

District 7 Staff

March 9, 2011

2011-2012 County Budgets

- If your budget has been sent back with questions talk with Margie today or tomorrow.
- Need an electronic version of final budget plan
- After EDB approval submit to County Judge Executive by April 15

State Fair Assignments



Accident/Incident Report Form

- Located on the District Website under Office Tools

<http://ces.ca.uky.edu/cesdd/OfficeTools>

SNAP-ED Commitment Hours

- Agent Form
- Volunteer Form

Work Credit Form

- Only for regular full time support staff and Staff Assistants hired after July 1, 2009.
- Form will be emailed to everyone tomorrow.
- Form is due back on April 1, 2011.

Supporting Military Families Workshop

- UKREC on April 8, 2011 9:30AM - 3PM

Description: April is the Month of the Military Child and children are part of families! Families of National Guard and Reserve members are located in all Kentucky counties. How can Cooperative Extension have a positive impact on their lives? In this enjoyable one-day training, informative speakers, videos, hands-on activities, and take-home resources will show participants how to reach out with practical, sensitive caring to “suddenly military” families. Cost: \$10 to cover lunch and resources.

Strengthening Community Agrosecurity Planning

- Marshall County on July 25 & 26, 2011
- Handout

Cell Phone Reimbursements

- Cell phones are a taxable benefit according to the IRS.
- Please inform your EDB that a 1099 needs to be filed on employees who receive \$600 or more for cell phone reimbursements.
- Look for email from District Office with more information regarding this.

CEDIK Report

- [March 2011 Report](#)

Career Ladder

- 18 applied for level 2; (18)
- 18 applied for level 3; (17)
- 13 applied for level 4; (3) 1-4H 1-AG 1-FCS

Committee that decides level 4 is comprised of 2 agents from each program area.

Tax Exempt Status

- Deadline is March 15, 2011
- o <http://agwrhse.ca.uky.edu/registration/taxexempt/>

Bidding Process

- New Regulations in EDB Handbook
- Bids need to be acquired on anything over \$20,000.00

Presidential Search Forums

- Thank You for Hosting
- March 14 - Owensboro, Henderson, and Madisonville
- March 15 - Hopkinsville, Murray, and Paducah

Federal Budget Update

Our federal delegation has been made aware of our concerns. Agents are free to contact leaders about this issue and to ask them to make a contact on our behalf. We are also free to have leaders to utilize the national eXtension social network framework for adding their 'story' to the conversation. A key part of any message is that UK CES understands and supports the need to fiscally responsible. We want to speak out specifically against the practice of cutting formula funds while increasing spending on competitive grants.

Youth Protection Guidelines

- Beginning with the spring 2011 Environmental Camping season, different options will be available for screening volunteers. The 4-H Youth Development Agent will be responsible for determining which option best fits the Environmental Camp program for their county and the participating schools.
- All volunteer records need to be kept up to date especially background checks.

Agent Multi-State Report

- Look for email from Dr. Henning containing this google docs survey.
- This year is new in that we need to collect it for the year we are in (Federal fiscal year). We have to document that we are spending at least 10% of federal funds on m/s activities.

Civil Rights Review Information

We need to collect the education level attained (high school, BA/BS, MA/MS) for all SNAPed/EFNEP program assistants, full or part time. This does not apply to program assistants in FCS, 4-H, or ANR or to clerical, only to SNAPED/EFNEP.

Communications Conference

- Bowling Green, KY - March 31- April 1, 2011
- Thanks to those helping out!

Benefits Open Enrollment

- April 25 - May 13, 2011

Summer Intern Orientation

- Those of you with interns please plan to be in Lexington for orientation on April 28, 2011.

Annual Leave Days

- Use by June 30th or lose them
- You can check balance on myUK

- TDL to Vacation Conversion - April 1-30th
- Shared Pool Leave Donation - May 1-31st

Reporting Emergency Leave

- Agents are not to report Emergency Leave
- This is only for hourly staff

State Extension Council

- District Meeting this Fall @ West Ky 4H Camp will include members of D7 State Extension Council, 1 CEC member from each county, and CEC Coordinators.
- We will discuss emerging issues and needs as well as those past issues that may not have been addressed.

West Kentucky 4H Camp Work Day

- Friday, March 25, 2011 9am-3pm
- Saturday, April 2, 2011 9am-3pm

AG and HES Alumni

- Purchase Area Meeting - July 28, 2011 5-9pm in Paducah
- Pennyrile Area Meeting - July 25, 2011 Time and Location TBA

ESP Update - March 22-23 State Conference in Frankfort

Online Evaluations

- Coming this fall on myUK

IT Update

- Rich Phelps