

Meeting Agenda

Cheyenne, Kimball and Banner Counties
Extension Board

Executive Committee

Date: Tuesday, May 7, 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. Engagement Zone Coordinator and Staff Updates
5. Lead Educator Updates - Kimball-Banner Co. (Aaron Berger), Cheyenne Co. (Karen DeBoer)
6. Adjourn

Meeting Schedule

Tuesday, June 4, 2024	7:00 p.m.	Conference Call/Zoom Meeting with Executive Committee
Tuesday, July 2, 2024	6:30 p.m.	Kimball-Banner Co. Extension Office, 209 E Third St, Kimball
Tuesday, August 6, 2024	7:00 p.m.	Conference Call/Zoom Meeting with Executive Committee
Tuesday, September 3, 2024	7:00 p.m.	Conference Call/Zoom Meeting with Executive Committee
Tuesday, October 1, 2024	6:30 p.m.	Kimball-Banner Co. Extension Office, 209 E Third St, Kimball
Tuesday, November 5, 2024	7:00 p.m.	Conference Call/Zoom Meeting with Executive Committee
Tuesday, December 3, 2024	7:00 p.m.	Conference Call/Zoom Meeting with Executive Committee

Zoom Connection:

Join Zoom Meeting

<https://unl.zoom.us/j/91489145222>

Meeting ID: 914 8914 5222

Passcode: 073081

By phone

- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US

Cheyenne, Kimball, and Banner Counties Extension Board

Meeting Minutes | Date 4-2-24 | Location Kimball County Annex

Board members present:; Sarah Lewis, Secretary-Treasurer; Lezah Saunders Lindsay Forepaugh; Jim Stauffer; Lynn Holbrook; Dan Chesley

Board members absent: Kip Miller, Justin Perry, J.R. West

Staff present: Jamie Bright, Aaron Berger, Karen DeBoer

Staff members absent: Jamie

Guests present:

___Lezah___ called the meeting to order at ___6:37___

Consent Agenda: ___Lynn___ moved to approve the consent agenda. ___Sarah___ seconded.
Roll call vote. **Motion passed.**

Reports: Introduce new board members

Unfinished business: Still looking for Cheyenne County board member.

New business: Aaron went over the proposed budget for Kimball/Banner County. Karen went through the proposed budget for Cheyenne County. Dan suggested taking some of the office supply and computer budget and shifting it to the mileage budget.

Program Discussion/Staff Updates:

Aaron Berger:

Program on pheromone to help cattle have less stress.

Jennifer has chicken and goose eggs in Kimball and Banner schools. Aaron has been presenting at places such as Women in Ag.

Lead Educator Updates:

Karen: Interview for educator coming up this week. Jamie is on Maternity Leave. Tori Edwards the new office manager is attending training, has been working on fair, and is hosting a farm safety day. Karen is retiring in June.

Next meeting: Tuesday May 7th at 7

The meeting was adjourned at __7:33__.

**Kimball & Banner Counties
April 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		\$ -	\$ -	\$ -
	1-0500 Overtime - Office Manager		\$ -	\$ -	\$ -
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 126.36	\$ 63.18	\$ 189.54
	1-1000 Social Security		\$ 143.21	\$ 71.61	\$ 214.82
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 2,141.57</u>	<u>\$ 1,070.79</u>	<u>\$ 3,212.36</u>
Postal Services: 2-0100					
	Postage		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Telephone Services: 2-0200					
	Century Link	Monthly Telephone	\$ 135.58	\$ 67.79	\$ 203.37
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ 135.58</u>	<u>\$ 67.79</u>	<u>\$ 203.37</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		\$ -	\$ -	\$ -
	Sldney Sun Telegraph		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Educators Travel - Mileage: 2-1704					
	Aaron Berger		\$ -	\$ -	\$ -
	Karen DeBoer		\$ -	\$ -	\$ -
	Jennifer Coleman		\$ 464.82	\$ 232.41	\$ 697.23
	Lynn McKinney		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
	Nathan Rice		\$ -	\$ -	\$ -
	Hotel		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ 464.82</u>	<u>\$ 232.41</u>	<u>\$ 697.23</u>
Board Dues 2-1751					
	NACEB Dues		\$ -	\$ -	\$ -
	Conference Dues		\$ -	\$ -	\$ -
	Western Nebraska Observer	Yearly Subscription	\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Supplies: 3-0101					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ -	\$ -	\$ -
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color coples	\$ 6.11	\$ 3.06	\$ 9.17
			<u>\$ 6.11</u>	<u>\$ 3.06</u>	<u>\$ 9.17</u>
			<u>\$ 6.11</u>	<u>\$ 3.06</u>	<u>\$ 9.17</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>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Data Processing Equipment: 5-0502					
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Spent This Month			<u>\$ 2,954.70</u>	<u>\$ 1,477.34</u>	<u>\$ 4,432.04</u>

April 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	\$ 29,019.00	\$ 6,471.00
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ -	\$ 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	\$ 1,962.89	\$ 433.11
1-1000	Social Security	\$ 2,715.00	\$ 214.82	\$ 2,433.04	\$ 281.96
1-1300	4-H Assistant - Cost Share		\$ -	\$ -	\$ -
Total Personnel		\$ 43,101.00	\$ 3,212.36	\$ 34,873.43	\$ 8,227.57
Operating Expenses					
2 0100	Postal Service	\$ 100.00	\$ -	\$ 8.11	\$ 91.89
2 0200	Telephone Service	\$ 3,200.00	\$ 203.37	\$ 2,017.25	\$ 1,182.75
2-1101	Internet	\$ 1,600.00	\$ 131.93	\$ 1,319.30	\$ 280.70
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$ -
2 1704	Educators Travel-Mileage	\$ 6,000.00	\$ 697.23	\$ 4,712.81	\$ 1,287.19
2 1751	Dues,Subscr,Registr & Training	\$ 300.00	\$ -	\$ 195.00	\$ 105.00
Total Operating Expense		\$ 11,200.00	\$ 1,032.53	\$ 8,252.47	\$ 2,947.53
Supplies					
3 0101	Supplies	\$ 2,000.00	\$ 9.17	\$ 777.59	\$ 1,222.41
Total Supplies		\$ 2,000.00	\$ 9.17	\$ 777.59	\$ 1,222.41
Equipment Rental					
4 0200	Equipment Rental	\$ 2,200.00	\$ 177.98	\$ 1,769.91	\$ 430.09
Total Equipment Rental		\$ 2,200.00	\$ 177.98	\$ 1,769.91	\$ 430.09
Capital Outlay					
5-0500	Equipment	\$ 700.00	\$ -	\$ -	\$ 700.00
5-0502	Data Processing Equip	\$ 2,800.00	\$ -	\$ 2,526.90	\$ 273.10
Total Capital Outlay		\$ 3,500.00	\$ -	\$ 2,526.90	\$ 973.10
Total Expenditures		\$ 62,001.00	\$ 4,432.04	\$ 48,200.30	\$ 13,800.70

University of Nebraska - Lincoln Extension: Cheyenne County

April 2024

Category	Payment To	Description	Amount	Sub Totals
Salaries	1-0305 Office Manager	wages	\$ 2,800.00	
	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>\$ 2,800.00</u>
Postal Services: 2-0100				
				<u>\$ -</u>
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill	\$ 292.81	
	Century Link	Monthly Bill		
				<u>\$ 292.81</u>
Internet: 2-0205				
				<u>\$ -</u>
Staff Mileage Allowance: 2-1704				
	Karen DeBoer	Expenses	\$ 49.78	
	Victoria Edwards	Expenses	\$ 842.77	
		Expenses		
				<u>\$ 892.55</u>
Dues, Publications & Subscriptions: 2-1751				
				<u>\$ -</u>
Training: 2-1771				
				<u>\$ -</u>
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 26.95	
	Eakes Office Supplies	Power Bankd	\$ 154.09	
				<u>\$ 181.04</u>
Equipment - Office: 4-0200				
	Hometown Leasing	Monthly lease	\$ 358.93	
				<u>\$ 358.93</u>

Data Processing Equipment/Supplies: 5-0502

\$ -

Total Spent This Month

\$ 4,525.33

April 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	\$2,800	\$ 25,840.00	\$ 31,160.00
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	\$ 2,800.00	\$ 29,195.95	\$ 31,404.05
Operating Expenses					
				\$ -	
2 0100	Postal Service	\$ 600.00		\$ -	\$ 600.00
2 0200	Telephone Service	\$ 3,300.00	\$292.81	\$ 2,791.96	\$ 508.04
2 0205	Internet	\$ 1,200.00		\$ 1,200.00	\$ -
2 1704	Staff Mileage Allowance	\$ 8,000.00	\$892.55	\$ 6,015.18	\$ 1,984.82
2 1751	Pubs & Subscriptions	\$ 150.00		\$ 100.00	\$ 50.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
Total Operating Expense		\$ 13,450.00	\$ 1,185.36	\$ 10,107.14	\$ 3,342.86
Supplies					
3 0101	Office Supplies	\$ 3,000.00	\$ 181.04	\$ 603.82	\$ 2,396.18
Total Supplies		\$ 3,000.00	\$ 181.04	\$ 603.82	\$ 2,396.18
Equipment Rental					
4 0200	Equipment-Office	\$ 6,500.00	\$ 358.93	\$ 2,591.71	\$ 3,908.29
Total Equipment Rental		\$ 6,500.00	\$ 358.93	\$ 2,591.71	\$ 3,908.29
Capital Outlay					
5 0502	Data Processing Equip	\$ 3,000.00		\$ 2,795.02	\$ 204.98
Total Capital Outlay		\$ 3,000.00	\$ -	\$ 2,795.02	\$ 204.98
Total Expenditures		\$ 86,550.00	\$ 4,525.33	\$ 45,293.64	\$ 41,256.36

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	\$ -	\$ -	\$ 57,800.00
Part-Time Salary - Clerical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
State/Local Employee 4-H	\$ 3,936.37	\$ 5,889.34	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 971.25	\$ 997.50	\$ 1,200.00	\$ -	\$ -	\$ 1,000.00
Longevity	\$ 2,020.20	\$ 2,173.60	\$ 2,400.00	\$ -	\$ -	\$ -
Total Personal Expenses	\$ 46,187.82	\$ 49,320.44	\$ 60,600.00	\$ -	\$ -	\$ 59,800.00
OPERATING EXPENSES						
Postal Services	\$ 510.00	\$ 378.00	\$ 600.00	\$ -	\$ -	\$ 500.00
Telephone Services	\$ 3,042.12	\$ 3,243.48	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00
Internet	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00
Mileage Allowance	\$ 6,392.58	\$ 5,931.02	\$ 8,000.00	\$ -	\$ -	\$ 10,500.00
Dues, Subscription, Registrations, etc.	\$ 198.00	\$ 100.00	\$ 150.00	\$ -	\$ -	\$ 150.00
Training	\$ 75.00	\$ 75.00	\$ 200.00	\$ -	\$ -	\$ 200.00
Total Operating Expenses	\$ 11,417.70	\$ 10,927.50	\$ 13,450.00	\$ -	\$ -	\$ 15,850.00
SUPPLIES AND MATERIALS						
Supplies - Office	\$ 3,840.41	\$ 5,466.11	\$ 3,000.00	\$ -	\$ -	\$ 2,500.00
Total Supplies and Materials	\$ 3,840.41	\$ 5,466.11	\$ 3,000.00	\$ -	\$ -	\$ 2,500.00
EQUIPMENT RENTAL						
Equipment - Office	\$ 6,143.36	\$ 5,956.41	\$ 6,500.00	\$ -	\$ -	\$ 5,400.00
Total Equipment Rental	\$ 6,143.36	\$ 5,956.41	\$ 6,500.00	\$ -	\$ -	\$ 5,400.00
CAPITAL OUTLAY						
Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Processing Equipment	\$ 2,055.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total Capital Outlay	\$ 2,055.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total Disbursements/Requirements	\$ 69,644.29	\$ 73,670.46	\$ 86,550.00	\$ -	\$ -	\$ 86,550.00

Budget Notes:

Regular Salary Clerical: \$37,000 (100% Office Manager/4-H Aide)
plus \$20,800 (50% 4-H Assistant)
Part-Time Salary Clerical: \$1,000 (Intern for County Fair)
Overtime: \$1,000 (Office Manager/4-H Aide for County Fair)

Equipment Rental: Copier Lease & Extra Copies
Switched from a 3-yr to a less expensive 4-yr lease

Data Processing Equipment: computer for 4-H Educator



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QUOTE CONFIRMATION

CATHY FOX,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NVVZ164	4/16/2024	3581, DUAL MONITOR	11756403	\$2,795.02

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
DELL CTO 3581 I7-13800H 512 16 W11P Mfg. Part#: 3000152097244 Contract: Univ Nebraska Stategic Supplier IT Client Devices	1	7454136	\$1,928.97	\$1,928.97
DELL CTO SLIM SOUNDBAR - SB521A Mfg. Part#: 3000124335796 Contract: Univ Nebraska Stategic Supplier IT Client Devices	1	7082878	\$30.02	\$30.02
DELL CTO THUNDERBOLT 4 DOCK- Mfg. Part#: 3000131753429 Contract: Univ Nebraska Stategic Supplier IT Client Devices	1	7180242	\$250.00	\$250.00
Logitech MK540 Advanced - keyboard and mouse set Mfg. Part#: 920-008671 UNSPSC: 43211706 Contract: Univ Nebraska Stategic Supplier IT Catalog	1	4984684	\$36.04	\$36.04
Logitech M325s Wireless Mouse, 2.4 GHz with USB Receiver, Black - mouse - 2 Mfg. Part#: 910-006825 Contract: Univ Nebraska Stategic Supplier IT Catalog	1	7349243	\$13.75	\$13.75
DELL CTO ULTRASHARP 24 MON - U2424H Mfg. Part#: 3000170610094 Contract: Univ Nebraska Strategic Supplier IT Manual	2	7763582	\$268.12	\$536.24

SUBTOTAL	\$2,795.02
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,795.02



PURCHASER BILLING INFO	DELIVER TO
Billing Address: UNIVERSITY OF NEBRASKA CHRIS BARBER 1700 Y ST LINCOLN, NE 68588-1230 Phone: (402) 472-3330 Payment Terms: VISA	Shipping Address: UNIVERSITY OF NEBRASKA CHRIS BARBER 1700 Y STREET LINCOLN, NE 68588-0646 Phone: (402) 472-3330 Shipping Method: UPS Ground
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

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