

## In Attendance:

Beaver	✓
Box Elder	✓
Cache	X
Carbon	X
Davis	✓
Duchesne/Uintah	✓
Emery	X
Garfield	✓
Iron	✓
Juab	✓
Kane	✓
Millard	X
Rich	X
Salt Lake	✓
Sanpete	✓
Sevier	✓
Summit	X
Tooele	X
Utah	✓
Wasatch	X
Washington	✓
Wayne/Piute	✓
Weber	✓

Counties shared:  
Davis, Duchesne

Counties sharing next:  
Emery, Garfield, Iron

## Casey-Monthly PSE Meeting

Every third Monday starting on 7/18/16 at 9:00 AM. The purpose of the meeting is to collaborate and compare PSE efforts among counties. This meeting will take place via ZOOM, and agendas and reminders will be sent out before the meetings. This will be a good opportunity to learn about things you can do to implement in your county.

## Heidi- Budget Adjustment

Due to expenses we missed, everyone in the state will be required to take measures to reduce spending until the end of our fiscal year (September). Everyone will be required to take time off in order to help us save and make it to the end of the year. You have one of four options to take time off:

- 1) Take a 40 hour (2 week) furlough for the first two work weeks of August.
- 2) Take the 40 hour furlough during a different two weeks of your choosing.
- 3) Take two 20 hour furloughs at different times (for example, one week in July and one week in August).
- 4) Work reduced hours every week until you reach 40 hours (for example, work 16 hours instead of 20 for 10 weeks).

Regardless of which option you choose, you will need to do the following:

- 1) Put your plan to reduce your work by 40 hours in writing.
- 2) Double check and make sure you meet the 40 hour requirement.
- 3) Have your supervisor sign the plan, and sign the document yourself.
- 4) Send the signed plan to Jared at [jared.bice@usu.edu](mailto:jared.bice@usu.edu).

If you have any questions, please email Jared at [jared.bice@usu.edu](mailto:jared.bice@usu.edu)

## Jocelin- Sexual Harassment Prevention Training

Everyone should have received an email from Jocelin about the mandatory sexual harassment training. The training is required every three years. If you know that your training has lapsed, please make plans to take the refresher course this Summer.

## Gayla- New Travel Authorization Numbers

Because the end of the fiscal year is approaching, all Food Sense NEAs and Interns will need to request a new Travel Authorization (TA) through Service Now. Requests will need to be submitted by the end of June.

Log in to the Service Now home page: <https://usu.service-now.com>

Choose Service Catalog

Choose Business Services

Choose Travel Forms

Choose Travel Authorization

Complete the form and submit it, using Banner Index A35323

Dates of travel: July 1, 2016-September 30, 2016

If you do not complete your TA request, your TA will not be submitted and you will not be reimbursed for miles.

Do not be concerned if there are blanks in the form that you are creating – we are only concerned with mileage reimbursement and are not eligible for per diem, airfare, registration, etc.

# County Sharing

## Davis County

Recently partnered with Weber for the “Marinate Your Love” class. Taught couples how to marinate chicken and steak, and set up 7 small grills (one for each couple). Taught the couples how to make perfect grill marks on their marinated meals. After much effort, NEAs have finally broken into the Davis County School District, and the NEAs are teaching a couple of lessons in select schools with the Summer lunch program.

## Duchesne County

Has recurring lessons at senior centers in both Duchesne and Uintah counties. The participants in the lessons are a little less consistent in the summer because of travel plans, but many of them say that they choose the lessons over other activities. There are 15-20 participants in lessons on average.