

General Staff Minutes – February 9, 2011

Fiscal Coordinator Training

A PowerPoint was used including the following highlights: Increase in Support Staff Benefits: Positions in place before July 1, 2004 will increase from 25% to 27%; Positions in place July 1 or later will remain at 45%; and Part-time will be 9%. Fourth position since July 1 will be 36% of salary. Base Program costs are going up a little. Review Memorandum of Agreement with staff at next county staff meeting. Clarification was made regarding publication categories: Optional county support for publications is included in the memorandum of agreement; office operations section is for non-UK publications that would be billed to your county. Schedule of Disbursements can be 1, 2, 4 or 12 payments per year. Select on the budget form. The Actual Program Support Expenses Form is due to the DD by July 15th from each agent. The budget template has a few changes and can be found on the main district website under the District Board tab. Stop Gap funds go under the agent salary section and counties with these funds are signified on their assessment sheet. Program Support remains the same. Memorandum of Agreement – an appropriate rate of salary increase for county paid support staff should be no more than 3%. Persons hired after February 1st will not receive a salary increase effective July 1.

Budget Update

There will be a 1½% cut for the College of Ag at the end of June. Extension will absorb that. There is a possible 3% salary pool for increases for July 1, 2011. Increases will be based on merit. More to come on this!

Communications In-service

February 21, is the deadline to register. March 31 – April 1 in Bowling Green. The registration form and hotel information has been sent out again since staff.

Stop Gap

Counties normally pay 1 – 1½ years, but this may increase to 3 – 4 years of counties paying 100%.

Specialist Feedback on Agents

Dr. Henning has asked JCEP to take the lead on developing this. Specialists will have an opportunity to give feedback on agents with whom they work with.

State Extension Meeting – February 22 – 23, in Lexington

Matt will lead a session with the District 7 group and each district will be having a fall event. Ours may be in conjunction with a District Staff meeting. Please remind your delegates, if you see them, about the state meeting.

MITT Survey for FCS Agents

This is just a reminder about the survey. You should already know details.

Pay Stubs available on UK Link Blue

There will be no more hard copies for pay stubs. Be sure to keep a check on your information and make sure things are correct (i.e. leave, taxes, dependents, etc.).

Cell Phone List Update

- 1) Please update the list Margie has going around for the district director's use.
- 2) Please complete the cell phone form in the EDB Packet. After \$600 reimbursement for cell phones, the county may have to do a 1099. There will be more direction on this regarding 1099, or including the amount in the Memorandum of Agreement with UK, in which case it would be taxed.

Affirmative Action

Presented by Lena Mallory and Melissa Goodman - Affirmative Action is the actions we take to insure that we are meeting the needs of all of our potential clientele.

The following are terms we should know, (those who are involved in internal county reviews and federal reviews need to be prepared with this information):

- Public Notification Plan – that we are available to all, Justice for All signage, wheel chair, other signage
- All Reasonable Efforts – includes race, gender, age, socio-economic status, etc. – records of what is being done to reach these audiences
- Parity of Participation – no longer just race, but also gender balance
- Complaint Procedure – must be printed in one newsletter per program area each year.
- Attendance Roster – can be altered as long as self gender and self race indications are available. We can now put that information on the form ourselves after program, if it is left blank.
- Guidelines for Outside Presenters – a letter of agreement is needed to inform them of our policies
- Non-discrimination statement must be in all by-laws
- There is an Affirmative Action Resource Guide. Links are in blue, but may not be underlined
 - This site has information for County Program Reviews. All forms are there. Look at the side tab on the website.
 - The County Affirmative Action Plan is the same as the County Civil Rights Plan
 - The County Affirmative Action Plan has all the terms and laws that everyone should know especially if you are involved in a county review and/or federal review
 - ADA Assessment and Compliance
 - State Civil Rights Plan is being revised

— Prayer , if offered, needs to be inclusive; it is encouraged that a volunteer offer the prayer; several resources for an inclusive prayer are available

- 2011 County Reviews: Graves-Feb. 22, Hickman-Feb. 24, and Fulton-Feb. 23.
- 2011 Federal Reviews: Graves-April 12-13, and McCracken-April 14-15.

ESP Update

District 7 didn't win the membership party, but we did have 100% participation from Purchase and Pennyrite for entries for the Report To The People. Graves and Trigg are the winners.

Great Plains Initiative – agidea.org

Great way to get college credit; several topics for focus.

Plan of Work Update – draft due May 1, 2011

Go to the Program and Staff Development Page. We update one more year and then write a new plan. Make plans to begin working with County Extension Councils to determine needs for the next plan.

Social Media Guidelines

We have received these from Matt. Go to Ag Comm for approval if you already have this. If you don't, use guidelines to develop.

Reporting in CATPAWS

Needs to be kept up-to-date! Matt has a list of those who have no records. He asks that we please get these updated.

Due to Federal Audits and Internal Audits the District Director will be looking at expense accounts a little closer to make sure everyone is compliant.

Post Retirement Request

There are many steps to this process. Please contact Matt as early as possible if interested.

Money Handling Survey – due March 15

<http://agwrhse.ca.uky.edu/registration/taxempt/>

Each entity should prepare a form. EDB does not have to do this. If you are not doing your own 501c3 status, then complete the form, submit, and you are done. If you have further questions contact: Kim Henken for FCS; Karen Ramage for ANR; and Martha Welch for 4-H.

CEC and District Board Rotation

KRS highly recommends that rotations be used in **all** counties.

Career Ladder

Matt says Good Luck to everyone. Levels II and III are done in Lexington and Level IV is peer reviewed.