

Meeting Agenda

Cheyenne, Kimball and Banner Counties
Extension Board

Executive Committee

Date: Tuesday, March 5, 2024
Location: **Zoom** (see below)
Time: **7:00 p.m.**

1. Call meeting to order
2. Consent Agenda (approval of bills/claims)
Information is to be sent to members prior to the meeting. Approval of consent agenda authorizes payment of bills and claims.
ACTION ITEM: Approve consent agenda
3. Issues and concerns (no formal action is authorized without full Board approval)
4. Staff Updates
5. Lead Educator Updates - Kimball-Banner Co. (Aaron Berger), Cheyenne Co. (Karen DeBoer)
6. Adjourn

Meeting Schedule

Tuesday, April 2, 2024	6:30 p.m.	In-person meeting at: Kimball-Banner Co. Extension Office 209 E Third St. Kimball, NE
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Zoom Connection:

Hi there,
Jamie Bright is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

One tap mobile: US: [+13462487799](tel:+13462487799) or [+16694449171](tel:+16694449171)

Meeting URL: <https://unl.zoom.us/j/92097466516>

Meeting ID: 920 9746 6516

Join by Telephone

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Dial: +1 346 248 7799 US (Houston)

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Cheyenne, Kimball, and Banner Counties Extension Board

Executive Committee Meeting Minutes | Date: Feb. 6, 2024 | Zoom

Board members present: Kip Miller, President; J.R. West, Vice-President; Sarah Lewis, Secretary-Treasurer

Board members absent: Sarah Lewis

Staff present: Jamie Bright, Aaron Berger, Nathan Rice, Karen DeBoer

Staff members absent: Aaron Berger, Nathan Rice

Kip Miller called the meeting to order at 7:03 p.m.

Consent Agenda: J.R. West moved to approve the consent agenda. Kip Miller seconded. Roll call vote. Motion passed.

Issues and concerns: None

Staff Updates:

Jamie Bright: See her monthly report. She is coordinating a Connecting Entrepreneurial Communities Conference in Sidney, May 1-2. She will be on maternity leave from March 4 – May 29, but will be working at the conference.

Aaron Berger: No report

Nathan Rice: No report

Lead Educator Updates:

Aaron Berger: Email message that Dan Chesley was approved by the Banner County Commissioners on Feb. 6 to complete the term vacated by Don Lease.

Karen DeBoer: On Jan. 16, the Cheyenne County Commissioners voted to increase the mileage rate to \$.67/mi. Updates on open positions in Cheyenne County:

- 4-H Educator (Cheyenne/Deuel Counties) – Interviewed 2 candidates; neither candidate was selected; readvertising the position; applications due Feb. 19th
- 4-H Assistant (Cheyenne/Deuel Counties) – Interviewed 1 candidate; candidate declined offer of employment
- Office Manager/4-H Aide – Two applications received in the past week. Jamie and Karen will do Zoom interviews on Monday, Feb. 12th with both candidates.
- Will readvertise both positions if no one is hired from this pool of candidates.

Karen completed four Private Pesticide Applicator training sessions and certified 47 people. She has one more training session in Harrisburg on Feb. 13th. She also has a Chemigation certification training in Sidney on Feb. 14th.

We still need a Cheyenne County Board Member. Kip will contact Whitney Hurt.

Next meeting: Tuesday, March 5, 2024, at 7:00 p.m.

Zoom connection information will be sent before the meeting. This is an Executive Committee meeting, but other Board members may attend.

The meeting was adjourned at 7:18 p.m.

Karen DeBoer for Sarah Lewis

**Kimball & Banner Counties
February 2024**

Category	Payment To	Description	Kimball	Banner	Total
Salaries	1-0305 Office Manager		\$ 2,316.00	\$ 1,158.00	\$ 3,474.00
	1-0405 Part Time Salary		\$ 93.33	\$ 46.67	\$ 140.00
	1-0500 Overtime - Office Manager		\$ 36.00	\$ 18.00	\$ 54.00
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 159.03	\$ 79.51	\$ 238.54
	1-1000 Social Security		\$ 187.07	\$ 93.54	\$ 280.61
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 2,791.43</u>	<u>\$ 1,395.72</u>	<u>\$ 4,187.15</u>
Postal Services: 2-0100					
	Postage		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Telephone Services: 2-0200					
	Century Link	Monthly Telephone	\$ 136.36	\$ 68.18	\$ 204.54
			\$ -	\$ -	\$ -
			<u>\$ 136.36</u>	<u>\$ 68.18</u>	<u>\$ 204.54</u>
Computer Tech Support: 2-1101					
	Internet-UNL (Lumen)		\$ 87.95	\$ 43.98	\$ 131.93
			<u>\$ 87.95</u>	<u>\$ 43.98</u>	<u>\$ 131.93</u>
Printing and Publishing: 2-1012					
	Western Nebraska Observer		\$ -	\$ -	\$ -
	Star Herald		\$ -	\$ -	\$ -
	Sidney Sun Telegraph		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Educators Travel - Mileage: 2-1704					
	Aaron Berger		\$ -	\$ -	\$ -
	Karen DeBoer		\$ -	\$ -	\$ -
	Jennifer Coleman		\$ -	\$ -	\$ -
	Lynn McKinney		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
	Nathan Rice		\$ 88.21	\$ 44.10	\$ 132.31
	Hotel		\$ -	\$ -	\$ -
			<u>\$ 88.21</u>	<u>\$ 44.10</u>	<u>\$ 132.31</u>
Board Dues 2-1761					
	NACEB Dues		\$ 33.33	\$ 16.67	\$ 50.00
	Conference Dues		\$ -	\$ -	\$ -
	Western Nebraska Observer	Yearly Subscription	\$ -	\$ -	\$ -
			<u>\$ 33.33</u>	<u>\$ 16.67</u>	<u>\$ 50.00</u>
Supplies: 3-0101					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ -	\$ -	\$ -
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color copies	\$ 135.88	\$ 67.84	\$ 203.52
			<u>\$ 135.88</u>	<u>\$ 67.84</u>	<u>\$ 203.52</u>
Equipment Rental: 4-0200					
	Connecting Point	Maintenance Agreement	\$ 28.67	\$ 14.33	\$ 43.00
	Great American Leasing	Copier Rental	\$ 89.99	\$ 45.00	\$ 134.99
			<u>\$ 118.66</u>	<u>\$ 59.33</u>	<u>\$ 177.99</u>
Equipment: 5-0500					
	Jennifer Coleman		\$ -	\$ -	\$ -
	Nathan Rice		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Data Processing Equipment: 5-0502					
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Spent This Month			<u>\$ 3,391.63</u>	<u>\$ 1,695.81</u>	<u>\$ 5,087.44</u>

February 2024 Kimball-Banner Counties

Code #	Item	2023-2024	Spent-Joint	Year to	Unspent Balance
		Kimball/Banner Joint Budget	Kimball/Banner This Month	Date Spent	Kimball/Banner Joint Budget
Personnel					
1 0305	Full-Time Salaries - Clerical	\$ 35,490.00	\$ 3,474.00	\$ 23,403.00	\$ 12,087.00
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ 140.00	\$ 1,124.50	\$ 1,375.50
1 0500	Overtime	\$ -	\$ 54.00	\$ 54.00	\$ (54.00)
1-0803	Group Health	\$ -	\$ -	\$ -	\$ -
1-0900	Retirement	\$ 2,396.00	\$ 238.54	\$ 1,583.81	\$ 812.19
1-1000	Social Security	\$ 2,715.00	\$ 280.61	\$ 1,981.98	\$ 733.02
1-1300	4-H Assistant - Cost Share		\$ -	\$ -	\$ -
Total Personnel		\$ 43,101.00	\$ 4,187.15	\$ 28,147.29	\$ 14,953.71
Operating Expenses					
2 0100	Postal Service	\$ 100.00	\$ -	\$ 8.11	\$ 91.89
2 0200	Telephone Service	\$ 3,200.00	\$ 204.54	\$ 1,609.34	\$ 1,590.66
2-1101	Internet	\$ 1,600.00	\$ 131.93	\$ 1,055.44	\$ 544.56
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$ -
2 1704	Educators Travel-Mileage	\$ 6,000.00	\$ 132.31	\$ 3,557.30	\$ 2,442.70
2 1751	Dues,Subscr,Registr & Training	\$ 300.00	\$ 50.00	\$ 95.00	\$ 205.00
Total Operating Expense		\$ 11,200.00	\$ 518.78	\$ 6,325.19	\$ 4,874.81
Supplies					
3 0101	Supplies	\$ 2,000.00	\$ 203.52	\$ 688.81	\$ 1,311.19
Total Supplies		\$ 2,000.00	\$ 203.52	\$ 688.81	\$ 1,311.19
Equipment Rental					
4 0200	Equipment Rental	\$ 2,200.00	\$ 177.99	\$ 1,413.95	\$ 786.05
Total Equipment Rental		\$ 2,200.00	\$ 177.99	\$ 1,413.95	\$ 786.05
Capital Outlay					
5-0500	Equipment	\$ 700.00	\$ -	\$ -	\$ 700.00
5-0502	Data Processing Equip	\$ 2,800.00	\$ -	\$ -	\$ 2,800.00
Total Capital Outlay		\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Total Expenditures		\$ 62,001.00	\$ 5,087.44	\$ 36,575.24	\$ 25,425.76

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University of Nebraska - Lincoln Extension: Cheyenne County

February 2024

Category	Payment To	Description	Amount	Sub Totals
Salaries	1-0305 Office Manager	wages		
	1-1300 Longevity Pay - Office Manager			
	1-0500 Overtime - Office Manager			
	1-0405 Part Time Salary			
	1-0410 State/Local Employee 4-H			
	2-2500 Extension Assistant			
				\$ -
Postal Services: 2-0100				
				\$ -
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill	\$ 582.57	
	Century Link	Monthly Bill		
				\$ 582.57
Internet: 2-0205				
				\$ -
Staff Mileage Allowance: 2-1704				
	Karen DeBoer	Expenses	\$ 49.78	
	Jamie Bright	Expenses	\$ 229.38	
		Expenses		
				\$ 279.16
Dues, Publications & Subscriptions: 2-1751				
	NACEB Dues		\$ 50.00	
				\$ 50.00
Training: 2-1771				
				\$ -
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 26.95	
				\$ 26.95
Equipment - Office: 4-0200				
	Hometown Leasing	Monthly lease	\$ 358.93	
				\$ 358.93

Data Processing Equipment/Supplies: 5-0502

\$ -

Total Spent This Month

\$ 1,297.61

February 2024 Cheyenne County

Code #	Item	2022-2023 Budget	Spent This Month	Total Spent to Date	Unspent Balance
Personnel					
1 0305	Office Manager	\$ 57,000.00		\$ 21,640.00	\$ 35,360.00
1 1300	Longevity Pay	\$ 2,400.00		\$ 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			\$ -	\$ -
Total Personnel		\$ 60,600.00	\$ -	\$ 24,995.95	\$ 35,604.05
Operating Expenses					
				\$ -	
2 0100	Postal Service	\$ 600.00		\$ -	\$ 600.00
2 0200	Telephone Service	\$ 3,300.00	\$ 582.57	\$ 2,216.51	\$ 1,083.49
2 0205	Internet	\$ 1,200.00		\$ -	\$ 1,200.00
2 1704	Staff Mileage Allowance	\$ 8,000.00	\$ 279.16	\$ 4,886.79	\$ 3,113.21
2 1751	Pubs & Subscriptions	\$ 150.00	\$ 50.00	\$ 100.00	\$ 50.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
Total Operating Expense		\$ 13,450.00	\$ 911.73	\$ 7,203.30	\$ 6,246.70
Supplies					
3 0101	Office Supplies	\$ 3,000.00	\$ 26.95	\$ 395.83	\$ 2,604.17
Total Supplies		\$ 3,000.00	\$ 26.95	\$ 395.83	\$ 2,604.17
Equipment Rental					
4 0200	Equipment-Office	\$ 6,500.00	\$ 358.93	\$ 1,873.85	\$ 4,626.15
Total Equipment Rental		\$ 6,500.00	\$ 358.93	\$ 1,873.85	\$ 4,626.15
Capital Outlay					
5 0502	Data Processing Equip	\$ 3,000.00		\$ -	\$ 3,000.00
Total Capital Outlay		\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total Expenditures		\$ 86,550.00	\$ 1,297.61	\$ 34,468.93	\$ 52,081.07

Jamie Bright – Rural Prosperity Nebraska Extension Educator

February 2024

Upcoming Events

- ❖ Maternity Leave – tentatively March 11-June 4 (will be working May 1-2)
- ❖ Connecting Entrepreneurial Communities Conference – May 1-2, 2024 in Sidney
<https://ruralprosperityne.unl.edu/connecting-entrepreneurial-communities-2024-sidney> - if you are interested in attending, please let me know – we may have a few extra tickets available

Regional/Statewide/General

- ❖ Community Leadership Development team lead for RPN
- ❖ Panhandle Career Connections planning meetings – on the leadership team
- ❖ Connecting Entrepreneurial Communities Conference planning ***this is taking most of my time**
- ❖ Hiring Committees for Rural Prosperity Nebraska position in northern Panhandle and Food Nutrition Health position in southern Panhandle
- ❖ Rural Rendezvous – lined up sessions on American Connection Corps and Vacant Property Registration Act, planned out sessions and assigned facilitators while I will be on leave
- ❖ Nebraska EDEN (Extension Disaster Education Network)
- ❖ Sent out information to contacts on UNL student project opportunities, the Rural Experience research study, and funding opportunities for communities and businesses
- ❖ Shared information with Rushville resident about housing project funding

Cheyenne County

- ❖ E3 (Energizing Entrepreneurial Ecosystems) – meeting with NE Dept of Economic Development
- ❖ Cheyenne County Rotary
- ❖ Sidney Creative District
- ❖ Applied for Cheyenne County Visitors Committee promotion grant for CEC, awarded \$1000
- ❖ Working on graduation packet with Cheyenne County Chamber of Commerce & schools to make sure high school seniors know they are welcome to stay in or return to community
- ❖ Office manager interviews

Deuel County

- ❖ Chappell Chamber of Commerce meeting

Garden County

- ❖ Oshkosh Creative District – shared examples of operating structures/MOUs

Keith-Arthur Counties

- ❖ E3 (Energizing Entrepreneurial Ecosystems) – Keith County

Kimball-Banner Counties

- ❖ Communities 4 Kids – childcare project
- ❖ High school civics class – shared information about grants for community centers

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 – Extension is lead on training committee, let me know if you have trainings to offer or want to attend
- ❖ Shared resources on childcare grants/funding