

District 7 Staff Agenda – November 9, 2011

- Welcome/New Employee – Patrick Allen, CEA for 4-H Christian County
- Livingston County/new building
- District Forum
- Agent Performance Appraisals – to be emailed soon, sign and return original hard copy to DD. If you have questions or concerns EMAIL the DD.
- Monthly Reports
- Report To The People
- County Inventory List (form located in Office Procedure Manual under Purchasing & Management of Equipment & Supplies)
- Cell Phone Update List
- Ag Alumni Update
- ESP Update
- Report any and all Worker’s Care claims to DD asap via email or phone
- Notify DD and/or Margie when an employee has missed 3 or more days of work (whether it be for sickness or just not showing up without prior notification)
- State Travel Vouchers – agents “MUST” complete this as soon as they return from each trip – 30 day limit for submitting now in effect.
- Fax or scan/email all items that you can from the counties. Items requiring original signatures from the county still need to be sent via snail mail.
- Newsletters/News columns
- Letterhead/Enclosures – Secretaries & Assistants
- IT Update
- Tax Exempt
- SNAP-Ed Hours
- Secretary Update

- Diversity Awards
- Reporting mileage in Catpaws – Assistants and Secretaries must list each trip/days mileage separately – DO NOT lump together on one day for the month
- Still need copies of the following from several counties: **Financial Statements/Legal Notices** (due 9/30) & **Motor Vehicle/Watercraft Tax Form** (due 10/1)

Upcoming Events/Deadlines –

- Ballard & Christian – need State Extension Delegate by 11/15 for 3 year term
- District 7 Forum Meeting @ UKREC 11/16
- Extension Today/Report to the People – send electronically to Christina Goff in P&SD, and Margie **before** the Thanksgiving Break
- Thanksgiving Holiday 11/24 – 11/25
- Randall Barnett Council Awards due 12/15
- Bond Treasurer/January
- District Board Must Meet, elect officers, file names and addresses with County Clerk/January
- County payment to UK 1/10
- 2012 Summer Intern Program – Application deadline 1/22
- Special District Report/DB Membership form 1/30
- County Offset Voucher 2/1
- Career Ladder Applications 2/1
- Agent Mid-Year Reviews
- CES County Events Documentation