 24, LEXINGTON

- Delegates: Tim Gossett, Meade;
  Robert Enlow, Jr., LaRue; Ada Mae Handy, Green;
  Pam Gibson, McCreary; John Gossage, Casey
- State ANR & FCS Advisory Committees – March 23

STATE FAIR ASSIGNMENTS

- D5 Assignment Handout

***************
PROGRAM GROUP MEETINGS
Each Group (ANR, FCS & 4-HYD) Determines Need
FEBRUARY BIRTHDAYS!

AGENTS
- Feb 2  Will Stallard (Casey ANR)
- Feb 4  Pat Hardesty (Taylor ANR)
- Feb 13 Elijah Wilson (Cumberland 4-HYD)
  Marla Stillwell (Hardin CEA for 4-H)

SUPPORT STAFF
- Feb 19  Susan Martin (Grayson Support Staff)
- Feb 24  Fran Hodges (Hardin Support Staff)
- Feb 25  Jessica Vincent (Hardin Support Staff)