

District 7 Staff Agenda

September 14, 2011

Personnel Updates/Current Vacancies

Budget Updates

Dr. Henning's Visits

Performance Appraisals

Travel Update <http://ces.ca.uky.edu/manual/>

Requesting and Reporting Leave/Expenses – Who pays for this?

Out-of-State Travel Requests <http://www.uky.edu/eForms/forms/travelout.pdf>

Impact Statements - These will soon be made available to the general public on your county webpage to help justify your work.

UK/KSU Outdoor signage for county offices http://www.ca.uky.edu/agcomm/Display_signs.asp

Sustainable Community Grants

Federal Civil Rights Review – McCracken and Graves

eXtension handout

County Program Reviews – Lyon, McCracken, and Livingston - Corey Payne joins the review team
[Co review team assignments - 2012.docx](#)

Plan of Work

- County Plan of Work Survey
- Instructions
- Survey link - <http://warehouse.ca.uky.edu/ces/PlanofWorkCntyIssues>
- Up to 5 issues per program area
- No duplicate Issues
- Due October 20th in order to be ready by our District Forum
- POW Schedule

District Forum - UKREC Princeton - November 16th @ 10 a.m. (tentatively) – lunch provided

- One delegate per program area from each county
- Also invite any State Advisory Council Delegates
- One agent per county coordinate transportation

Multi-State Report -- Report time working on Multi-State: Meetings, Conference Planning, National and Multi State Meetings. Each agent reports as necessary. Be sure to include PAC codes. On Line

Survey to collect information is due October 1st

https://uky.qualtrics.com/SE/?SID=SV_25ic4DqO3zz9b1O

Tax Exempt and Other IRS Related News

- UK Legal is reviewing MOU that need to be completed for our 401c3 organizations (more to come)
- Working on an online system to help you keep track of your groups IRS required reports.
 - Budgets, Audits, End of Year Reports
 - Groups need to start working on these as soon as their year ends.
- All 4-H 501c3 applications are currently being handled on an expedited basis by IRS

District Board / Budget Reminders

- All nominees should have names submitted to County Judge by October 1st • County Judge should swear in after final appointment • Meet in January to elect new officers

Current biweekly minimum salaries

\$10 for permanent (full-time/part-time regular)

\$8 for temporary (part-time temporary)

New Complaint Procedure

[Complaint Procedure 2011.docx](#)

Leave Reporting – next year CATPAWS will be closed around July 15th for leave reporting. Previously the window of opportunity was longer.

Staff Certification Forms

Support Staff Performance Appraisal Forms – County paid Secretaries/Program Assistants/Custodians
-Due October 1st

http://ces.ca.uky.edu/cesdd-files/Ag_PerformanceEval_supportStaff_100110.docx

http://ces.ca.uky.edu/cesdd-files/Performance_Appraisal_Staff_Assistant_9310.pdf

http://ces.ca.uky.edu/cesdd-files/Ag_PerformanceEval_supportStaff_100110.docx

http://ces.ca.uky.edu/cesdd-files/Performance_Appraisal_Program_Assistant_9310.pdf

SNAP-Ed Receipts

Newsletters

Truck Run

Workers' Compensation Changes – Paragraph 3

Career Ladder Guidelines – updated information online

http://ces.ca.uky.edu/cesdd-files/career_ladder_guidelines_2012.doc

Ag Alumni Update

IT Update – Rich Phelps

Creating Our Future Update – Curt Judy

Epsilon Sigma Phi – Paula Jerrell

MITT Update – Debbie Temple