District 5 Staff Agenda

May 9, 2012
Taylor County Extension Office
10:00 am EST

*Please remember to sign the District Staff Attendance Sheet
Personnel & Programs

- **PERSONNEL UPDATES**

  District 5 News
  - Intern Assignments and Employment
  - Health, Sympathy and Congratulations

  State Level News
  - Assist. Dean/Director for Diversity – Dr. Quentin Tyler
  - 4-HYD Specialists – Kim Foster & Jennifer Tackett
  - Evaluation Specialist - 4 Finalists to Interview
  - CEDIK Associates – Marissa Aull & James Allen
  - Doctoral Degree - Dr. Jeff Young, D3 Director
  - UG Assoc. Dean, Ext. & Outreach - Dr. Deborah Murray
• PROGRAM HIGHLIGHTS for DISTRICT 5
  - Dennis Morgeson, Horticulture
  - Elijah Wilson, 4-HYD
  - Katie Alexander, FCS
  - Brian Newman, ANR

• SPECIAL RECOGNITION
  - ESP – Misty Wilmoth, LC Contact Agent
  - KAE4-HA – Lynnette Allen, D5 Association Director
  - Chi Epsilon Sigma Annual Meeting
  - Refreshments/Host - Taylor & Washington Counties

  And... Beth Wilson’s wonderful strawberries straight from the patch! 😊
Information – Deadlines - Events

 ADA ASSESSMENT and COMPLIANCE PLAN
  Due: May 15 (with Affirmative Action Plan)
  Link: http://www.ca.uky.edu/psd/affirmative_action.php

 AFFIRMATIVE ACTION PLAN and REPORT
  PLAN Draft – FY 2012/2013
    • Due May 25 to DD (electronic)
  PLAN Final – FY 2012/2013
    • Due June 30 (online)
  REPORT Final - FY 2011/2012
    • Due July 15 (online)
  Link: http://www.ca.uky.edu/psd/affirmative_action.php
• ALUMNI MEETINGS– ALUMNI, STAFF, STUDENTS
  LT Alumni: Agent Contact: Ron Bowman
  Date: August 4
  Location: Breckinridge Co.
  LC Alumni: Agent Contact: Nick Roy
  Date: July 19
  Location: Pulaski Co.
  Staff Appreciation Day: September 12, UK
  Student Round-up: September 13, UK
  UK & HES Round-up: September 15, UK
  Link: http://www.ca.uky.edu/alumni/index.php
BUDGET UPDATE and ECONOMIC OUTLOOK
University of Kentucky

  FY 13-14: Flat Appropriation
- Estimated increase in fixed costs and operations are expected to total 23 million dollars (this is almost a 45 mil. budget gap for 2012-13)

College of Ag&HES

- All Academic Units treated the same
- Operating on a Two Year Budget Plan
- Two Year Plan = 7.55% Cut at College Level
- Round One (FY 12-13) - 6% Cut
- Round Two (FY 13-14) - 1.5% to include 5% Raise
- Tuition Benefit: Paid out of Dr. Henning’s Account
CONTINUED: BUDGET UPDATE

Budget memo for Fiscal Years 2013 & 2014

• Information to share with District Board/CEC

Year One (FY 12-13) - 6% Cut

• Preliminary Plans to making cut have included:
  * Holding vacancies on county/state levels
  * 2% increase in base agent contributions
  * Cost saving measures (resources/spending)

Immediate Changes to Look for:

• Vacancies: Holding 32 or less statewide
• July 1 – Counties can no longer pay Association Dues (will not affect 2012 KACAA payments)
• Cell Phones – No longer a taxable benefit
CONTINUED:  BUDGET UPDATE

Year Two (FY 13-14) – 1.5% Cut & 5% raise

To prepare, counties should plan for:

• 5% increase in salaries – Staff and 4th+ Agents
• 5% increase in Base Agent Contribution
• Payment of actual Benefits Costs for county hourly positions, regardless of when established. Figure at 50% of annual salary
• Budget amount for Benefits Costs for 4th Agents and above to remain at 36% of annual salary (*includes positions created after July 1, 2004*)
• Budget amount for benefit costs for part-time and temporary employees to remain at 9%
- **CAMP**
  - Expectation: 25 paid campers @ county, minimum
  - Need: Higher % of capacities – reconfigure groups?
  - Need: County-wide effort to generate support

- **CEDIK**
  - Engaging Agents in Community Development
  - “Community Capitals Framework” – County Groups

- **CLIENT PROTECTION STANDARDS**
  - Anyone working with vulnerable audiences
  - Discussion with Specialists conducting programs
  - July 1 – $10 fee to process Criminal Record Checks
COUNTY COORDINATOR LIST – 2012-2013
Due June 1 (Rotation as Appropriate)
Link:  [http://ces.ca.uky.edu/cesdd/OfficeTools](http://ces.ca.uky.edu/cesdd/OfficeTools)

COUNTY PROGRAM REVIEWS
D5 Team Leader:  Martha Thompson
• Cumberland County – Wednesday, May 30
• Taylor County – Thursday, May 31
• Adair County – Tuesday, July 31

D5 Team Leader:  Martha Nall
• Breckinridge County – Tuesday, August 30
• Meade County – Wednesday, August 29
  *Don’t Forget 6 Month Follow-up Report
CREATING OUR FUTURE

Update: Christy Nuetzman
Sub-Committee Groups/Reports

DUE DATES and TIME LINES

June 1 Performance Appraisal Rating Option Sheet
June 1 County Coordinator Lists for new FY to DD
June 30 POW Final (online)
June 30 Affirmative Action Plan Final (online)

*Agent Performance Appraisal Documents (Rated)
*Program Contact Assignments
CONT.  DUE DATES and TIME LINES

July 1  Financial Report - grants, gifts, contracts
July 10 County Payment (Copy to D5 Office)
July 15 Actual Program Support Expenses

Affirmative Action Report for previous FY
Impact Statements (5) & All Statistics
Agent Performance Appraisal Documents
* Tax Rates and Audits (as they come in)

Aug 1  Priority Indicators (online)
*Final Accounting Sheets

Additional Budget Deadlines:
Tax Rates – July/October (as soon as set)
Legal Notice - October 1
File Audits - Annually or every 4 years
Final Payments to UK

Link:  http://ces.ca.uky.edu/cesdd/districtboard
FEDERAL REVIEW REPORT

- JOB WELL DONE – Hardin County Staff!
- Good Results – will now address areas of need
- POW & Affirmative Action Reports
  *Need measurable goals. Be accountable
- Strive to increase diversity and meet parity
- Expansion & Review Committees for Advisory Groups

INTERNSHIPS – Summer 2012

- County Hosts: Breckinridge ANR, Washington 4-H, Nelson 4-H, Casey ANR, Taylor ANR and Meade ANR
- Schedule work for Interns in “ALL” Program Areas
- Schedule Visit for District Director
IT UPDATES

• Back-up for Computers
  Cloud Solution – Website vs. external hard drive
  Example: Carbonite - http://www.carbonite.com

• Google Apps
  Open to students now. Open to Staff in summer

• Help Desk – Now Staffed from 9am thru 3:30pm ET

• Computer Security Posters – Co. Packets

• Multi-function Copiers – Coordinate with IT Tech

KY ENGAGEMENT CONF. – Nov. 8 & 9

Title: “New Era of Engagement”
Host: W.K.U. Carroll Knicely Conf. Center
Call for Proposals: https://www.wku.edu/kec/
**KERS (KY Extension Reporting System)**

- July 1 – Date to launch system wide
- Log-in - Link Blue ID’s and passwords
- Success Stories (Replacing Impact Statements)
- Priority Indicators (Can report individually)
- D5 Pilot Agents: Natalie, Dayna, Audrey, Brian, Matt, Misty and Tony
- Demonstration: Brian Newman and Tony Rose

**KSU UPDATE**

Staffing – New Positions in Counties, conversations
Extension Adm.–Dr. Javiette Samuel (July 1)
**LEAVE**

Balances and Reporting – Connie Conlee
Leave expiring June 30 – enter in system by June 10
Shared Leave Pool – New extended date
  *can donate May 1 - June 30 in as little as ½ days*

**OFFICE RECORDS AND DISPOSAL GUIDE**

Counties should review files periodically
Use Extension Guide for record disposal
Examples of Need: when agents resign, transfer, or hired; annual office clean-up days, etc.

Link:  [http://ces.ca.uky.edu/manual/node/57#RecordDisposal](http://ces.ca.uky.edu/manual/node/57#RecordDisposal)
Performance Appraisals

Mandatory Year - Agents 5 Years & less (over 1 year)
- Link: [http://ces.ca.uky.edu/cesdd/agent](http://ces.ca.uky.edu/cesdd/agent)

Performance Rating Option (Agents Qualifying)
- Form: Available today, due by June 1

Performance Appraisals - Information due July 15
- Agent Performance Appraisal Document
- Statistics, Meeting and Activities, Expenses *(State Expenses due in June)*
- Affirmative Action Report
- Impact Statements (complete 5)
- FSNEP (Report all hours during year)

*Evaluation Sessions To Be Scheduled July & August*
**POW**
- New 4-Year Plan: Drafts due to DD
- Final Update due in CATPAWS by June 30
- New Pac Codes are available

**PRINTING SUPPLIES**
- UK is no longer using Office Max - now using IKON
- Establish acct./UK discount: darcy.downey@ricoh-usa.com

**STAFF – AGENTS' FALL PICNIC**
- Conflict Date (September 12 is Staff Appreciation)
- Committee: 1 Representative from Program Groups
  Matt Adams, Natalie Taul & Roberta Hunt

*Reminder: No D5 Staff in June, July or August
*Please put D5 Staff Dates (2nd Wed) in calendars
STATE EXTENSION COUNCIL

• Summer Meeting – July 18 (1 day only)
• Franklin County Extension Office
• Encourage D5 Delegates to attend

SUPPORT STAFF TRAINING – Fall ’12/Spring ’13

• Contact Group: FCS Agents
• Planning Needs: Committee/Contact Agent
  Contacts: Pam York and Theresa Howard
• Location and Program - TBA

STATE FAIR ASSIGNMENTS

• Completed – Refer to the D5 Website
• Link: http://ces.ca.uky.edu/cesdd/District5Miscellaneous
- **TAX-EXEMPT**
  - Update annually as changes occur
  - State Contacts for Agents:
    - ANR – Karen Ramage
    - FCS – Kim Henken
    - 4-HYD – Martha Welch
  - 501c3 entities don’t forget to file on line tax forms

- **TRI-ST. DIVERSITY CONF. – Feb. 20-23, 2013**
  - Marriott, Cincinnati Airport, Hebron KY
  - Call for Proposals – Due May 31

- **UK Benefits: Open Enrollment Ends May 11**
  - New – Cancer/specified disease voluntary insurance (available on a **guaranteed-issue basis** one time only)
  - Link: [http://www.uky.edu/HR/OE/](http://www.uky.edu/HR/OE/)
APRIL BIRTHDAYS!

• April 2  Katie Alexander, Breckinridge CEA for FCS
• April 7  Linda Bell, Clinton County 4-H Program Assistant
• April 9  Margie Hernedez, Russell County SNAP-Ed Assistant
• April 11 Roberta Hunt, Washington CEA for 4-H YD
• April 16 Betty Kimbler, Russell County Support Staff
• April 17 Carol Hinton, Breckinridge CEA for ANR
• April 22 Marcy Ward, LaRue County Support Staff
• April 28 Sue Ann McCandless, LaRue Support Staff
MAY BIRTHDAYS!

• May 2   Regina Markins, Meade County Support Staff
• May 6   Jack Ewing, Grayson CEA for ANR
• May 7   Kelly Carney, Taylor County Support Staff
• May 13  Debbie Shepherd, Casey CEA for FCS
          Connie Conlee, District 5 Administrative Support Staff
          Seth Hart, Wayne County 4-HYD Program Assistant
• May 19  Danielle Hutchins, Nelson CEA for 4-H YD
• May 20  Beth Wilson, Pulaski CEA for Horticulture
• May 22  Patricia Richards, Russell County Support Staff
• May 28  Matt Adams, Hardin CEA for ANR
• May 29  Glen Roberts, Wayne CEA for ANR
• May 30  Juanita Herron, Marion County EFNEP Assistant
          Brenda Williamson, Pulaski County EFNEP Assistant
PROGRAM GROUPS

• 4-H YOUTH DEVELOPMENT
• ANR/HORTICULTURE
• FAMILY AND CONSUMER SCIENCES