

**General Staff Minutes**  
September 14, 2011 @ UKREC

**Personnel updates/current vacancies** -Mia Ferrell, new Christian County 4-H Agent, was welcomed. Cam has a new baby boy. Darian has a new baby. Paula Clark married and is now Paula McCuiston. Amanda Henderson is getting married October 29, in Chicago. Rhonda Jewell has had back surgery. Jeremy Teal & wife have a baby on the way. David Littlejohn received his Master's in August. Livingston County will be moving into their new building soon. There are 29 vacancies in state. Livingston County is #2 on list; Christian County is one third of the way down the list; and Fulton County FCS is about half the way down followed by Lyon County & Caldwell County FCS.

**Budget Update**-12% cut since 2008. Dr. Henning will share detailed update at District Forum.

**Dr. Henning's Visits**

September 15 – Lyon – 8 a.m., Crittenden – 10 a.m., Caldwell – 1 p.m., Trigg – 3 p.m.

September 16 – Hopkins – 8 a.m., Christian – 10 a.m., Todd – 1 p.m., Muhlenberg – 3 p.m.

September 21 – Calloway – 1 p.m., Graves – 3 p.m.

September 22 – Ballard – 8 a.m., Carlisle – 10 a.m., Hickman – 1 p.m., Fulton – 3 p.m., McCracken – 5 -7 p.m.,

September 23- Marshall – 8 a.m., Livingston – 10 a.m.

**Performance Appraisal**-Results coming in November. Overall needs – Office Staff Conferences, Youth Protection files need to be up to date, and stronger evaluation tools needed in some cases.

**Travel Update**-Cannot claim mileage from home to the office and back at any time. Use shortest distance rule when claiming mileage to other meetings/places. Meal reimbursement – 6:30-9 – Breakfast; 11-2 – Lunch; and 5-9 – dinner (must spend the night enable to be eligible to claim breakfast and lunch). Dinner can be claimed for a one day trip if your return time is 9 p.m. or after. Check the County Office Procedure Manual for more details.

<http://ces.ca.uky.edu/manual/node>

**Requesting & Reporting Leave**-Request & report leave in CATPAWS. If you are asked to be on a committee or training, etc. ask the individual/committee if your travel will be funded on state or county funds. When requesting travel, you must use the comment box to give Matt more details – county, state, professional improvement, requesting prepayment for airline/registration, etc.

**Out of State Travel Requests**-Request in CATPAWS for county funded travel; and for state funds request in CATPAWS and complete the out-of-state travel request form and fax to the District Director one month prior to trip.

Discuss schedules at county staff meetings – make sure secretary has the schedule for all staff – both agents and assistants. When leaving the office, everyone should inform the secretary when leaving and where you are going, when you will return. You may want to use a schedule board near the secretary's work area. If you are out and your schedule changes, notify the office. You can also keep an online calendar for the secretary and keep it updated. May need to review the County Office Procedure Manual on the web site.

**Impact Statements**-Soon will be available to the general public via county web pages.

**Outdoor signage**-All information can be found at this link: [http://www.ca.uky.edu/agcomm/Display\\_signs.asp](http://www.ca.uky.edu/agcomm/Display_signs.asp)

**Sustainable Community Grants**-SARE's now open – covers 2 years- max - \$10,000 – due Oct. 3 – check email from Chuck Stamper for more information.

**Federal Civil Rights Review**-Will be November 1-2 at Graves and November 3-4 at McCracken.

**eXtension** – see handout

**County Program Reviews**-Lyon, Livingston and McCracken in 2012. Corey Payne joins the review team.

**POW**-Matt reviewed survey handout – will send link. See the second paragraph in the letter handout. Up to 5 issues per program area and no duplicate issues. Due October 20 in order to be ready for the District Forum. Please review the Planning Guide that was handed out. See Program & Staff Development website for a list of POW resources.

**District Forum**-District 7's will be held November 16 at Princeton and lunch will be provided. One delegate per program area from each county to bring issues and be ready to discuss; one agent per county (CEC Coordinator or other agent – also coordinate transportation); and any State Advisory Council Delegates from your county. A head count will be needed by the 10<sup>th</sup>.

**Multi-State Report**-Report any time spent working on multi-state meetings, conference planning, national and multi-state meetings. Be sure to include PAC codes. Online survey is due October 1.

[https://uky.qualtrics.com/SE/?SID=SV\\_25ic4DqO3zz9b1O](https://uky.qualtrics.com/SE/?SID=SV_25ic4DqO3zz9b1O)

**Tax Exempt/IRS News**-UK reviewing MOU that needs to be completed for 401c3 organizations (more to come). Working on online system to help you keep track of your groups required IRS reports-Budgets, Audits and 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 judge by November 1. 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) and \$8 for temporary (part-time temporary). If counties have staff assistants below the minimum they will need to move them ahead on the 2012-2013 budgets.

**New Complaint Procedure**-Use in newsletter and on website. See email from Margie.

**Leave reporting**-CATPAWS will close July 15 next year for leave reporting.

**Staff Certification Forms**-Sign today before leaving staff.

**Support Staff Performance Appraisal Forms**-Due to Matt by October 1. Once he approves you may move ahead with the counseling sessions with employees.

**SNAP-Ed Receipts**-Turn in monthly, so UK can keep up with their budget throughout the year.

**Newsletters**-Once you have posted them to the county website send Margie an email stating what is there to be printed off. If you have the District Director on your mailing list there is no need to send an email.

**Truck Run**-Check back hallway to see if you have anything to pick up for your county. If you are in Lexington and have room in your vehicle, check at Ag Distribution to see if there is anything that needs to be picked up for District 7.

**Worker's Compensation Changes**-See paragraph 3 on the website for changes.

**Career Ladder Guidelines**-See online material for updates.

**Ag Alumni Update**-Pennyryle & Purchase meetings have been held. Neither will reach scholarship fund goal by deadline.

**IT Update – Rich**

Training Position Filled - Monica Willett

<http://www2.ca.uky.edu/integratedmedia/trainingrequest>

Lync <https://cwa.uky.edu/> (Web App)

Adobe Connect - <http://www.uky.edu/acadtrain/connect>

Office 2010 Migration report for August 2011 - We have migrated 396 (112 in August) users to Office 2010. 53 counties have not decided if they will move forward in migrating to Office 2010. Counties in D7 we haven't heard from are **Ballard, Muhlenberg, Todd, Lyon, Calloway, Trigg and Hickman.**

Our #UKAg Weather "On the Go!" mobile site:

[http://weather.uky.edu/pda\\_lots\\_o\\_maps.shtml](http://weather.uky.edu/pda_lots_o_maps.shtml) and <http://www.wagwx.ca.uky.edu/pda.shtml>

iTunes University <http://itunes.uky.edu>

College of Ag Video site <http://video.ca.uky.edu/videos/> and YouTube <https://www.youtube.com/ukagriculture>

Created a Facebook Page for us (University of Kentucky Extension Agents, Faculty and Staff) to 'learn' and 'demonstrate' how to use Facebook to communicate with our clientele. What suggestions do you have for us?

<http://www.facebook.com/UKAgIT>

eXtension - Widget (Content) <http://www.extension.org/widgets/content>

Ask an Expert - <http://www.extension.org/ask>

Video Overview of Ask an Expert - [http://www.youtube.com/watch?v=TP4\\_HahGDew](http://www.youtube.com/watch?v=TP4_HahGDew)

<http://www.extension.org/ask>

**Creating Our Future Update – Curt Judy**-Committee is looking at everything we do. Surveys have been done with SEC, at State Fair. You may wish to have it completed at your CEC meeting. Other options including posting it on Facebook or web site. Other options that may be used are county input meetings, District Forums, and focus groups. Future discussions may include staffing patterns & funding. There will probably be an internal survey later on either Facebook or the website. Possible continuation of funding issues at federal level. \$26, 293, 346 – UK (county salaries), \$17, 861, 683 – Counties (County salaries). Final Report – Late spring or early summer.

**Epsilon Sigma Phi- Paula Jerrell**-Professional Development Day will be March 22, with the Annual Meeting on March 23.

**MITT Update**-Debbie Temple handed out a MITT packet and reviewed the contents. Remember to use the Moneywise website. MITT will be a featured program this year. Use PAC code 234. Training on new curriculum – “Where Does Your Money Go” and “Making Your Money Work” on March 19 in Lexington and March 21 in Princeton. Handed out Piggy Bank Design Contest flyer. Reminded us of KYsaves.org website.