

District 7 Staff Agenda
Wednesday, February 9, 2011
UKREC - Princeton



- Fiscal Coordinator Training
- Communications Conference - Feb. 21st deadline to register
- Budget Update
- Stop Gap Funding Guidelines
- Specialist Feedback on Agents
- State Extension Meeting Feb. 22-23 in Lexington
- MITT Survey for FCS Agents
- Pay stubs available on UK Link Blue
- Cell Phone List Update
- Affirmative Action
- ESP Update
- Great Plains Initiative agidea.org
- Plan of Work Update - draft due by May 1st
- Social Media Guidelines
- Reporting in CATPAWS
- Post Retirement Requests
- Money Handling Survey - due March 15th
<http://agwrhse.ca.uky.edu/registration/taxexempt/>
- CEC and District Board Rotation
- Career Ladder
- Federal Civil Rights Review

Deadlines & Dates to Remember:

Feb. 1 Offset Voucher due to DD
22-23 State Extension Council Meeting - Lexington
22-24 District 7 County Program Reviews-Graves, Fulton & Hickman
28 Budget Plan Rough Draft due to DD

Mar. 9 District Staff Meeting - UKREC
15 Money Handling Survey due
31-Apr. 1 Communications Conference - Bowling Green

April USDA FEDERAL CIVIL RIGHTS REVIEW
Temporary Disability Leave (TDL) Conversion Month
10 FY 2010-2011 Final County Payment due to UK
13 District Staff Meeting - Marshall County, Benton
13-15 CHIES Annual Meeting - General Butler State Park
15 Budget - Dept. of Local Govt. to Co. Judge & DD

May Shared Leave Donation Month
1 POW Update Draft due
Memorandum of Agreement - 3 originals to DD
Schedule of Disbursements - 3 originals to DD
Salary Adjustment Form/Letter/Tax Sheet - 1 original to DD
Uniform Financial Report - due to DD & others
15 Budget - All forms must be approved, signed & sent to DD
Affirmative Action Plan - rough draft due
18 District Staff Meeting - UKREC (3rd Wednesday of the Month)
30 Holiday - Memorial Day

June County Coordinator List
Program Contact Assignments
District Board meets and rectifies expense accounts - plans for setting tax rates by 30th
1 Performance Appraisal Rating Option Sheet
30 Plan of Work - final
Affirmative Action Plan - final

July 4 Holiday - Independence Day
10 FY 2011-2012 1st Quarterly Payment due to UK
21 UKREC Field Day - Princeton

July/Oct. Tax Rates - send to DD after Fiscal Court approves

Oct. 1 Legal Notice - original to Co. Judge; copy to DD; publish by 10/1