Action needed

- Check due dates and submit end of year reports

Quick links

General Notes from District Staff
Extension Business Office Updates
FCS Updates
ANR Updates
4-H Updates
CEDIK Updates

Important dates

- May 10: Open Enrollment **closes**
- May 14 – 16: KEHA State Meeting
- June 18 – 21: Kentucky Youth Seminar
- June 30: Plan of Work updates
- June 30: Affirmative Action Plan
- June 30: Affirmative Action Report
- July 1: In-service Training Sign-up
- July 15: Monthly KERS Reports
- July 15: Success Stories
- July 15: Program Indicator Report
- July 17: Two-factor login will begin for myUK

Notes

- 2019 Merit Increase
  - A 2% merit pool has been proposed to the Board of Trustees (BOT), which meets in June
  - A standardized distribution based on performance rating will be developed for agents and support staff
  - Changes will be effective July 1
- County Facilitator Job Responsibilities
  - Reminder: County Facilitators are not responsible for CEC, Plan of Work , etc.
  - This role will continue until the new structure is in place
- Talking about hemp and CBD oil
  - Hemp
    - Extension provides research-based information
    - As the research on hemp progresses, you can find updates here:
    - New tools, like budget models, and the latest research are available through the hemp website
    - Agents that get questions about hemp should consult the website and reach out to Tom Keene or Bob Pearce with questions
  - CBD oil
    - Extension provides research-based information
    - Currently, there are no research-based tools, lessons or information for CBD oil.
    - For questions, individuals should contact their health provider.
    - Agents should never provide healthcare advice.
    - Agents should never promote a brand or a person. Be wary of those marketing a product that ask for a platform to speak to Extension groups.
    - Agents should use caution when talking about products that they use, as it can be seen as an endorsement for a certain product.
- Political Participation guidelines
  - Policy #76: Political activities and public office
    - All Cooperative Extension Service employees shall avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family. If holding public office would create an actual conflict of interest that cannot be mitigated through abstention from votes or discussions concerning matters impacting the Kentucky Cooperative Extension Service, employees of the Kentucky Cooperative Extension Service may not hold such positions.

- Professional Attire
    - Click here to review the attire levels and unacceptable attire
- High school interns
    - For those considering hiring an intern, 14-17 year-olds must be hired/employed through STEPS.
    - STEPS monitors compliance with child labor laws
- Concealed carry information
    - No weapons are allowed on property leased, owned or occupied by the university.
    - UK employees may store weapons in private or official vehicles, but the weapon cannot be removed while on university properties.
- Online Science Translation Outreach Masters
    - Program was approved by the Council on Postsecondary Education and will be considered by the full Board of Trustees soon
    - For those interested in the Science Translation and Outreach online masters:
        - go ahead and take the GRE now, it will be required
        - apply to the Graduate School by August 2, 2019
        - Complete the Agent Study Plan and submit to DD and Assistant Director
        - Start talking to specialists who might serve on the graduate committee
- State Fair Exhibits
    - KDA / State Fair Exhibit Pickup – Deadline to register is July 10
    - Pick up locations: Christian, Laurel, McCracken, Montgomery and Taylor
    - Zoom meeting on May 9 with KDA to finalize plans
- Extension Agent Leadership Development Training
    - CLD offers many valuable in-service training opportunities
    - Check the in-service training catalog for upcoming trainings
- Extension IT Training position
    - 30 applicants
    - 4 interviewed
    - Offer has been extended
    - Targeting end of May as start date
- Justice for All posters
    - Red – for general office use (should be in all areas where programming occurs)
    - Blue – for SNAP use (should be in all areas where programming occurs)
- Open Enrollment
    - Open now for changes through May 10
    - Make changes in myUK
- Service awards
    - The process changed in 2016
    - Now uses consecutive years of service to the university

- New employee orientation
  - New orientation for all regular UK employees (0.5 FTE or greater)
  - For agents, this is in addition to New Agent Orientation
  - Will be a web-based training accessible through myUK Learning
  - Must be completed within 30 days of hire, supervisors will receive past due notifications
  - A new employee website is also being created with information about the training as well as links to information on insurance, retirement, etc.
- Summer Interns
  - 35 summer interns will be starting in May
  - Rodeo on June 28 at Good Barn
  - Roundup on July 19 at Good Barn
- Two-factor login
  - Starting July 17 two-factor login will be **required** to sign in to myUK
  - Two-factor login will send either a push notification to an app you can download OR a text message with a code so you need either a smartphone (app) or a cell phone that accepts text messaging
  - Click here to enroll
  - Benefits
    - Provides an additional layer of security to protect your information on myUK
    - Passphrases will be good for 365 days – no changing passwords every 90 days!
  - For immediate assistance, contact ITS Customer Service at 859-218-4357 or visit the Technology Help Center. For non-urgent matters, email 218help@uky.edu
- Intellectual property training
  - If you have received an email from the VP of Research requesting that you complete the UK Intellectual Property (IP) Policy Training, please complete the training ASAP.
  - All new employees must complete the UK Intellectual Property (IP) Policy training on myUK Learning
- Tax Exemptions
  - Counties cannot use UK's EIN/tax exemption number
  - Use the District Board's tax exempt number or Program Council tax exempt number (if they have 501c3 status)
  - See the guidelines here
- Unconscious Bias Training
  - D1 & D2: July 23 in Quicksand
  - D3: April 10 in Carroll County
  - D6 & D7: May 20 in Hopkins County

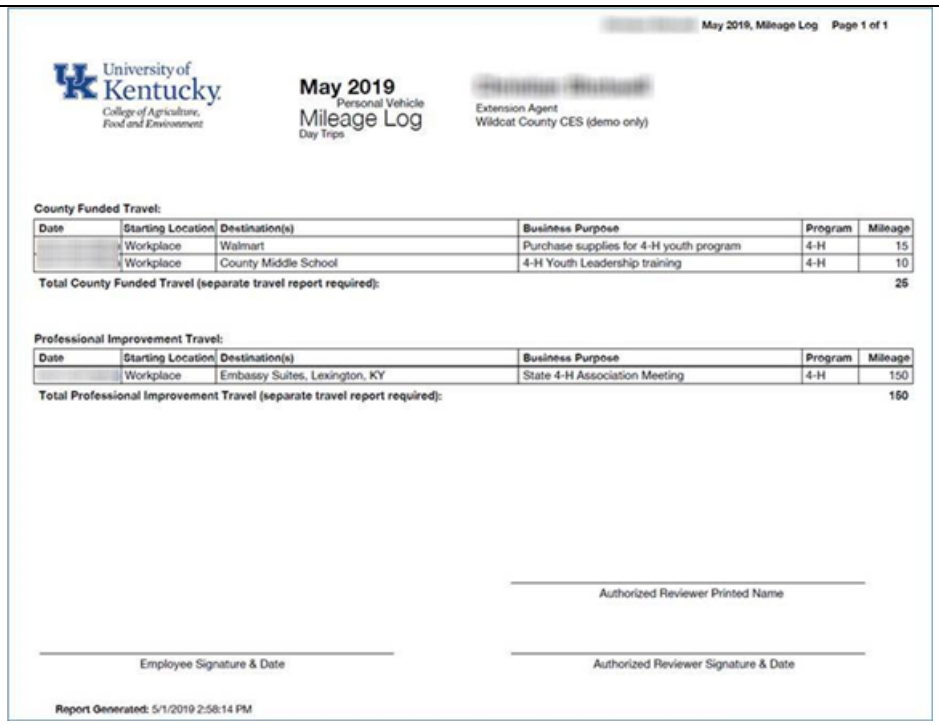
Extension Financial Operations Update

- QuickBooks Online (QBO) Updates
    - QBO Implementation
        - Training and conversion has been paused for two primary reasons:
            - Inuit has changed the tiers offered
            - Slight delays in getting D1 and D2 converted and supported
        - Once the dust settles, we will pick up training and continue with implementation across the state
            - More info will be shared once we have updated our training plans
    - QBO Plan Changes
        - QBO Plus was the top tier when we started this process
        - Intuit found that some companies were gaming the system and running hundreds of business in one instance of QBO Plus
        - Limits to CoA and Classes are being implemented in QBO Plus
            - These limits are going to affect many of our counties who are already using more accounts and classes than permitted
    - QBO Plan Changes
        - New top tier has been added – QBO Advanced
            - Unlimited CoA and Classes
            - Improved reporting capabilities
            - No functional change to how system works
        - Details being finalized on additional costs for QBO Advanced
            - Working to find funds on campus to cover the additional costs
            - New price lock will be extended to us by Inuit
    - Delays in D1 & D2
        - Budget process took us away from getting D1 converted as quickly as we would have liked
        - Numerous issues found while converting counties resulted in a slower process than expected
        - D1 & D2 are mostly converted and using the system
        - A handful of remaining issues are still being worked out
        - Working to develop better support for counties online
- Travel Updates
    - CONCUR

        - Tina Ward and Chris Shotwell are serving on the campus-wide team
        - First task was to update travel policies and procedures
            - Significant changes made to portions of the P&P
            - Written to serve us better once we are using CONCUR
            - Offers more streamlined and efficient procedures
            - Document goes from 17 to 8 pages
        - Draft implementation timeline:
            - Now thru Early Fall: Consultants will work on configuration of CONCUR (20 weeks)
            - November thru December 2019: Piloting of new system
                - We will ask for counties to pilot (1 per district)
                - Will help us to learn the system and to better prepare for training
            - January 2020: Go Live
        - **Note: Timeline is subject to change**
    - Policy Updates
        - A Blanket Business Procedure Exception request was recently approved by the Controller's Office (see email sent by District Director).
        - If a traveler has **no personal expenses that need reimbursed**, a travel expense report for **zero reimbursement** is **not required** in the UK TRIP system (e.g. county vehicle used and all other travel expenses were paid by the county).
        - If a traveler has **any personal expenses that need reimbursed**, a travel expense report **must be submitted** along with **all receipts and required documentation** regardless of who paid the expenses (e.g. 3rd party receipts).
        - Cost comparisons are **not required** for airline tickets purchased from an alternate vendor when the ticket costs **less than $500**. A copy of the approved business procedure exception (see email) must be included with the employee's travel expense report if an alternate vendor is used and the ticket costs less than $500.
        - Cost comparisons are **required** for airline tickets purchased for trips that **combine business with personal travel** and the airline ticket must be **paid for with personal funds**. Care should be given to ensure the county does not pay for travel expenses

related to the personal portion of the trip (personal lodging, meals, rentals, etc).

- Professional Improvement (PI): Updated Definition
  - These funds are only to be used for **dues, travel, subsistence, and registration fees** for involvement in the **approved state and national professional associations**.
  - PI funds should only be budgeted when all other obligations are met (staff salaries & benefits, program support, travel, office operations, etc).
  - For annual budgeting purposes, PI is **limited to $3,500 per agent** and **$1,500 per support staff**.
  - For those agents who participate in Epsilon Sigma Phi, the county may allocate **up to $1,000** in additional PI funds.
  - Any other use of PI funds is prohibited without prior approval from the respective District Director.
  - Fine Arts Agents do not have state and national associations like other program areas. Their district director and program area leader will help identify appropriate professional improvement opportunities.
  - Professional Improvement Funds **cannot be used** to pay for tuition of courses offered as college credit.
  - Likewise, PI funds **cannot be used** to pay for an individual's Rotary, Kiwanis or other professional, civic or association dues
  - Approved Agent Associations
    - KACAA & NACAA
    - KAE4-HA & NAE4-HA
    - KEAFCS & NEAFCS
    - ESP (State & National)
    - JCEP
  - Approved Support Staff Associations
    - ChiES
- Personal Vehicle Mileage Logs
  - In order to keep county travel and professional improvement separate in TRIP and to assist with separate accounting in the county, logs have been updated to provide a separate table for each.
  - If an employee has **both** in a given month, a **separate** "day trip" travel expense report **should be submitted** in TRIP for accounting of each separately budgeted line item.



May 2019, Mileage Log Page 1 of 1

University of Kentucky
College of Agriculture, Food and Environment

May 2019
Personal Vehicle
Mileage Log
Day Trips

Extension Agent
Wildcat County CES (demo only)

County Funded Travel:

Date	Starting Location	Destination(s)	Business Purpose	Program	Mileage
	Workplace	Walmart	Purchase supplies for 4-H youth program	4-H	15
	Workplace	County Middle School	4-H Youth Leadership training	4-H	10

Total County Funded Travel (separate travel report required): 25

Professional Improvement Travel:

Date	Starting Location	Destination(s)	Business Purpose	Program	Mileage
	Workplace	Embassy Suites, Lexington, KY	State 4-H Association Meeting	4-H	150

Total Professional Improvement Travel (separate travel report required): 150

Authorized Reviewer Printed Name

Employee Signature & Date

Authorized Reviewer Signature & Date

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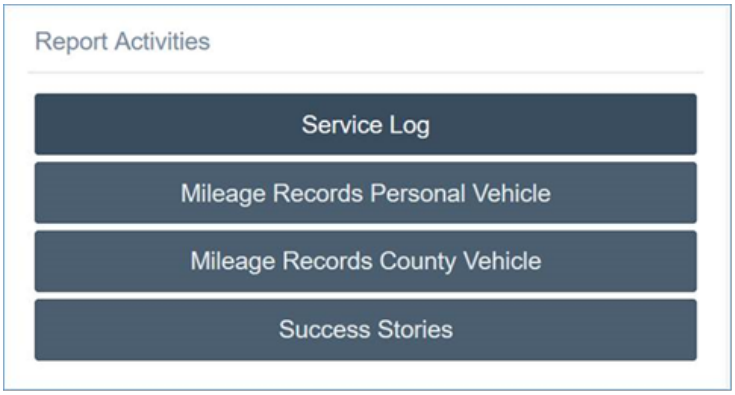
- "Purpose of trip" **code 00** – Collaboration/Meeting will be used for **county travel**
- "Purpose of trip" **code 01** – Conference/Training will be used for **professional improvement**
- Overnight trips should not be affected.
- As we continue to **increase accountability** and improve stewardship of **local public funds**, a county vehicle mileage log is being implemented **effective immediately**.
    - Starting with May travel which will be reviewed in June.
- This new vehicle log will be kept in KERS and **must** be used by any employee driving a **county owned vehicle**.
- Purpose for the new county vehicle log:
    - **Increase accountability** related to the use of county owned vehicles.
    - Document **destinations and business purposes** for all employee travel.
    - Ensure county vehicles are used solely for purposes related to **extension programming**.
    - Ensure **personal use** of county vehicles is handled appropriately as per IRS regulations.
    - Provide data to the district board regarding the **cost effectiveness** of the county owned vehicles.
- Guidelines for county vehicles:

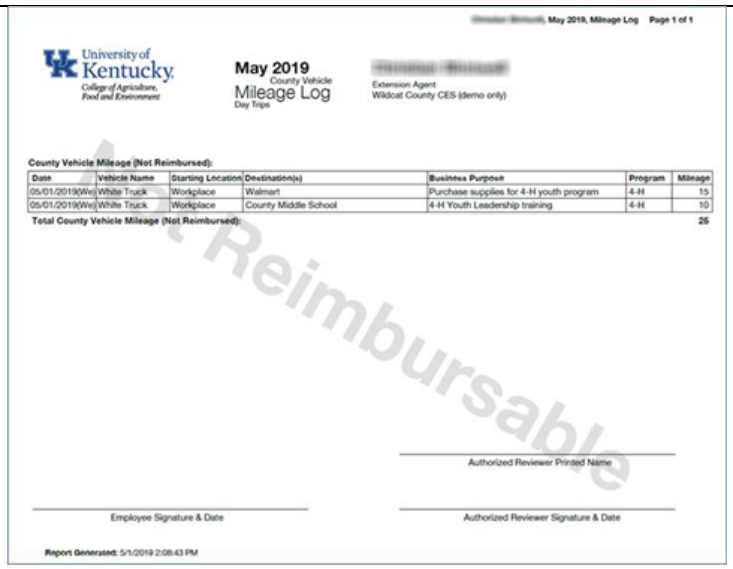
- All UK employees and certified volunteers permitted to drive county vehicles must have a University of Kentucky **Motor Vehicle Record (MVR)** on file with UK Risk Management.
- **Any personal usage** of county owned vehicles could be considered a **taxable fringe benefit** by IRS definition.
- According to the IRS, personal use of a vehicle is all use that is not for your trade or business.
- If necessary, a county may choose to invoke the IRS "commuting rule" for miles driven to/from home and work (see IRS regulations or consult you local tax professional)

▪ Procedure for filling out the mileage log and for month-end review:

- Step 1: County vehicle mileage records will be recorded in KERS using the new **Mileage Records County Vehicle** button.



- Step 2: At the end of the month, the County Vehicle Mileage Log will be **printed and signed** by the employee who drove the vehicle.



[redacted], May 2019, Mileage Log Page 1 of 1

University of Kentucky
College of Agriculture, Food and Environment

May 2019
County Vehicle
Mileage Log
Day Trips

[redacted]
Extension Agent
Wildcat County CES (demo only)

County Vehicle Mileage (Not Reimbursed):

Date	Vehicle Name	Starting Location	Destination(s)	Business Purpose	Program	Mileage
05/01/2019(We	White Truck	Workplace	Walmart	Purchase supplies for 4-H youth program	4-H	15
05/01/2019(We	White Truck	Workplace	County Middle School	4-H Youth Leadership training	4-H	10
Total County Vehicle Mileage (Not Reimbursed):						**25**

Not Reimbursable

Authorized Reviewer Printed Name

Employee Signature & Date

Authorized Reviewer Signature & Date

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- Step 3: The signed log is then provided to the **County Fiscal Contact** for review (documented via signature).
- Step 4: Once reviewed by the County Fiscal Contact, the log will be scanned and submitted to the respective **District Director** who will review, approve (via signature) and return a copy of the fully reviewed log to the county office.

▪ **Note:** The County Vehicle Mileage Log will **not be submitted in TRIP** as these miles are **not reimbursed to employees**.

- As per UK year-end Deadlines:
  - Travel Expense Reports for **June (or previous) travel** must be submitted by **July 3rd** to ensure posting to **"Old Year"**
  - Ensures travel is posted to "Old Year" in University records for **accounting and billing purposes**
  - Ensures travel is posted to "Old Year" in County records for **accounting and budgeting purposes**
  - Any expense reports for June travel that are **not posted to "Old Year"** in UK's system will be included in the **Q1 billing for FY20** (to be sent in Oct) and ultimately charged to **"New Year"** budgets.

- Compliance Updates
  - Trainings & Presentations Website
    - In an effort to keep training materials and presentations updated, we have made some changes to our website:
      - Specific subject area training materials and presentations provided

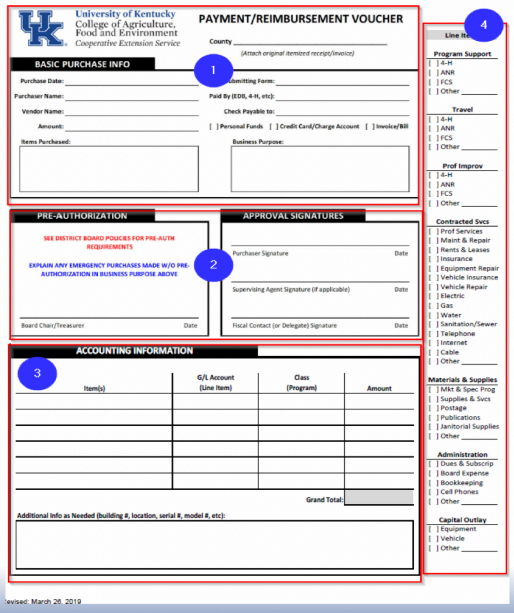
- Updated list of trainings and presentations completed over last 2 years
- Prevents UKIA from finding conflicting or outdated information
- http://cafebusinesscenter.ca.uky.edu/training-qrg

- Business Operations Manual
  - Draft has been submitted to leadership for review and revision
  - It will eventually be incorporated into one Extension Manual
    - Used existing guidelines and procedures
    - Updated existing guidelines and procedures
    - Added some new guidelines and procedures
  - District Directors will be given opportunity to review
  - UKIA and DLG will also be given opportunity to review
- Standardized Forms
  - New forms **must be used** effective **July 1, 2019**
    - Payment Voucher
    - Daily Receipts Log
    - Safekeeping Device Log
  - Used numerous sample forms from counties along with forms used on campus to develop new forms
  - New forms can be found on websites
  - http://cafebusinesscenter.ca.uky.edu/efo_forms

Training Topic

Payment/Reimbursement Voucher

- 2 Versions to choose from
  - Electronic Version – to be completed online and printed
  - Printed Version – to be completed by hand
- 4 Sections to be completed
  - Section 1 – Basic Purchase Info
    - Who, What, When, Where and How
  - Section 2 – Authorization and Approval
    - Authorization from EDB (IF NEEDED)
    - Approval Signatures
  - Section 3 – Accounting Information
    - Mainly for bookkeeping purposes
    - To make sure that the items purchased are recorded in the correct GL/Line Items
  - Section 4 – Line Items
    - Reminder of GL/Line Items


University of Kentucky College of Agriculture, Food and Environment Cooperative Extension Service

PAYMENT/REIMBURSEMENT VOUCHER

County _____

(Attach original itemized receipt/invoice)

BASIC PURCHASE INFO

Purchase Date: _____ Submitting Form: _____

Purchaser Name: _____ Paid By (EDB, 4-H, etc): _____

Vendor Name: _____ Check Payable to: _____

Amount: _____ [ ] Personal Funds [ ] Credit Card/Charge Account [ ] Invoice/Bill

Items Purchased: Business Purpose:

PRE-AUTHORIZATION

SEE DISTRICT BOARD POLICIES FOR PRE-AUTH REQUIREMENTS

EXPLAIN ANY EMERGENCY PURCHASES MADE W/O PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE

Board Chair/Treasurer Date

APPROVAL SIGNATURES

Purchaser Signature Date

Supervising Agent Signature (if applicable) Date

Fiscal Contact (or Delegate) Signature Date

ACCOUNTING INFORMATION

Item(s)	G/L Account (Line Item)	Class (Program)	Amount
		Grand Total:	

Additional Info as Needed (building #, location, serial #, model #, etc):

Line Items

Program Support
[ ] 4-H
[ ] ANR
[ ] FCS
[ ] Other _____

Travel
[ ] 4-H
[ ] ANR
[ ] FCS
[ ] Other _____

Prof Improv
[ ] 4-H
[ ] ANR
[ ] FCS
[ ] Other _____

Contracted Svcs
[ ] Prof Services
[ ] Maint & Repair
[ ] Rents & Leases
[ ] Insurance
[ ] Equipment Repair
[ ] Vehicle Insurance
[ ] Vehicle Repair
[ ] Electric
[ ] Gas
[ ] Water
[ ] Sanitation/Sewer
[ ] Telephone
[ ] Internet
[ ] Cable
[ ] Other _____

Materials & Supplies
[ ] Mkt & Spec Prog
[ ] Supplies & Svcs
[ ] Postage
[ ] Publications
[ ] Janitorial Supplies
[ ] Other _____

Administration
[ ] Dues & Subscrip
[ ] Board Expense
[ ] Bookkeeping
[ ] Cell Phones
[ ] Other _____

Capital Outlay
[ ] Equipment
[ ] Vehicle
[ ] Other _____

Revised: March 26, 2019

Training Topic – Payment Voucher

Purchase Date: Enter the date of purchase.

Purchaser Name: Enter the name of the individual who made the purchase.

Vendor Name: Enter the name of the vendor where the purchase was made (e.g. Wal-Mart, Lowe's, etc.)

Amount: Enter the amount of the purchase (total amount shown on receipt or invoice)

Person Submitting Form: Enter the name of the individual who is submitting the form (in some cases this may be an agent completing the form on behalf of a volunteer).

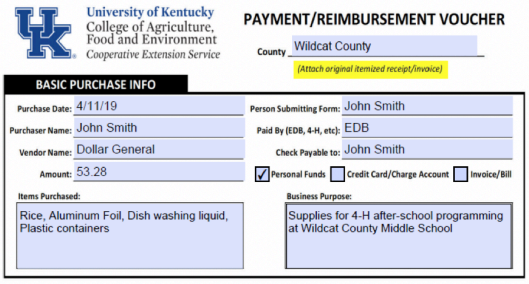
Paid By: Enter the source of funds covering the expense (EDB, 4-H, etc.).

Check Payable to: Enter the name of the individual or company to which this payment is due.

Method of Payment: Select the box most pertinent to the nature of this purchase.

Items Purchased: Enter a brief list of the items purchased (avoid using general terms such as supplies; and add specific detail, especially for higher end items or services)

Business Purpose: Enter a brief description justifying the need for the purchase to explain how the goods/services will be used in Extension.


University of Kentucky
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Cooperative Extension Service

PAYMENT/REIMBURSEMENT VOUCHER

County: Wildcat County

(Attach original itemized receipt/invoice)

BASIC PURCHASE INFO

Purchase Date: 4/11/19
Purchaser Name: John Smith
Vendor Name: Dollar General
Amount: 53.28
Person Submitting Form: John Smith
Paid By (EDB, 4-H, etc): EDB
Check Payable to: John Smith
☑ Personal Funds ☐ Credit Card/Charge Account ☐ Invoice/Bill

Items Purchased:
Rice, Aluminum Foil, Dish washing liquid, Plastic containers

Business Purpose:
Supplies for 4-H after-school programming at Wildcat County Middle School

Attach original itemized receipt/invoice

Training Topic – Payment Voucher

Pre-Authorization Section

In certain circumstances, unbudgeted/emergency purchases must be made. These purchases must be made according to existing Board/Council policies. Pre-authorization should be documented for these situations via signature from the associated Board Chair or Treasurer.

Approval Signatures Section

Purchaser Signature: Signature of the individual who purchased the goods/services.

Supervising Agent Signature: Signature of the supervising agent for purchases made by a program assistant (if applicable).

Fiscal Contact (or Delegate) Signature: Signature of the fiscal contact for the office, or delegate in his/her absence.


1 PRE-AUTHORIZATION

SEE DISTRICT BOARD POLICIES FOR PRE-AUTH REQUIREMENTS

EXPLAIN ANY EMERGENCY PURCHASES MADE W/O PRE-AUTHORIZATION IN BUSINESS PURPOSE ABOVE

Board Chair/Treasurer — Date

2 APPROVAL SIGNATURES

Purchaser Signature — Date

Supervising Agent Signature (if applicable) — Date

Fiscal Contact (or Delegate) Signature — Date

Training Topic – Payment Voucher

Accounting Information Section

- This sections provides detailed areas for items to be listed and coded to their specific G/L Account (Line Item); Class (i.e. EDB General) and the specific amount tied to individual item for receipts, bills, or invoices which must be split.

- The Additional Info (serial#, model#, etc) box gives the option to record detail on higher cost items, especially those which should be inventoried or tracked. Examples could be IPad/tablets, GPS units, etc.

ACCOUNTING INFORMATION

Item(s)	G/L Account (Line Item)	Class (Program)	Amount
Supplies for 4-H Afterschool	4-H Prog. Support	EDB General	53.28
		Grand Total:	53.28

Additional Info as Needed (building #, location, serial #, model #, etc):

Training Topic – Payment Voucher

Line Items Section (right side of form)

- Information provided on the right side is provided to aid in assigning the proper G/L Accounts for Accounting Purposes.

- Fiscal Contact should review the payment voucher to ensure the proper G/L is selected.

- Staff Assistant entering transaction into accounting system should also review to ensure the proper G/L is being used.

Line Items

Program Support
- ☐ 4-H
- ☐ ANR
- ☐ FCS
- ☐ Other _____

Travel
- ☐ 4-H
- ☐ ANR
- ☐ FCS
- ☐ Other _____

Prof Improv
- ☐ 4-H
- ☐ ANR
- ☐ FCS
- ☐ Other _____

Contracted Svcs
- ☐ Prof Services
- ☐ Maint & Repair
- ☐ Rents & Leases
- ☐ Insurance
- ☐ Equipment Repair
- ☐ Vehicle Insurance
- ☐ Vehicle Repair
- ☐ Electric
- ☐ Gas
- ☐ Water
- ☐ Sanitation/Sewer
- ☐ Telephone
- ☐ Internet
- ☐ Cable
- ☐ Other _____

Materials & Supplies
- ☐ Mkt & Spec Prog
- ☐ Supplies & Svcs
- ☐ Postage
- ☐ Publications
- ☐ Janitorial Supplies
- ☐ Other _____

Administration
- ☐ Dues & Subscrip
- ☐ Board Expense
- ☐ Bookkeeping
- ☐ Cell Phones
- ☐ Other _____

Capital Outlay
- ☐ Equipment
- ☐ Vehicle
- ☐ Other _____

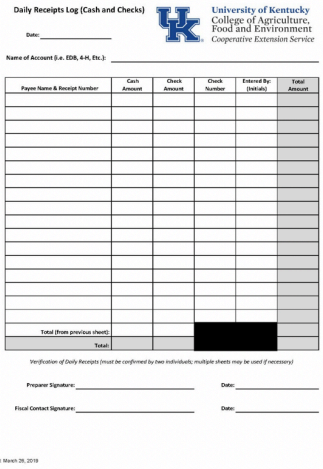
Training Topic – Payment Voucher

- Authorization of Purchases & Disbursements
  - The Fiscal Contact authorizing a purchase or expenditure is responsible to assure funds are available for payment of all obligations made under this authority.
    - Each Payment Voucher should be reviewed and signed by the Fiscal Contact before the check is written
    - When reviewing the voucher,
      - Is the expenditure allowable & reasonable?
      - Is the expenditure coded to the correct line item?
      - Are there adequate funds budgeted to cover the expense?

Training Topic – Daily Receipts Log

Daily Receipts Log (Cash and Checks)

- Form should be dated and used for any Extension account.
- Record the name of payee and their receipt number.
- All Cash and Checks (w/check number) should be recorded in their respective column.
- Each entry should be initialed by the person filling out the form.
- Cash and Checks should be totaled and a grand total will be included for the sheet.
- The total from previous sheet section should be used for days when deposits will not all fit on one page.
- Signatures are required for the preparer and the fiscal contact.



Daily Receipts Log (Cash and Checks)

University of Kentucky
College of Agriculture, Food and Environment
Cooperative Extension Service

Date: _____

Name of Account (i.e. EDB, 4-H, Etc.): _____

Payee Name & Receipt Number	Cash Amount	Check Amount	Check Number	Entered By: (Initials)	Total Amount
Total (from previous sheet):					
Total:					

Verification of Daily Receipts (must be confirmed by two individuals; multiple sheets may be used if necessary)

Preparer Signature: _____ Date: _____

Fiscal Contact Signature: _____ Date: _____

Revised: March 28, 2018

Training Topic – Safekeeping Device Log

Safekeeping Device Log:

- Log should be kept with the safekeeping device to record all openings and closings.
- Log would be referenced in the case of a discrepancy.
- Two people should be present each time the safekeeping device is accessed.
- Log should be completed with the following information at each opening: Date; Time; Initials for the two people present at opening; amount entered or removed; and purpose for entry.

University of Kentucky
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Cooperative Extension Service

Safekeeping Device Log

County _____

Note: When the safekeeping device is accessed, there must be two people present and both must initial the log.

Date	Time	Individual #1 Initials	Individual #2 Initials	Amount (+/-)	Purpose for Entry

College of Agriculture, Food and Environment | Extension Business Operations | Cooperative Extension Service

FCS Updates

- Rachel Gillespie has joined the team as an Associate for the Center of Disease Control High Obesity Project
- Senior Extension Associate position for Clothing, Textiles, and Household Equipment: posting open until May 21
- KEHA Annual Meeting in-service opportunities
  - Eight sessions are being offered for in-service credit
  - Remember to register in KERS
- 2020 FCS Agent training week will be February 17 – 21
- Mini-Grant Opportunity (all program areas) – applications due May 15
- FCS online graduate certificate – beginning Fall 2019
  - FCS 600 – Foundations of Family and Consumer Sciences
  - FCS 620 – Working with Diverse Families in Culturally Sensitive Contexts
- Mental Health First Aid Certification – District Trainings
  - D1, West Liberty: May 28-29, 2019
  - D2, Manchester: April 10-11, 2019
  - D3, Bedford: August 28-29, 2019
  - D4, Lexington: May 22-23, 2019
  - D5, Campbellsville: August 12-13, 2019
  - D6, Morgantown: September 12-13, 2019
  - D7, Eddyville: July 30-31, 2019

- KEHA Voting Delegates
    - Kim Henken shared a handout at staff, detailing information that will be distributed to voting delegates

ANR Updates

4-H Updates

- Youth Development Institute – contact Chuck Stamper ASAP if you are interested
- PYD Certificate Program has been approved
    - 12 hours
    - Follow the Graduate School entrance guidelines to enroll

- This will complement the Youth Develop Institute in-service series but is not the same. An agent would experience minimal overlap if they plan on taking both. They would be very well-rounded and prepared on the topic of PYD.

- Verified Volunteers – 2 known issues
  - In some cases the amount of the Background Check is higher than expected by the agent. That is because "jurisdiction fees" charged by some states/counties show up. In these cases there is an approved process to run an alternative background check process that reduces the cost.
  - Submitting a background check requires someone to check a box that says the volunteer "has received a copy of their FCRA rights" and that they have a "signed consent" on file. This information is on page 9 of the volunteer application (for new volunteers). However, this same information was collected for IntelliCorp as well. It has been determined that the signed information/consent for IntelliCorp can also be used when collecting information for VV (you don't have to get it signed again…however, you can if you prefer).
- 4-H Online
  - It is no longer acceptable to use county@noemail.com as a default email. Make every effort to get valid individual and/or family email
- 4-H College Study
  - The 4-H program is conducting an evaluation of the educational attainment and post-secondary experiences of 4-H members who have graduated from high school. This has been approved at the Dean's level.
  - Currently, we are allowing people to "opt out" of this evaluation by filling out an online questionnaire that provides their name/county. We are advertising this ability to "opt out" by social media and news release.
  - Moving forward, we are going to put a notice in the 4-H enrollment form that indicates the information provided may be used in future evaluation efforts.

CEDIK Updates

- Partnering with College of Fine Arts to split a position to develop programming and be a point of contact for Extension in the College of Fine Arts.

- Partnering with College of Design in Winchester on downtown revitalization. Space has been leased for 2 years in downtown Winchester. Soft opening on June 8 at the Beer Cheese Festival.