

Meeting Agenda

Cheyenne, Kimball, and Banner Counties
Extension Board

Executive Committee

Date: Tuesday, June 4, 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, 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:

Aaron Berger is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://unl.zoom.us/j/94271592000>

Meeting ID: 942 7159 2000

One tap mobile

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Cheyenne, Kimball, and Banner Counties Extension Board

Executive Committee Meeting Minutes | Date 5-7-24

Board members present: JR Vice President; Secretary Sarah Lewis

Board members absent: Kip miller

Staff present: Aaron Berger, Karen DeBoer

Staff members absent: Jamie Bright

JR _____ called the meeting to order at **7:16** _____

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

Issues and concerns:

none

Staff Updates:

Educator was hired in Cheyenne county and they will advertise for an assistant now.

Lead Educator Updates:

Aaron Berger: Embryology and Agsplosion and other children's events have been happening.
Karen DeBoer: Around the time Jamie returns from maternity leave Karen will be retiring. There are lots of open positions in the panhandle. Karen's hope is that they will see her position as critical to refill quickly. Rob is planning on presenting the Cheyenne commissioners with the local agreement. Karen will send around the quote for another computer for a roll call vote, since there was extra money in the budget this year but it likely may need to be used for milage next year.

Next meeting: June 4 at 7:00

:Meeting was adjourned at 7:41.

University of Nebraska - Lincoln Extension: Cheyenne County

May 2024

Category	Payment To	Description	Amount	Sub Totals
Salaries	1-0305 Office Manager	Wages	\$ 3,500.00	
	1-1300 Longevity Pay - Office Manager			
	1-0500 Overtime - Office Manager			
	1-0405 Part Time Salary			
	1-0810 Cash In Lieu- Extension		\$500	
	2-2500 Extension Assistant			\$ 4,000.00
Postal Services: 2-0100				\$ -
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill	\$ 281.74	
	Century Link	Monthly Bill		\$ 281.74
Internet: 2-0205				\$ -
Staff Mileage Allowance: 2-1704				
	Karen DeBoer	Expenses		
	Victoria Edwards	Expenses	\$ 335.00	
		Expenses		\$ 335.00
Dues, Publications & Subscriptions: 2-1751				\$ -
Training: 2-1771				\$ -
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 40.95	
	Office Service Inc-Ogallala	Office Chair	\$ 313.00	\$ 353.95
Equipment - Office: 4-0200				
	Hometown Leasing	Monthly lease	\$ 358.93	\$ 358.93

May 2024 Cheyenne County

Code #	Item	2023-2024 Budget	Spent This Month	Total Spent to Date	Unspent Balance
Personnel					
1 0305	Office Manager	\$ 57,000.00	\$2,800	\$ 29,340.00	\$ 27,660.00
1 1300	Longevity Pay	\$ 2,400.00		\$ 2,332.20	\$ 67.80
1 0500	Overtime	\$ 1,200.00		\$ 1,023.75	\$ 176.25
1 0810	Cash In Lieu- Extension		\$500	\$ 500.00	\$ (500.00)
1 0405	Part Time Clerical Salary			\$ -	\$ -
Total Personnel		\$ 60,600.00	\$ 3,300.00	\$ 33,195.95	\$ 27,404.05
Operating Expenses				\$ -	
2 0100	Postal Service	\$ 600.00		\$ -	\$ 600.00
2 0200	Telephone Service	\$ 3,300.00	\$292.81	\$ 2,787.76	\$ 512.24
2 0205	Internet	\$ 1,200.00		\$ 1,200.00	\$ -
2 1704	Staff Mileage Allowance	\$ 8,000.00	\$892.55	\$ 6,350.18	\$ 1,649.82
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	\$ 10,437.94	\$ 3,012.06
Supplies					
3 0101	Office Supplies	\$ 3,000.00	\$ 181.04	\$ 957.77	\$ 2,042.23
Total Supplies		\$ 3,000.00	\$ 181.04	\$ 957.77	\$ 2,042.23
Equipment Rental					
4 0200	Equipment-Office	\$ 6,500.00	\$ 358.93	\$ 2,950.64	\$ 3,549.36
Total Equipment Rental		\$ 6,500.00	\$ 358.93	\$ 2,950.64	\$ 3,549.36
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	\$ 5,025.33	\$ 50,337.32	\$ 36,212.68

Cheyenne County Extension Proposed Budget

Description	Actual		Budget		Proposed		Budget Notes:
	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	
PERSONAL SERVICES							
Regular Salary - Clerical	\$ 39,260.00	\$ 40,260.00	\$ 57,000.00	\$ -	\$ 57,800.00		Reg. Stry Clerical: \$37,000 (100% Ofce Mngr/4-H Ade)
Part-Time Salary - Clerical	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00		plus \$20,800 (50% 4-H Assistant)
State/Local Employee 4-H/ Cash iln-Lieu	\$ 3,936.37	\$ 5,889.34	\$ -	\$ -	\$ 6,000.00		Prt-Time Stry Clerical: \$1,000 (Intern for County Fair)
Overtime	\$ 971.25	\$ 997.50	\$ 1,200.00	\$ -	\$ 1,000.00		Overtime: \$1,000 (Off Mngr/4-H Aide for County Fair)
Longevity	\$ 2,020.20	\$ 2,173.60	\$ 2,400.00	\$ -	\$ -		Cash In-Lieu: \$6,000 (Paid to Office Manager/4-H Aide in-lieu of taking County's health insurance)
Total Personal Expenses	\$ 46,187.82	\$ 49,320.44	\$ 60,600.00	\$ -	\$ 65,800.00		
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		Equipment Rental: Copier Lease & Extra Copies
Total Equipment Rental	\$ 6,143.36	\$ 5,956.41	\$ 6,500.00	\$ -	\$ 5,400.00		Switched from a 3-yr to a less expensive 4-yr lease
CAPITAL OUTLAY							
Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		
Data Processing Equipment	\$ 2,055.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ 3,000.00		Data Processing Equipment: computer for 4-H Educator
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	\$ -	\$ 92,550.00		

Kimball & Banner Counties

April 2024

Category	Payment To	Description	Kimball	Banner	Total
Salaries	1-0305 Office Manager		\$ 2,340.00	\$ 1,170.00	\$ 3,510.00
	1-0405 Part Time Salary		\$ 413.00	\$ 206.50	\$ 619.50
	1-0500 Overtime - Office Manager		\$ -	\$ -	\$ -
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 157.95	\$ 78.98	\$ 236.93
	1-1000 Social Security		\$ 210.61	\$ 105.30	\$ 315.91
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 3,121.56</u>	<u>\$ 1,560.78</u>	<u>\$ 4,682.34</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>\$ 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		\$ -	\$ -	\$ -
	Sidney Sun Telegraph		\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Educators Travel - Mileage: 2-1704					
	Aaron Berger		\$ -	\$ -	\$ -
	Karen DeBoer		\$ -	\$ -	\$ -
	Jennifer Coleman		\$ 741.59	\$ 370.79	\$ 1,112.38
	Lynn McKinney		\$ -	\$ -	\$ -
	University of Nebraska-Lincoln		\$ -	\$ -	\$ -
	Nathan Rice		\$ 149.19	\$ 74.59	\$ 223.78
	Hotel		\$ 270.00	\$ 135.00	\$ 405.00
			<u>\$ 1,160.78</u>	<u>\$ 580.38</u>	<u>\$ 1,741.16</u>
Board Dues 2-1751					
	NACEB Dues		\$ -	\$ -	\$ -
	Conference Dues		\$ -	\$ -	\$ -
	Western Nebraska Observer	Yearly Subscription	\$ 30.00	\$ 15.00	\$ 45.00
			<u>\$ 30.00</u>	<u>\$ 15.00</u>	<u>\$ 45.00</u>
Supplies: 3-0101					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ -	\$ -	\$ -
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color copies	\$ 25.83	\$ 12.91	\$ 38.74
			<u>\$ 25.83</u>	<u>\$ 12.91</u>	<u>\$ 38.74</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>\$ 4,680.36</u>	<u>\$ 2,340.17</u>	<u>\$ 7,020.53</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	\$ 3,510.00	\$ 32,529.00	\$ 2,961.00
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ 619.50	\$ 2,024.00	\$ 476.00
1 0500	Overtime	\$ -	\$ -	\$ 54.00	\$ (54.00)
1-0803	Group Health	\$ -	\$ -	\$ -	\$ -
1-0900	Retirement	\$ 2,396.00	\$ 236.93	\$ 2,199.82	\$ 196.18
1-1000	Social Security	\$ 2,715.00	\$ 315.91	\$ 2,748.95	\$ (33.95)
1-1300	4-H Assistant - Cost Share		\$ -	\$ -	\$ -
Total Personnel		\$ 43,101.00	\$ 4,682.34	\$ 39,555.77	\$ 3,545.23
Operating Expenses					
2 0100	Postal Service	\$ 100.00	\$ -	\$ 8.11	\$ 91.89
2 0200	Telephone Service	\$ 3,200.00	\$ 203.37	\$ 2,220.62	\$ 979.38
2-1101	Internet	\$ 1,600.00	\$ 131.93	\$ 1,451.23	\$ 148.77
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$ -
2 1704	Educators Travel-Mileage	\$ 6,000.00	\$ 1,741.16	\$ 6,453.97	\$ (453.97)
2 1751	Dues,Subscr,Registr & Training	\$ 300.00	\$ 45.00	\$ 240.00	\$ 60.00
Total Operating Expense		\$ 11,200.00	\$ 2,121.46	\$ 10,373.93	\$ 826.07
Supplies					
3 0101	Supplies	\$ 2,000.00	\$ 38.74	\$ 816.33	\$ 1,183.67
Total Supplies		\$ 2,000.00	\$ 38.74	\$ 816.33	\$ 1,183.67
Equipment Rental					
4 0200	Equipment Rental	\$ 2,200.00	\$ 177.99	\$ 1,947.90	\$ 252.10
Total Equipment Rental		\$ 2,200.00	\$ 177.99	\$ 1,947.90	\$ 252.10
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	\$ 7,020.53	\$ 55,220.83	\$ 6,780.17