

Meeting Agenda

Kimball-Banner-Cheyenne Counties Extension Board

Date: **Tuesday, April 2, 2024**
Location: **Extension Office, 209 E 3rd St., Kimball**
Time: **6:30 p.m.**

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 claims, minutes of previous meetings)
3. President's report, announcements, introduction of guests, and communications
 - a. Elaine Pile, NACEB Director for Engagement Zone 1
 - b. Rob Eirich, Engagement Zone 1 Coordinator
 - c. Introduce new board members & staff
4. Unfinished Business
 - a.
5. New Business
 - a. NACEB Update
 - b. Draft 2024-25 Extension Budgets - discussion
6. Program Discussion
 - a. Aaron Berger - online programming and Ranch Technology Roundtable coming up in April.
 - b. Program development - staff reports and discussion with Extension Board about programming needs
7. Lead Educator Updates - Aaron Berger & Karen DeBoer
8. Adjourn

Meeting Schedule:

Tuesday, May 7, 2024	7:00 PM		Conference Call - officers
Tuesday, June 4, 2024	7:00 PM		Conference Call - officers
Tuesday, July 2, 2024	6:30 PM	Kimball Extension Office	In-person, entire Board
Tuesday, August 6, 2024	7:00 PM		Conference Call - officers
Tuesday, September 3, 2023	7:00 PM		Conference Call - officers
Tuesday, October 1, 2024	6:30 PM	Kimball Extension Office	In-person, entire Board
Tuesday, November 5, 2024	7:00 PM		Conference Call - officers
Tuesday, December 3, 2024	7:00 PM		Conference Call - officers

Cheyenne, Kimball, and Banner Counties Extension Board

Executive Committee Meeting Minutes | Date 3-5-24

Board members present: Kip Miller, President; Secretary Sarah Lewis

Board members absent:

Staff present: Jamie Bright, Aaron Berger, Karen DeBoer

Staff members absent:

Kip called the meeting to order at 7:00

Consent Agenda: Sarah moved to approve the consent agenda. Kip seconded. Roll call vote. Motion passed.

Issues and concerns:

none

Staff Updates:

Jamie Bright: Getting ready for maternity Leave.

Lead Educator Updates:

Aaron Berger: Busy with programming.

Karen DeBoer: Hired an office manager, but still do not have a lead educator or assistant hired yet. The receipt for Aaron and Karen's computer is in and will be a line item next month.

Next meeting: April 2nd 6:30 in Kimball

:Meeting was adjourned at 7:12.

University of Nebraska - Lincoln Extension: Cheyenne County

March 2024

Category	Payment To	Description	Amount	Sub Totals
Salaries	1-0305 Office Manager	wages	\$ 1,400.00	
	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			
				<u>\$ 1,400.00</u>
Postal Services: 2-0100				
				<u>\$ -</u>
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill	\$ 282.64	
	Century Link	Monthly Bill		
				<u>\$ 282.64</u>
Internet: 2-0205				
	UNL Internet	Annual Payment	\$ 1,200.00	
				<u>\$ 1,200.00</u>
Staff Mileage Allowance: 2-1704				
	Karen DeBoer	Expenses	\$ -	
	Jamie Bright	Expenses	\$ 196.98	
	Victoria Edwards	Expenses	\$38.86	
				<u>\$ 235.84</u>
Dues, Publications & Subscriptions: 2-1751				
	NACEB Dues			<u>\$ -</u>
Training: 2-1771				
				<u>\$ -</u>
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 26.95	
				<u>\$ 26.95</u>
Equipment - Office: 4-0200				
	Hometown Leasing	Monthly lease	\$ 358.93	
				<u>\$ 358.93</u>

Data Processing Equipment/Supplies: 5-0502

UNL Extension

Computer Bundle -
DeBoer

\$ 2,795.02

\$ -

Total Spent This Month

\$ 6,299.38

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March 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	\$ 1,400.00	\$ 23,040.00	\$ 33,960.00
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	\$ 1,400.00	\$ 26,395.95	\$ 34,204.05
Operating Expenses					
				\$ -	
2 0100	Postal Service	\$ 600.00		\$ -	\$ 600.00
2 0200	Telephone Service	\$ 3,300.00	\$ 282.64	\$ 2,499.15	\$ 800.85
2 0205	Internet	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
2 1704	Staff Mileage Allowance	\$ 8,000.00	\$ 235.84	\$ 5,122.63	\$ 2,877.37
2 1751	Pubs & Subscriptions	\$ 150.00		\$ 100.00	\$ 50.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
Total Operating Expense		\$ 13,450.00	\$ 1,718.48	\$ 8,921.78	\$ 4,528.22
Supplies					
3 0101	Office Supplies	\$ 3,000.00	\$ 26.95	\$ 422.78	\$ 2,577.22
Total Supplies		\$ 3,000.00	\$ 26.95	\$ 422.78	\$ 2,577.22
Equipment Rental					
4 0200	Equipment-Office	\$ 6,500.00	\$ 358.93	\$ 2,232.78	\$ 4,267.22
Total Equipment Rental		\$ 6,500.00	\$ 358.93	\$ 2,232.78	\$ 4,267.22
Capital Outlay					
5 0502	Data Processing Equip	\$ 3,000.00	\$ 2,795.02	\$ 2,795.02	\$ 204.98
Total Capital Outlay		\$ 3,000.00	\$ 2,795.02	\$ 2,795.02	\$ 204.98
Total Expenditures		\$ 86,550.00	\$ 6,299.38	\$ 40,768.31	\$ 45,781.69

**Kimball & Banner Counties
March 2024**

Category	Payment To	Description	Kimball	Banner	Total
Salaries	1-0305 Office Manager		\$ 1,872.00	\$ 936.00	\$ 2,808.00
	1-0405 Part Time Salary		\$ 186.67	\$ 93.33	\$ 280.00
	1-0500 Overtime - Office Manager		\$ -	\$ -	\$ -
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 126.36	\$ 83.18	\$ 189.54
	1-1000 Social Security		\$ 157.49	\$ 78.75	\$ 236.24
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 2,342.62</u>	<u>\$ 1,171.26</u>	<u>\$ 3,513.78</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		\$ 201.45	\$ 100.72	\$ 302.17
	Lynn McKinney		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
	Nathan Rice		\$ 104.07	\$ 52.04	\$ 156.11
	Hotel		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ 305.52</u>	<u>\$ 152.76</u>	<u>\$ 458.28</u>
Board Dues 2-1751					
	NACEB Dues		\$ -	\$ -	\$ -
	Conference Dues		\$ 66.67	\$ 33.33	\$ 100.00
	Western Nebraska Observer	Yearly Subscription	\$ -	\$ -	\$ -
			<u>\$ 66.67</u>	<u>\$ 33.33</u>	<u>\$ 100.00</u>
Supplies: 3-0101					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ 28.76	\$ 14.38	\$ 43.14
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color copies	\$ 24.31	\$ 12.16	\$ 36.47
			<u>\$ 53.07</u>	<u>\$ 26.54</u>	<u>\$ 79.61</u>
Equipment Rental: 4-0200					
	Connecting Point	Maintenance Agreement	\$ 28.67	\$ 14.33	\$ 43.00
	Great American Leasing	Copier Rental	\$ 89.99	\$ 44.99	\$ 134.98
			<u>\$ 118.65</u>	<u>\$ 59.33</u>	<u>\$ 177.98</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		\$ 1,684.61	\$ 842.29	\$ 2,526.90
			\$ -	\$ -	\$ -
			<u>\$ 1,684.61</u>	<u>\$ 842.29</u>	<u>\$ 2,526.90</u>
Total Spent This Month			<u>\$ 4,795.36</u>	<u>\$ 2,397.66</u>	<u>\$ 7,193.02</u>

March 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	\$ 2,808.00	\$ 26,211.00	\$ 9,279.00
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ 280.00	\$ 1,404.50	\$ 1,095.50
1 0500	Overtime	\$ -	\$ -	\$ 54.00	\$ (54.00)
1-0803	Group Health	\$ -	\$ -	\$ -	\$ -
1-0900	Retirement	\$ 2,396.00	\$ 189.54	\$ 1,773.35	\$ 622.65
1-1000	Social Security	\$ 2,715.00	\$ 236.24	\$ 2,218.22	\$ 496.78
1-1300	4-H Assistant - Cost Share		\$ -	\$ -	\$ -
Total Personnel		\$ 43,101.00	\$ 3,513.78	\$ 31,661.07	\$ 11,439.93
Operating Expenses					
2 0100	Postal Service	\$ 100.00	\$ -	\$ 8.11	\$ 91.89
2 0200	Telephone Service	\$ 3,200.00	\$ 204.54	\$ 1,813.88	\$ 1,386.12
2-1101	Internet	\$ 1,600.00	\$ 131.93	\$ 1,187.37	\$ 412.63
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$ -
2 1704	Educators Travel-Mileage	\$ 6,000.00	\$ 458.28	\$ 4,015.58	\$ 1,984.42
2 1751	Dues,Subscr,Registr & Training	\$ 300.00	\$ 100.00	\$ 195.00	\$ 105.00
Total Operating Expense		\$ 11,200.00	\$ 894.75	\$ 7,219.94	\$ 3,980.06
Supplies					
3 0101	Supplies	\$ 2,000.00	\$ 79.61	\$ 768.42	\$ 1,231.58
Total Supplies		\$ 2,000.00	\$ 79.61	\$ 768.42	\$ 1,231.58
Equipment Rental					
4 0200	Equipment Rental	\$ 2,200.00	\$ 177.98	\$ 1,591.93	\$ 608.07
Total Equipment Rental		\$ 2,200.00	\$ 177.98	\$ 1,591.93	\$ 608.07
Capital Outlay					
5-0500	Equipment	\$ 700.00	\$ -	\$ -	\$ 700.00
5-0502	Data Processing Equip	\$ 2,800.00	\$ 2,526.90	\$ 2,526.90	\$ 273.10
Total Capital Outlay		\$ 3,500.00	\$ 2,526.90	\$ 2,526.90	\$ 973.10
Total Expenditures		\$ 62,001.00	\$ 7,193.02	\$ 43,768.26	\$ 18,232.74

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Kimball-Banner County Extension Proposed Budget

Description	Actual		Budget		Year to Date		Actual		Proposed	
	2021-2022	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024	2024-2025	2024-2025
PERSONAL										
Full-Time Wages - Clerical	\$ 10,749.75	\$ 34,060.00	\$ 35,490.00	\$ 26,211.00	\$ -	\$ -	\$ 36,504.00			
Part-Time Wages- Clerical	\$ 7,247.00	\$ 1,767.00	\$ 2,500.00	\$ 1,404.50	\$ -	\$ -	\$ 2,500.00			
Retirement	\$ 725.62	\$ 2,299.11	\$ 2,396.00	\$ 1,773.35	\$ -	\$ -	\$ 2,465.00			
Social Security - County Share	\$ 1,376.75	\$ 2,740.76	\$ 2,715.00	\$ 2,218.22	\$ -	\$ -	\$ 2,793.00			
4-H Assistant - Cost Share	\$ 1,028.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Overtime	\$ -	\$ -	\$ -	\$ 54.00	\$ -	\$ -	\$ -			
Total Personal Expenses	\$ 21,127.52	\$ 40,866.87	\$ 43,101.00	\$ 31,661.07	\$ -	\$ -	\$ 44,262.00			
OPERATING EXPENSES										
Postal Services	\$ 100.00	\$ -	\$ 100.00	\$ 8.11	\$ -	\$ -	\$ 100.00			
Telephone Services	\$ 4,600.68	\$ 3,781.50	\$ 3,200.00	\$ 1,813.88	\$ -	\$ -	\$ 2,600.00			
Internet	\$ 694.83	\$ 1,583.16	\$ 1,600.00	\$ 1,187.37	\$ -	\$ -	\$ 1,700.00			
Mileage Allowance	\$ 4,455.89	\$ 5,884.22	\$ 6,000.00	\$ 4,015.58	\$ -	\$ -	\$ 6,500.00			
Dues, Subscription, Reg. Training	\$ 95.00	\$ 95.00	\$ 300.00	\$ 195.00	\$ -	\$ -	\$ 300.00			
Total Operating Expenses	\$ 9,946.40	\$ 11,343.88	\$ 11,200.00	\$ 7,219.94	\$ -	\$ -	\$ 11,200.00			
SUPPLIES AND MATERIALS										
Supplies - Office	\$ 2,460.92	\$ 2,368.21	\$ 2,000.00	\$ 768.42	\$ -	\$ -	\$ 2,000.00			
Total Supplies and Materials	\$ 2,460.92	\$ 2,368.21	\$ 2,000.00	\$ 768.42	\$ -	\$ -	\$ 2,000.00			
EQUIPMENT RENTAL										
Equipment - Office	\$ 2,136.00	\$ 2,162.00	\$ 2,200.00	\$ 1,591.93	\$ -	\$ -	\$ 2,200.00			
Total Equipment Rental	\$ 2,136.00	\$ 2,162.00	\$ 2,200.00	\$ 1,591.93	\$ -	\$ -	\$ 2,200.00			
Total Operating Expenses	\$ 35,670.84	\$ 56,740.96	\$ 58,501.00	\$ 41,241.36	\$ -	\$ -	\$ 59,662.00			
CAPITAL OUTLAY										
Office Equipment	\$ 1,646.10	\$ 2,892.85	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00			
Data Processing Equipment	\$ 1,873.68	\$ 419.00	\$ 2,800.00	\$ 2,562.90	\$ -	\$ -	\$ 2,800.00			
Total Capital Outlay	\$ 3,519.78	\$ 3,311.85	\$ 3,500.00	\$ 2,562.90	\$ -	\$ -	\$ 3,500.00			
Total Disbursements/Requirements	\$ 39,190.62	\$ 60,052.81	\$ 62,001.00	\$ 43,804.26	\$ -	\$ -	\$ 63,162.00			

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Cheyenne County Extension Proposed Budget

Description	Actual		Budget		Proposed	
	2021-2022	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
PERSONAL SERVICES						
Regular Salary - Clerical	\$ 39,260.00	\$ 40,260.00	\$ 57,000.00	\$ -	\$ -	\$ -
Part-Time Salary - Clerical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State/Local Employee 4-H	\$ 3,936.37	\$ 5,889.34	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 971.25	\$ 997.50	\$ 1,200.00	\$ -	\$ -	\$ -
Longevity	\$ 2,020.20	\$ 2,173.60	\$ 2,400.00	\$ -	\$ -	\$ -
Total Personal Expenses	\$ 46,187.82	\$ 49,320.44	\$ 60,600.00	\$ -	\$ -	\$ -
OPERATING EXPENSES						
Postal Services	\$ 510.00	\$ 378.00	\$ 600.00	\$ -	\$ -	\$ -
Telephone Services	\$ 3,042.12	\$ 3,243.48	\$ 3,300.00	\$ -	\$ -	\$ -
Internet	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -
Mileage Allowance	\$ 6,392.58	\$ 5,931.02	\$ 8,000.00	\$ -	\$ -	\$ -
Dues, Subscription, Registrations, etc.	\$ 198.00	\$ 100.00	\$ 150.00	\$ -	\$ -	\$ -
Training	\$ 75.00	\$ 75.00	\$ 200.00	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 11,417.70	\$ 10,927.50	\$ 13,450.00	\$ -	\$ -	\$ -
SUPPLIES AND MATERIALS						
Supplies - Office	\$ 3,840.41	\$ 5,466.11	\$ 3,000.00	\$ -	\$ -	\$ -
Total Supplies and Materials	\$ 3,840.41	\$ 5,466.11	\$ 3,000.00	\$ -	\$ -	\$ -
EQUIPMENT RENTAL						
Equipment - Office	\$ 6,143.36	\$ 5,956.41	\$ 6,500.00	\$ -	\$ -	\$ -
Total Equipment Rental	\$ 6,143.36	\$ 5,956.41	\$ 6,500.00	\$ -	\$ -	\$ -
CAPITAL OUTLAY						
Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Processing Equipment	\$ 2,055.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 2,055.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ -	\$ -
Total Disbursements/Requirements	\$ 69,644.29	\$ 73,670.46	\$ 86,550.00	\$ -	\$ -	\$ -