

# Meeting Agenda

Kimball-Banner-Cheyenne Counties Extension Board

Date: **January 9, 2024**  
Location: Kimball-Banner Counties Extension Office, 209 E Third St. (Hwy 30), Kimball  
Time: 6:30 PM

1. Call meeting to order
2. Consent Agenda (minutes, approval of bills/claims) - Information is to be sent to Board members prior to the Board meeting. Approval of consent agenda authorizes payment of bills and claims.  
**ACTION ITEM:** Approve consent agenda. [Approve previous meeting(s) claims; minutes of previous meeting(s)]
3. President's report, announcements, introduction of guests, and communications
  - a. Nebraska Association of County Extension Boards (NACEB) Annual Meeting - February 6, 2024, Lincoln, NE
  - b. NACEB Update – Elaine Pile, NACEB Director for Engagement Zone 1
  - c. Engagement Zone Coordinator Update – Rob Eirich, Engagement Zone 1 Coordinator
  - d. Introduce new Board Members - J.R. West, Banner County
4. Unfinished Business
  - a. Board member for Banner County (replace Don Lease) and Cheyenne County (replace Susan Narjes)
  - b. Other
5. New Business
  - a. Selection of 2024 Extension Board meeting dates and times - currently the first Tuesday
  - c. Election of 2024 Officers - President, Vice-President, Secretary-Treasurer
  - d. Purchase computer bundle for Karen DeBoer (\$2,795.02)  
**ACTION ITEM:** Approve purchase of computer bundle for Karen DeBoer, Cheyenne County Extension Office
6. Program Discussion
  - a. Program development - staff reports and discussion with Extension Board about programming needs - Jamie Bright, Aaron Berger, Nathan Rice
7. Lead Educator Updates - Aaron Berger & Karen DeBoer
  - a. Extension Board Training offered by NACEB
  - b. Feedback survey on Extension Educators' performance serving Kimball-Banner, and Cheyenne Counties - look for an email from Nebraska Extension Administration
  - c. Updates on open positions - Office Manager/4-H Aide (Cheyenne), 4-H Assistant (Cheyenne-Deuel), 4-H Educator (Cheyenne-Deuel)
  - d. Other
8. Adjourn

Next Executive Committee meeting:  
Tuesday, February 6, 2024, 8:00 p.m. by Zoom (Officers)

Next Extension Board meeting:  
March or April 2024, Location TBA

# **Cheyenne, Kimball, and Banner Counties Extension Board**

## **Executive Committee Meeting Minutes | December 5, 2023 | Zoom**

**Board members present:** Kip Miller, President; Don Lease, Vice-President; Susan Narjes

**Board members absent:** Sarah Lewis

**Staff present:** Jamie Bright, Karen DeBoer

**Staff members absent:** Aaron Berger, Laura Narjes, Nathan Rice

Kip Miller called the meeting to order at 7:00 PM.

**Consent Agenda:** Don Lease moved to approve the consent agenda. Susan Narjes seconded. Roll call vote. Motion passed.

**Issues and concerns:** Kip mentioned he would like an update on the 4-H Educator position.

### **Staff Updates:**

Jamie Bright: Jamie provided a written report for the Board members prior to the meeting. She invited Cheyenne County Board members to attend an entrepreneurship program at the High School on December 8 from 1-4 PM. There will be a poster session for the public to see what the students have developed for their business plans. She also mentioned a COAD meeting to be held in Scottsbluff. Jamie updated the board on the Nebraska LEAD program. She recently attended her last LEAD session and told the board what she learned. She will not be traveling with the group when they go overseas in January. She encouraged anyone who is interested in the LEAD program to contact her.

Aaron Berger: Absent - Aaron provided a written report in an email to the board members.

Laura Narjes: Absent

Nathan Rice: Absent

### **Lead Educator Updates:**

Aaron Berger: No report

Karen DeBoer: Karen gave updates on the open positions in the Cheyenne County office. She mentioned that she and Rob Eirich and Laura Narjes attended the November 20 Cheyenne County Commissioners' meeting. At that meeting, Rob Eirich discussed the 4-H Educator position for Cheyenne and Deuel counties. The University of Nebraska-Lincoln IANR Vice Chancellor approved refilling the position and labeled it Mission Critical which means the hiring

process can move forward soon. Rob is in the process of putting together a search committee and once that is completed, they can move forward.

During the same meeting and after discussion about their concerns with hiring the Assistant without the new 4-H Educator (supervisor) in place, the Commissioners approved the Memorandum of Understanding between Cheyenne County and Deuel County and for the hiring of the 4-H Assistant. Karen indicated that the advertisement for the position has been approved by the Cheyenne County Attorney. Advertising will run in the Sidney Sun-Telegraph and on the KSID webpage and the Cheyenne County Chamber online newsletter. She is checking with Laura to see how she will proceed with advertising in Deuel County.

Karen also explained the progress with the Office Manager/4-H Aide position. There were four applicants for the position and she and Jamie chose two to interview. Interviews are set for Thursday, December 7.

Don Lease indicated he has applied for the Banner County Commissioner opening. He should know by this Thursday if his application was approved. If he is appointed to the board, he will resign from the Extension Board.

Kip and Susan indicated they are willing to help support the 4-H program in Cheyenne County.

**Next meeting:**

The next meeting will be January 9, 2024, at 6:30 PM, at the Extension Office in Kimball. This will be a meeting of the entire Extension Board.

The meeting was adjourned at 7:21 PM.

Karen DeBoer for Sarah Lewis, Secretary-Treasurer

## Kimball & Banner Counties December 2023

Category	Payment To	Description	Kimball	Banner	Total
Salaries	1-0305 Office Manager		\$ 1,768.00	\$ 884.00	\$ 2,652.00
	1-0405 Part Time Salary		\$ 164.67	\$ 82.33	\$ 247.00
	1-0500 Overtime - Office Manager		\$ -	\$ -	\$ -
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 119.35	\$ 59.67	\$ 179.02
	1-1000 Social Security		\$ 147.86	\$ 73.93	\$ 221.79
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 2,199.87</u>	<u>\$ 1,099.94</u>	<u>\$ 3,299.81</u>
<b>Postal Services: 2-0100</b>					
	Postage		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Telephone Services: 2-0200</b>					
	Century Link	Monthly Telephone	\$ 127.09	\$ 63.54	\$ 190.63
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ 127.09</u>	<u>\$ 63.54</u>	<u>\$ 190.63</u>
<b>Computer Tech Support: 2-1101</b>					
	Internet-UNL (Lumen)		\$ 87.95	\$ 43.98	\$ 131.93
			<u>\$ 87.95</u>	<u>\$ 43.98</u>	<u>\$ 131.93</u>
<b>Printing and Publishing: 2-1012</b>					
	Western Nebraska Observer		\$ -	\$ -	\$ -
	Star Herald		\$ -	\$ -	\$ -
	Sidney Sun Telegraph		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Educators Travel - Mileage: 2-1704</b>					
	Aaron Berger		\$ -	\$ -	\$ -
	Karen DeBoer		\$ -	\$ -	\$ -
	Jennifer Coleman		\$ 85.15	\$ 42.58	\$ 127.73
	Lynn McKinney		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
	Nathan Rice		\$ -	\$ -	\$ -
	Hotel		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ 85.15</u>	<u>\$ 42.58</u>	<u>\$ 127.73</u>
<b>Board Dues 2-1751</b>					
	NACEB Dues		\$ -	\$ -	\$ -
	Conference Dues		\$ -	\$ -	\$ -
	Western Nebraska Observer	Yearly Subscription	\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Supplies: 3-0101</b>					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ -	\$ -	\$ -
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color copies	\$ 6.67	\$ 3.34	\$ 10.01
			<u>\$ 6.67</u>	<u>\$ 3.34</u>	<u>\$ 10.01</u>
<b>Equipment Rental: 4-0200</b>					
	Connecting Point	Maintenance Agreement	\$ 28.67	\$ 14.33	\$ 43.00
	Great American Leasing	Copier Rental	\$ 90.00	\$ 45.00	\$ 135.00
			<u>\$ 118.67</u>	<u>\$ 59.33</u>	<u>\$ 178.00</u>
<b>Equipment: 5-0500</b>					
	Jennifer Coleman		\$ -	\$ -	\$ -
	Nathan Rice		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Data Processing Equipment: 5-0502</b>					
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Spent This Month</b>			<u>\$ 2,625.41</u>	<u>\$ 1,312.70</u>	<u>\$ 3,938.11</u>

# University of Nebraska - Lincoln Extension: Cheyenne County

## December 2023

Category	Payment To	Description	Amount	Sub Totals
Salaries	1-0305 Office Manager - Lynn McKinney	wages	\$ 4,340.00	
	1-1300 Longevity Pay - Office Manager		\$ 2,332.20	
	1-0500 Overtime - Office Manager			
	1-0405 Part Time Salary			
	1-0410 State/Local Employee 4-H			
	2-2500 Extension Assistant			
				<u>\$ 6,672.20</u>
<b>Postal Services: 2-0100</b>				
				<u>\$ -</u>
<b>Telephone Services: 2-0200</b>				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill		
	Century Link	Monthly Bill		
				<u>\$ -</u>
<b>Internet: 2-0205</b>				
				<u>\$ -</u>
<b>Staff Mileage Allowance: 2-1704</b>				
	Karen DeBoer	Expenses		
	Jamie Bright	Expenses	\$ 170.30	
	Laura Narjes	Expenses	\$ 19.98	
				<u>\$ 190.28</u>
<b>Dues, Publications &amp; Subscriptions: 2-1751</b>				
				<u>\$ -</u>
<b>Training: 2-1771</b>				
				<u>\$ -</u>
<b>Office Supplies: 3-0101</b>				
	Culligan	Water & Water Cooler	\$ 33.95	
	Ward Laboratories	Feed Bags & Mailers	\$ 6.02	
				<u>\$ 39.97</u>
<b>Equipment - Office: 4-0200</b>				
	Hometown Leasing	Monthly lease		\$ 358.93

\$ -

Data Processing Equipment/Supplies: 5-0502

\$ -

Total Spent This Month

\$ 7,261.38

# December 2023

Code #	Item	2022-2023 Budget	Spent This Month	Total Spent to Date	Unspent Balance
<b>Personnel</b>					
1 0305	Office Manager	\$ 57,000.00	\$ 4,340.00	\$ 21,640.00	\$ 35,360.00
1 1300	Longevity Pay	\$ 2,400.00	\$ 2,332.20	\$ 2,332.20	\$ 67.80
1 0500	Overtime	\$ 1,200.00		\$ 1,023.75	\$ 176.25
1 0410	State/Local Employee 4-H			\$ -	\$ -
1 0405	Part Time Clerical Salary			\$ -	\$ -
<b>Total Personnel</b>		<b>\$ 60,600.00</b>	<b>\$ 6,672.20</b>	<b>\$ 24,995.95</b>	<b>\$ 35,604.05</b>
<b>Operating Expenses</b>					
				\$ -	
2 0100	Postal Service	\$ 600.00		\$ -	\$ 600.00
2 0200	Telephone Service	\$ 3,300.00		\$ 1,362.80	\$ 1,937.20
2 0205	Internet	\$ 1,200.00		\$ -	\$ 1,200.00
2 1704	Staff Mileage Allowance	\$ 8,000.00	\$ 190.28	\$ 4,260.48	\$ 3,739.52
2 1751	Pubs & Subscriptions	\$ 150.00		\$ 50.00	\$ 100.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
<b>Total Operating Expense</b>		<b>\$ 13,450.00</b>	<b>\$ 190.28</b>	<b>\$ 5,673.28</b>	<b>\$ 7,776.72</b>
<b>Supplies</b>					
3 0101	Office Supplies	\$ 3,000.00	\$ 39.97	\$ 333.35	\$ 2,666.65
<b>Total Supplies</b>		<b>\$ 3,000.00</b>	<b>\$ 39.97</b>	<b>\$ 333.35</b>	<b>\$ 2,666.65</b>
<b>Equipment Rental</b>					
4 0200	Equipment-Office	\$ 6,500.00	\$ 358.93	\$ 1,155.99	\$ 5,344.01
<b>Total Equipment Rental</b>		<b>\$ 6,500.00</b>	<b>\$ 358.93</b>	<b>\$ 1,155.99</b>	<b>\$ 5,344.01</b>
<b>Capital Outlay</b>					
5 0502	Data Processing Equip	\$ 3,000.00		\$ -	\$ 3,000.00
<b>Total Capital Outlay</b>		<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>
<b>Total Expenditures</b>		<b>\$ 86,550.00</b>	<b>\$ 7,261.38</b>	<b>\$ 32,158.57</b>	<b>\$ 54,391.43</b>

**DON L. LEASE II**

2068 CR 73 BRIDGEPORT, NE 69336



12/9/2023

To The Banner Kimball County Extension Board

Please except my resignation from the Banner Kimball County Extension Board effective immediately. I have been called to a fill the position of Commissioner on the Banner County Board of Commissioners. I have enjoyed my brief tenure on the Extension Board and hope I have fulfilled my duties well. I will continue to support the University of Nebraska and Extension as their outreach to the people of Nebraska. Thank you for the opportunity to work with a great and dedicated extension staff.

Sincerely, Don L. Lease II

A handwritten signature in black ink that reads "Don".



**Organization**

Kimball/Banner/Cheyenne Extension Board

Date Completed

01 05 24

**Submitted by**

Karen DeBoer

**Email address**

[kdeboer1@unl.edu](mailto:kdeboer1@unl.edu)

How often do you meet?

Quarterly

When do you meet?

1st Tuesday at 6:30 PM

When are elections held?

January

Member Name	Office Held	Start of Term mm/yy	Years of Term	Date Term Expires mm/yy	Address	Phone #	Email
Lezah Saunders (Kimball Co.)		23-Jun	1	24-Dec	3675 Road 37 W, Kimball, NE 69145	520 705-3081	lezahsaunders@gmail.com
Justin Perry (Kimball Co.)		21-Jan	3	23-Dec	2994 Rd 44 N, Kimball, NE 69145	308-241-1035	perry_justin@hotmail.com
Sarah Lewis (Kimball Co.)	Sec'y-Treas.	23-Jan	3	25-Dec	604 Jefferson, Kimball, NE 69145	308-760-2363	scwlewis9@gmail.com
J.R. West (Banner County)		24-Jan	3	26-Dec	1650 RD 53, Harrisburg, NE 69345	701-870-1221	west_cowboy@hotmail.com
Vacancy (Banner Co.)		24-Jan	2	25-Dec			
Jim Stauffer (Banner Co.)		22-Jan	3	24-Dec	2190 Rd 18, Harrisburg, NE 69345	308-631-5617	jamesstauffer2000@yahoo.com
Lynn Holbrook (Cheyenne Co.)		23-Jan	3	25-Dec	925 Illinois, Sidney, NE 69162	970-481-2049	lynn@bluefiddlerfabrics.com
Vacancy (Cheyenne Co.)		24-Jan	3	26-Dec			
Kip Miller (Cheyenne Co.)	President	22-Sep	3	24-Dec	1538 Dodge St., Sidney, NE 69162	307-256-4116	kmiller@dnplumbing.com

# Jamie Bright – Rural Prosperity Nebraska Extension Educator

December 2023

## Upcoming Events

- ❖ Panhandle Planning Workshop in Scottsbluff January 30 – open to anyone interested in learning more about planning and zoning in your community
- ❖ Panhandle COAD meeting in Scottsbluff January 30 at 6pm
- ❖ Connecting Entrepreneurial Communities Conference – May 1-2, 2024 in Sidney

## Regional/Statewide/General

- ❖ Community Leadership Development team lead for RPN
- ❖ Panhandle Career Connections planning meetings – on the leadership team
- ❖ Connecting Entrepreneurial Communities Conference planning
- ❖ Hiring Committees for Rural Prosperity Nebraska position in northern Panhandle and Food Nutrition Health position in southern Panhandle
- ❖ Nebraska LEAD Program seminar in Lincoln – professional development
- ❖ Rural Rendezvous – lined up session on broadband challenge period

## Cheyenne County

- ❖ E3 (Energizing Entrepreneurial Ecosystems)
- ❖ Cheyenne County Rotary
- ❖ Interviews for Cheyenne County office manager
- ❖ First Impressions Online presentation for Cheyenne County Tourism

## Deuel County

- ❖ Chappell Chamber of Commerce

## Garden County

- ❖ Oshkosh Creative District

## Keith-Arthur Counties

- ❖ E3 (Energizing Entrepreneurial Ecosystems) – Keith County

## Kimball-Banner Counties

- ❖ Communities 4 Kids – childcare project

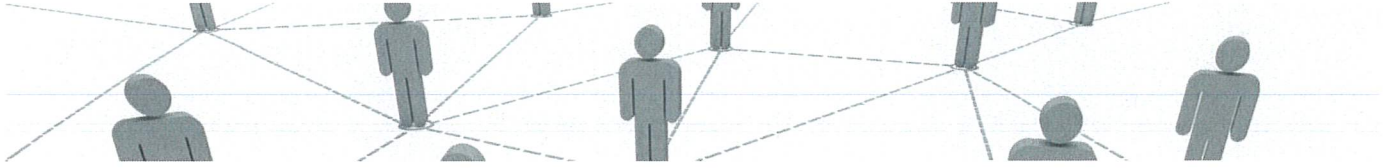
## Morrill County

- ❖ No current projects – please let me know how I can help!

## Scotts Bluff County

- ❖ Scottsbluff Creative District
- ❖ Double Up Food Bucks program – working with Fresh Foods in Gering
- ❖ Working on COAD (Community Organizations Active in Disasters) with Region 22
- ❖ Gering Communities 4 Kids meeting
- ❖ Legislative Luncheon hosted by Scottsbluff/Gering Chamber of Commerce

# Extension Board Annual Training



## *New Extension Board members, are you ready for your role?*

*This interactive virtual training will be hosted via Zoom and is intended for all new Extension Board members and current members who have not already participated in an online training.*

Here is why attending this training is important for you:



**Get Informed:** Learn about Extension's history, future direction, and board member responsibilities to help you make informed decisions and contribute.



**Collaborate:** Explore how Extension and board members work together to impact our communities positively.



**Raise Your Voice:** Discover your role as an advocate for Extension and understand how you can make a real difference.

Session 1:

Thursday, December 14, 2023 from 7:00-8:30pm CST

Session 2:

Thursday, January 4, 2024 from Noon-1:30pm CST

Session 3:

Wednesday, January 10, 2024 from 7:00-8:30pm CST

Session 4:

Tuesday, January 16, 2024 from 7:00-8:30pm CST

Session 5:

Thursday, January 25, 2024 from 5:00-6:30pm CST



Register by visiting <http://go.unl.edu/BoardTraining>

**Don't forget to watch the pre-training videos found at the bottom of the registration website.**

- History of Extension (10 minutes) - <https://youtu.be/IGL0dCPU7YE>
- Extension Law & Funding (6 minutes) - <https://youtu.be/VPmitkPf0FU>
- Extension Board Member Roles & Responsibilities (5 minutes) - <https://youtu.be/JJnquY76NJI>
- Extension Board Meeting Basics (7 minutes) - <https://youtu.be/bUreb2TQhKU>

# Kimball & Banner Counties

## Impact At-A-Glance



Kimball-Banner.unl.edu



Nebraska Extension in Kimball-Banner Counties provided learning experiences through the 4-H Embryology project. Seventy-five students witnessed the development of a chick from embryo to hatching!

Over three weeks school students learned about embryology, which included the parts of an egg, how an embryo develops, the incubation process and caring for newly hatched chicks. A second grade student said “It is exciting to learn about chickens, and how they develop in an egg.” A teacher from Banner County School stated the experience helped her better understand the science behind the growth and development of a baby chick. “I never realized there were so many different parts to an egg. It’s fascinating how each part plays a unique role in the development of a live baby chick!”

### Programs At-A-Glance

- Rural Prosperity Nebraska organized painting 4 creative crosswalks, promoting healthy living and place making with Mary Lynch Elementary, Kimball Active Living and Art Walk.
- 10 area ranchers learned how to calculate and manage costs of production for cow-calf, pasture, and hay production enterprises through a two-day hands on interactive workshop .

## 7 in 10

Age eligible youth participate in 4-H programming in Kimball and Banner Counties.

**STRENGTHEN NEBRASKA AGRICULTURE & FOOD SYSTEMS**

## 1000+

Hours volunteered by area adults to lead 4-H clubs and facilitate learning experiences for youth.

**INSPIRE NEBRASKANS & THEIR COMMUNITIES**

## 120

BeefWatch podcasts reached local Nebraskan’s as well as people in every state and 79 countries.

**ENHANCE THE HEALTH & WELLBEING OF ALL NEBRASKANS**



# Cheyenne & Deuel Counties Impact At-A-Glance



Nebraska Extension organized Progressive Agriculture Safety Day for 2nd grade youth in Cheyenne & Deuel Counties. Over 125 students attended the event.

Progressive Agriculture Safety Day is an ag literacy program that helps youth learn about a variety of safety topics including sun, water, electricity, seat belt, and weather. Throughout the day students rotate to a variety of different stations that give them an opportunity for hands-on learning. One teacher that attended said, "Safety Day is a great experience for students to get out of the classroom and experience hands-on training in safety. They get to learn about ways to be safe in different kinds of weather and environments. Safety Day is a great time for fun and learning!"

## Programs At-A-Glance

- Extension Educators provided pesticide training in Cheyenne and Deuel Counties with 100 adults completed the training.
- Extension Educators supported businesses and chambers by facilitating several Red Carpet Training events with over 50 local business employees participating.

# 718

PreK through 4th grade students were impacted by a 4-H Ag Literacy Program

**STRENGTHEN NEBRASKA  
AGRICULTURE & FOOD SYSTEMS**

# 1,387

Youth were involved in a 4-H School Enrichment Program in Cheyenne and Deuel Counties

**INSPIRE NEBRASKANS & THEIR  
COMMUNITIES**

# 200+

Hours were donated by local high school students participating in the Rural Fellows Program

**ENHANCE THE HEALTH & WELLBEING  
OF ALL NEBRASKANS**

