

Staff Minutes
November 9, 2011

- **Welcome/New Employee:** Patrick Allen, CEA for 4-H Christian County
- **Livingston County/new building:** Congratulations.
- **District Forum:** Reminder of the District Forum, November 16 at UKREC.
- **Agent Performance Appraisals:** To be mailed soon, sign and return original hard copy to DD. If you have questions or concerns EMAIL the DD. These are only awaiting the Dean's approval.
- **Monthly Reports:** These are due by the 10th of each month. Includes SNAP-Ed, leave, meetings and activities, stats. Beginning in January new efforts will be implemented to encourage agents to get these done on time.
- **Report To The People:** Please use the 2 or 4 page document only; do not use booklet style to format. Due by Thanksgiving.
- **County Inventory List:** (form located in Office Procedure Manual under Purchasing & Management of Equipment & Supplies) These need to be updated by December 31.
- **Cell Phone Update List:** All agents should have updated their cell phone number at sign-in of today's meeting. Matt's new number is 270-621-0524.
- **Ag Alumni Update:** Nancy Kelly reported that Pennyrile met in the summer with 31 attending. David Fourquarean provided food. Pennyrile was short on scholarship fundraiser so there will be no match from UK. January 7 will be the winter alumni UK game.
- **ESP Update:** Paula Jerrell asked to please send copies of the Report to the People to Marsha Parker (Pennyrile counties) or Paula Jerrell (Purchase counties) for contest. Next ESP meeting is March 22.
- **Worker's Care Claims:** Report any and all Worker's Care claims to DD ASAP via email or phone: This is new information. Contact must be made as soon as an injury occurs. You will be required to have a drug and/or alcohol test. Even expired prescription medicine may impact your claim.
- **Absences:** Notify DD and/or Margie when an employee has missed 3 or more days of work whether it is for sickness or just not showing up without prior notification. Email notification is sufficient.
- **State Travel Vouchers:** Agents "MUST" complete this as soon as they return from each trip – 30 day limit for submitting now in effect. Do not wait to send everything in at one time.
- **Paper Reduction:** 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. Secretaries have received a list of these items. Only send Newsletters/News columns by email or mail, not both.
- **Letterhead/Enclosures Restrictions:** Bi-weekly employees (Secretaries & Assistants) are not to sign letters or enclosures, even as co-signers.
- **IT Update:** Matt demonstrated how to add events to county websites. Please start using this tool for big county events.
- **Tax Exempt:** Send original MOU to Henning and copy to Matt, and appropriate Assistant Director; then go to the tax entity site on CATPAWS and enter the date that the MOU was sent to UK. Needs to be completed by December 1. Matt will send specific information by email.
- **SNAP-Ed Hours:** All agents except for 6 completed their SNAP-Ed hours. 55,880 hours were completed state-wide.
- **Secretary Update:** The update was held October 28, in Marshall County. Rich Phelps and Monica Willett presented, along with Robert Tashjian and Matt.
- **Diversity Awards:** Dr. Henning will send out an email. The deadline is December 15.
- **Reporting Mileage in Catpaws:** Assistants and Secretaries must list each trip/days mileage separately – DO NOT lump together on one day for the month. Reminder that secretaries and assistants do not request travel through CATPAWS.
- **Tax Documents:** Still need copies of the following from several counties - Financial Statements/Legal Notices (due 9/30) & Motor Vehicle/Watercraft Tax Form (due 10/1)
- **Announcements:**
 - Truck Run on Dec. 7. Make arrangements to pick up ASAP.
 - Mentor Training at UKREC on November 17
 - Check computers to be sure there are no Social Security #'s on them

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