Licking County Highlights

OUR STAFF
The Licking County Extension Office is extremely proud to have the following individuals as a part of our staff:

- Educators: Shari Gallup (FCS), Lisa McCutcheon (4-H / CED) and Ted Wiseman (ANR)
- Program Assistants: Adrienne Anderson (4-H) and Lori Swihart (MG/OCVN)
- Support Staff Members: Lu Bline, Amy Finton and Melissa Swearingen
- Recent Retirements: Kayla Hughes (FNP) and Jeanette Redman (Support Staff)
- Spring Intern: Krysti Dubler will be joining our staff this week (January 14th) to begin her Spring Extension Internship. Krysti will be working primarily with 4-H programming, but assist with other program areas when possible.

4-H YOUTH DEVELOPMENT
The Licking County 4-H Club program is in the process of beginning a new year. Our 4-H Advisor Kick-Off will be held on Saturday, January 24th at OSU-N, with clubs being able to begin picking up their enrollment materials at that time. That same day, we will also offer our annual Discover 4-H event, which is an open house event to welcome new families to learn more about what 4-H has to offer. Clubs and committees staff tables to answer questions while 4-H projects are on display for children to explore. This event is staffed by 4-H teen leaders, Licking County 4-H Committee members and other project resource leaders. We currently maintain 74 community clubs with 1,634 youth members being led by 298 adult volunteers.
Licking County Highlights Continued

4-H YOUTH DEVELOPMENT

4-H School Enrichment Programming is in full swing in Licking County. So far this school year, eighth graders at two local schools have completed the *Real Money. Real World.* program. Over 150 students learned about the importance of utilizing good money management skills. Many students were surprised by the cost of childcare and food and said they planned to change their spending habits so that they could start saving money now.

AGRICULTURE & NATURAL RESOURCES

Licking County has pesticide recertification and fertility certification dates set. Worked closely with FSA planning farm bill meetings, four conducted in Licking with two more scheduled. To date 93 producers have attended these meetings. Continued meeting with local commodity groups, Licking County Hall of Fame nominations are being processed, and various winter programs/webinars have been set.

The Licking County Master Gardener Volunteers have received grants from the Lindorf Family Foundation and The Energy Cooperative’s Operation Roundup, to assist in the purchase and building of a new building to be used for programming space and storage of garden equipment. Due to the increasing size of the gardens and equipment needed to support them, the current smaller sheds are filled to capacity (and then some.) This new building will be erected in the Spring.

FAMILY & CONSUMER SCIENCES

Garden to Plate Project:
http://licking.osu.edu or http://fcs.osu.edu
In response to significant increase in food and community gardens, and also teach diabetes and those who have other health disparities, the Licking County Master Gardeners and FCS Educator joined forces to collaborate on a project called From Garden to Plate. The project completed the production and taping of five, short YouTube videos (including recipes, media shots, and QR codes) starting in the local garden and ending in the kitchen and was created to educate the general public on using simple vegetables from a local garden, farmer’s market or grocery, and turn them into healthy, simple foods that fight or prevent disease. The Garden to Plate videos are currently being used by over 40 state, national and local groups in classes, hospital and community settings.
Extension Items Due This Month

County Appropriation Authorization Form – Due 1/31/2015
http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/County%20Appropriation%20Form.pdf
to report appropriation awards and request the Business Office to invoice for appropriations and other contracts

December Bank Reconciliation Form and December Bank Statement – Due 1/31/2015
http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/BankReconciliationForm%20Jan.xlsx
to report bank reconciliation and statements in January for local checking accounts

Insurance Reporting Form – Due 1/15/2015 http://cfaesfinance.osu.edu/node/84/insurance-reporting-form
to report insurance activity in the checking account for FY14. Report even if you had no activity

Extension Checking Account Signature Authorizations – Due 1/15/2015
http://cfaesfinance.osu.edu/training/procurement/checking-accounts-extension-only/extension-checking-account-signature
to report authorized signatories on Extension bank accounts.

Application for Support for Professional Presentations – Due 1/15/2015
http://cfaesfinance.osu.edu/travel/professional-presentation-support-form-extension
to request transfer of $300 to a University fund to support a presentation completed by an extension employee in 2014.

Sales Tax Reporting Form – Due 1/15/2015 http://controller.osu.edu/forms/SalesTaxReport.xlsx
to report collected sales tax in Extension checking accounts

Other Reminders:
Mileage rate changed to $0.575 per mile. Travel forms are updated online:
http://cfaesfinance.osu.edu/forms#TV
Financial Volunteer Renewal Forms should be submitted for those units that have volunteers collecting money. http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Fiscal%20Volunteer.pdf
Credit Card Terminal – those contacted about wanting credit card terminals need to reply to Cindy by 1/9/2015 if they want a terminal in this round of submissions
PCard Deadline – please have all eRequests approved and complete by 1/28/2015
eReports ready for printing 1/9/2015
RiV and Associated Documents Due January 15

The following items are due to the Region Office by January 15. Email items to Lee Ann at Johnson.82@osu.edu so that she can print for your file.
- Electronic copy of RiV Performance Review (Word or PDF format)
- Copy of Teaching Table from the Dossier Version of the RiV (so I don’t miss your teaching)
- Copy of EEET Summary Table from Debby Lewis/PD&E
- Copy of Peer Letters of Teaching (you only need to submit these letters if we do not already have a copy you sent earlier in the year)

Phishing Warning

The New Year brings many online activities that require your personal information. Remember to stay vigilant about sharing such information. Concerned a request is fraudulent? The OCIO Enterprise Security team is here to help – forward suspect messages to report-phish@osu.edu. They will analyze it. Already click on the link? They will help with that, too. Remember that Ohio State will never ask for account information by email. Visit the Office of the Chief Information Officer website for helpful information on phishing and Internet security.

2015 Your Plan for Health Program is Here!

If your New Year’s resolution includes eating healthier, getting more active, managing stress better or taking charge of your preventive health, then there is a challenge waiting for you in the YP4H portal to help you get results. Benefits-eligible faculty/staff and enrolled S/SSDPs should get started early to earn up to $125 in Amazon gift cards. Learn more about this year’s premium credit and medical plan requirements, bonus point opportunities and more.
-- > Contact: yp4h@osu.edu

HR Contact Information

As you are aware the Human Resources department has reorganized. The College has assigned an HR team to work with Extension. We wanted to forward you a contact list with the areas we support, which is attached. Please do not hesitate to call anyone of us with a question. We will attempt to answer any question, even if the subject is not listed under our name.

Your patience during our transition has been appreciated. You have welcomed our new structure and been extremely supportive, thank you!

We look forward to continue working with you in the New Year!