# Meeting Agenda

# Kimball-Banner-Cheyenne Counties Extension Board

Date:

Tuesday, July 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 4-H Extension Educator Linda Jeffers
- 4. Unfinished Business
  - a. Results of Kimball County Commissioners Annex Building Possible Sale
- 5. New Business
  - a. Kip Miller Resignation Cheyenne County Extension Board
  - b. Cheyenne County Extension Board members needed -
  - c. Draft 2024-25 Extension Budgets discussion
  - d. University Budget Communications
- 6. Program Discussion
  - a. Staff Updates
  - b. County Fairs!
  - c. Program development staff reports and discussion with Extension Board about programming needs
- 7. Lead Educator Updates Aaron Berger & Jamie Bright
- 8. Adjourn

Meeting Schedule

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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

# 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

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. Jamle 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\_\_\_\_.

# Cheyenne, Kimball, and Banner Counties Extension Board Executive Committee Meeting Minutes | Date \_\_\_\_\_

Board members present: JR Vice President; Secretary Sarah Lewis
Board members absent: Kip miller
Staff present: Aaron Berger, Jamie Bright, Linda Jeffers
Staff members absent :Karen
JR called the meeting to order at7:03
Consent Agenda:Sarah moved to approve the consent agendaJR seconded. Roll call vote. Motion passed.
<b>Issues and concerns:</b> Next year the budget was raised for cheyenne county because the new office manager did not take the health insurance offered.
Staff Updates:
Linda Jeffers new educator introduced
Lead Educator Updates:  Aaron Berger: county not selling annex building for now  Jamie Bright: no application for assistant yet. Karen's last day is this week.
Next meeting: July 2 at the extension building
:Meeting was adjourned at7:19

# University of Nebraska - Lincoln Extension: Cheyenne County June 2024

Category	Payment To	Description	Am	ount	Su	b Totals
Salaries	1-0305 Office Manager 1-1300 Longevity Pay - Office Manager 1-0500 Overtime - Office Manager 1-0405 Part Time Salary 1-0810 Cash In Lieu- Extension 2-2500 Extension Assistant	Wages	\$	\$500	\$	3,300.00
Postal Services: 2-0100						
Telephone Services: 2-0200	UNL IS Communications Center Century Link	Conference Call Monthly Bill	\$	287.59	\$	188.00
	Century Link	Monthly Bill			\$	287.59
Internet: 2-0205						
Staff Mileage Allowance: 2-17	<b>04</b> Linda Jeffers Victoria Edwards	Expenses Expenses Expenses	\$	\$54.54 328.30	\$	382.84
Dues, Publications & Subscrip	otions: 2-1751					
Training: 2-1771					\$	
Office Supplies: 3-0101				£.	*	
	Culligan Office Service Inc-Ogallala	Water & Water Cooler Office Chair	\$ \$	33.95 331.96	\$	365.31
Equipment - Office: 4-0200	Hometown Leasing	Monthly lease	\$	358.93		
					\$	358.93

# June 2024 Cheyenne County

Code #	Item		)23-2024 udget		pent nis Month		al Spent Date	Unspent Balance		
Personne		1923	ALL THE SECOND	635	A STATE OF THE STA		12 July 37 10	#(S)	Mario C	
1 0305	Office Manager	\$	57,000.00	T	\$2,800	T\$	32,140.00	T \$	24,860.00	
1 1300	Longevity Pay	\$	2,400.00	$\top$	. , ,	\$	2,332,20	\$	67.8	
1 0500	Overtime	\$	1,200.00	$\vdash$		\$	1,023.75	\$	176.2	
1 0810	Cash In Lieu- Extension			T	\$500	\$	1,000.00	\$	(1,000.00	
1 0405	Part Time Clerical Salary			T	, , , , , , , , , , , , , , , , , , ,	\$	1,000.00	\$	(1,000.00	
Total Per	sonnel	\$	60,600.00	\$	3,300.00	\$	36,495.95	\$	24,104.0	
Operating	Expenses	1 9/5		NY.		•				
2 0100	Postal Service	1 \$	600.00	T C		\$	100.00	I o	440.00	
2 0200	Telephone Service	\$	3,300.00	$\vdash$	\$292.81		188.00	\$	412.00	
2 0205	Internet	\$	1,200.00	-	Ψ∠∀∠.0 I	\$	3,075.35	\$	224.65	
2 1704	Staff Mileage Allowance	\$	8,000.00	-	\$892.55	\$	1,200.00	\$	4.000.00	
2 1751	Pubs & Subscriptions	\$	150.00		Φ09Z.55		6,733.02	\$	1,266.98	
2 1771	Training	\$	200.00	-		\$	100.00	\$	50.00	
		+	200.00			Ф		\$	200.00	
Fotal Ope	rating Expense	\$	13,450.00	\$	1,185.36	\$	11,296.37	\$	2,153.63	
Supplies						200	AN STREAM	(200)		
3 0101	Office Supplies	\$	3,000.00	\$	181.04	\$	1,323.08	\$	1,676.92	
Total Sup		\$	3,000.00	\$	181.04	\$	1,323.08	\$	1,676.92	
quipmen	t Rental	497.74	- 10 0 × 0 = 12 0	Task.	Control of the Control			59910		
0200	Equipment-Office	1\$	6,500.00	\$	358.93	\$	3,309.57	\$	2 100 42	
otal Equi	pment Rental	\$	6,500.00	\$	<b>358.93</b>	\$	3,309.57	\$	3,190.43 <b>3,190.43</b>	
Capital Ou	tlav	191225	//====================================			-				
0502	Data Processing Equip	\$	3,000.00			•	E 707 00 T	•	/O 707 65	
	tal Outlay	\$	3,000.00	\$		\$	5,727.68	\$	(2,727.68	
- III Capi		J	3,000.00	Þ		Ф	5,727.68	\$	(2,727.68	
otal Expe	nditures	\$	86,550.00	\$	5,025.33	\$	58,152.65	\$	28,397.35	



# Cheyenne County Extension Proposed Budget 2024-2025

	\$92,550.00	\$58,152.65	\$86,550.00	\$ 73,670.46	\$69,644.29	<b>Total Disbursements/Requirements</b>
	\$ 3,000.00	\$ 5,727.68	\$ 3,000.00	\$ 2,000.00	\$ 2,055.00	Total Capital Outlay
3,000.00 Computer for 4-H Educator	\$ 3,000.00	\$ 5,727.68	\$ 3,000.00	\$ 2,000.00	\$ 2,055.00	Data Processing Equipment
	\$ '			<b>\$</b>	<b>⇔</b>	Office Equipment
						CAPITAL OUTLAY
Switched a 3-yr to a less expensive 4-yr lease	\$ 5,400.00	\$ 3,309.57	\$ 6,500.00	\$ 5,956.41	\$ 6,143.36	<b>Total Equipment Rental</b>
Equipment Rental: Copier Lease & Extra Copies	\$ 5,400.00	\$ 3,309.57	\$ 6,500.00	\$ 5,956.41	\$ 6,143.36	Equipment - Office
						EQUIPMENT RENTAL
	\$ 2,500.00	\$ 1,323.08	\$ 3,000.00	\$ 5,466.11	\$ 3,840.41	<b>Total Supplies and Materials</b>
	\$ 2,500.00	\$ 1,323.08	\$ 3,000.00	\$ 5,466.11	\$ 3,840.41	Supplies - Office
						SUPPLIES AND MATERIALS
	\$15,850.00	\$11,296.37	\$13,450.00	\$ 10,927.50	\$11,417.70	<b>Total Operating Expenses</b>
	\$ 200.00	\$ -	\$ 200.00	\$ 75.00	\$ 75.00	Training
	\$ 150.00	\$ 100.00	\$ 150.00	\$ 100.00	\$ 198.00	Dues, Subscription, Registrations, etc.
	\$10,500.00	\$ 6,733.02	\$ 8,000.00	\$ 5,931.02	\$ 6,392.58	Mileage Allowance
	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	Internet
	\$ 3,300.00	\$ 3,075.35	\$ 3,300.00	\$ 3,243.48	\$ 3,042.12	Telephone Services
	\$ 500.00	\$ 188.00	\$ 600.00	\$ 378.00	\$ 510.00	Postal Services
						OPERATING EXPENSES
in-lieu of taking County's health insurance)	\$65,800.00	\$36,495.95	\$60,600.00	\$ 49,320.44	\$46,187.82	Total Personal Expenses
Cash In-Lieu: \$6,000 (Paid Instead of Health Ins.)	\$ -	\$ 2,332.20	\$ 2,400.00	\$ 2,173.60	\$ 2,020.20	Longevity
Overtime: \$1,000 (Office Manager/4-H Aide Fair)	\$ 1,000.00	\$ 1,023.75	\$ 1,200.00	\$ 997.50	\$ 971.25	Overtime
Part-Time Sal Clerical: \$1,000 (Intern County Fair)	\$ 6,000.00	\$ 1,000.00	\$ -	\$ 5,889.34	\$ 3,936.37	State/Local Employee 4-H/Cash in-Lieu
plus \$20,800 (50% 4-H Assistant)	\$ 1,000.00		\$ -	\$	\$ -	Part-Time Salary - Clerical
Reg. Sal. Clerical: \$37,000 (Offce Mngr/4-H Aide)	\$57,800.00	\$32,140.00	\$ 57,000.00	\$ 40,260.00	\$ 39,260.00	Regular Salary - Clerical
						PERSONAL SERVICES
Budget Notes:	2024-2025	2023-2024	2023-2024	2022-2023	2021-2022	Description
	Proposed	Actual	Budget	Actual	Actual	
	A STATE OF THE PERSON NAMED IN COLUMN 2 IN		0			Sometime of the same of the same

# Kimball & Banner Counties June 2024

Categor Salaries		Description	Kimball	Banner	Total
	1-0305 Office Manager 1-0405 Part Time Salary 1-0500 Overtime - Office Manager 1-0803 Group Health 1-0900 Retirement 1-1000 Social Security		\$ 1,872.0 \$ 112.0 \$ - \$ - \$ 131.4	00 \$ 56,00 \$ - \$ - 40 \$ 65,70	\$ 168.00 \$ 197.10
	1-1300 Extension Assistant		\$ 151.7 \$ - \$ 2,267.1	\$ -	
Postal Se	ervices: 2-0100		2,207	3 1,133.39	a 3,400.76
	Postage		\$ 58.9 \$ 58.9		
Telephon	ne Services: 2-0200				33.13
	Century Link	Monthly Telephone	\$ 135.5 \$ - \$ 135.5	\$ -	
Compute	r Tech Support: 2-1101				
	Internet-UNL (Lumen)		\$ 87.9 \$ 87.9		\$ 131.93 \$ 131.93
Printing a	nd Publishing: 2-1012 Western Nebraska Observer		\$ :	\$ -	
	Star Herald Sidney Sun Telegraph		\$ -	\$ \$	
			\$ -	\$ - \$ -	\$ -
Educators	s Travel - Mileage: 2-1704 Aaron Berger		\$	\$	*
	Karen DeBoer Jennifer Coleman		\$ \$ 45.1	\$	\$ 67.67
	Lynn McKinney University of Nebraska-Lincoln		\$ \$	\$ - \$ -	,
	Nathan Rice Hotel		\$ - \$ -	\$ - \$ -	
Board Due	2 4754		\$ 45.11	\$ 22.56	\$ 67.67
Board Due	NACEB Dues Conference Dues		\$ =	\$ -	
	Western Nebraska Observer	Yearly Subscription	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ -
Supplies:	3-0101				
	Misc Money Wise Jennifer Coleman	0.6	\$ 342.66 \$	\$ -	\$ 513.98
	Nathan Connecting Point	Office Supplies Office Supplies	\$	\$ - \$ -	
	Connecting Form	Color copies	\$ 37.79 \$ 37.79		\$ 56.68 \$ 570.66
Equipment	Rental: 4-0200				
	Connecting Point Great American Leasing	Maintenance Agreement Copier Rental	\$ 28,67 \$ 90.00 \$ 118.67	\$ 45.00	\$ 43.00 \$ 135.00 \$ 178.00
Equipment			,	00100	,,,,,,,,
	Jennifer Coleman Nathan Rice				\$ 76.98
	University of Nebraska-Lincoln		\$ -	\$ - \$ -	76.98
Data Proces	ssing Equipment: 5-0502 University of Nebraska-Lincoln		\$ -	\$ -	
			\$ -	\$ - \$ - ;	



# June 2024 Kimball-Banner Counties

Code #	Item		2023-2024	S	pent-Joint		Year to	Unspent Balance				
			nball/Banner oint Budget	1 109 52,550,000	ball/Banner nis Month		Date Spent	Kim	ball/Banner Joint Budget			
Personnel		Terr										
1 0305	Full-Time Salaries - Clerical	\$	35,373.00	\$	2,808.00	\$	<b>35,</b> 337.00	\$	36.00			
1-0405	Part-Time Salaries - Clerical	\$	2,500.00	\$	168.00	\$	2,192.00	\$	308.00			
1 0500	Overtime	\$	=======================================	\$	¥	\$	54.00	\$	(54,00			
1-0803	Group Health	\$	¥	\$	12	\$	2	\$	2			
1-0900	Retirement	\$	2,396.00	\$	197.10	\$	2,402.19	\$	(6.19			
1-1000	Social Security	\$	2,715.00	\$	227.66	\$	2,875.15	\$	(160.15			
1-1300	4-H Assistant - Cost Share			\$		\$	*	\$	*			
Total Pers	onnel	\$	42,984.00	\$	3,400.76	\$	42,860.34	\$	123.66			
Operating	Expenses				PERMIN							
2 0100	Postal Service	\$	100.00	\$	88.40	\$	96.51	\$	3.49			
2 0200	Telephone Service	\$	3,200.00	\$	203.37	\$	2,419.56	\$	780.44			
2-1101	Internet	\$	1,600.00	\$	131.93	\$	1,583.16	\$	16.84			
2-1012	Printing and Publishing	\$	+	\$	-	\$	=	\$				
2 1704	Educators Travel-Mileage	\$	6,000.00	\$	67.67	\$	6,491.03	\$	(491.03			
2 1751	Dues, Subscr, Registr & Training	\$	300.00	\$	2	\$	290.00	\$	10.00			
Total Oper	rating Expense	\$	11,200.00	\$	491.37	\$	10,880.26	\$	319.74			
Supplies	Charles P. Carl S. Carl	27.11				1						
3 0101	Supplies	\$	2,000.00	\$	570.66	<b>S</b>	1,327.00	\$	673.00			
Total Supp	1	\$	2,000.00		570.66	_	1,327.00		673.00			
Equipmen	t Rental	22///		US IS					The second			
4 0200	Equipment Rental	\$	2,200.00	\$	178.00	\$	2,260.88	\$	(60.88			
Total Equi	pment Rental	\$	2,200.00		178.00	\$	2,260.88	\$	(60.88			
Capital Ou	tlav	SUL	Rog #2/ (ALS)			5.	S-7,510 (1.47)	V. 100 10				
5-0500	Equipment	\$	700.00	\$	76.98	\$	136.97	\$	563.03			
5-0502	Data Processing Equip	\$	2,800.00	\$	-	\$	2,526.90	\$	273.10			
Total Capi		\$	3,500.00		76.98	\$	2,663.87	\$	836.13			
Total Expe	anditures	\$	61,884.00	\$	4,717.77	1 \$	59,992.35	\$	1,891.65			



# Kimball-Banner County Extension Proposed Budget for 2024-2025

iotal Disbursements/Requirements \$ 39,190.62	· v	ipment \$	· 4^	۰	CAFILAL OUTLAY	4	lotal Operating Expenses \$ 35,670.84	. +	Total Equipment Rental \$ 2,136.00	Equipment - Office \$ 2,136.00	EQUIPMENT RENTAL	Total Supplies and Materials \$ 2,460.92	Supplies - Office \$ 2,460.92	SUPPLIES AND MATERIALS	Total Operating Expenses \$ 9,946.40	Dues, Subscription, Reg. Training \$ 95.00	Mileage Allowance \$ 4,455.89	internet \$ 694.83	Telephone Services \$ 4,600.68	Postal Services \$ 100.00	OPERATING EXPENSES	Total Personal Expenses \$ 21,127.52	4-H Assistant - Cost Share \$ 1,028.40	Social Security - County Share \$ 1,376.75	Retirement \$ 725.62	Group Health	Overtime \$ -	Part-Time Wages- Clerical \$ 7,247.00	Full-Time Wages - Clerical \$ 10,749.75	PERSONAL	
\$ 60	S		<b>.</b> ↔				\$ 5	٠,	S	\$		\$	<b>ب</b>		\$ 1:	\$	ζ,	ζ,	Ş	\$			\$	ς,	\$		\$	Ş	\$		
\$ 60,052.81	3,311.85	419.00	2,892.85	907.07		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	56,740.96	-,102.00	2.162.00	2,162.00		2,368.21	2,368.21		11,343.88	95.00	5,884.22	1,583.16	3,781.50	J.		\$ 40,866.87	£	2,740.76	2,299.11		103	1,767.00	34,060.00		
\$ 6	s	ζ,	Ş	}			S	4	s	<b>⊹</b>		❖	<b>⊹</b>		\$ 1	ş	Ş	❖	Ş	\$		\$ 4	\$	\$	Ş		\$	❖	<del>.</del>		
\$ 62,001.00	3,500.00	2,800.00	700.00	700 00		0,301.00	58.501.00	2,200.00	2 200 00	2,200.00		2,000.00	2,000.00		11,200.00	300.00	6,000.00	1,600.00	3,200.00	100.00		\$ 43,101.00	80	2,715.00	2,396.00		п	2,500.00	35,490.00		
\$ 5	s	Ş	Ş	<b>)</b>			у.	v	Λ·	s		s	\$		\$ 1	S	Ş	Ş	❖	\$		s		\$	\$		\$	Ş	<b>₹</b>		
59,992.35	2,663.87	2,526.90	136.97	) ) )		37,328.48	7 378 48	2,200.66	2 260 88	2,260.88	,	1,327.00	1,327.00		10,880.26	290.00	6,491.03	1,583.16	2,419.56	96.51	,	\$ 42,860.34		2,875.15	2,402.19		54.00	2,192.00	35,337.00		
\$	❖	Ş	\$	٠		v	<b>^</b>	V	<b>^</b>	S	•	S	S		₩.	ş	ς,	Ş	Ş	<b>ئ</b>		S	\$	\$	Ş	•	\$	\$	\$		ĺ
59,992.35	2,663.87	2,526.90	136.97			57,328.48	57 279 /9	2,260.88	7 760 00	2.260.88		1.327.00	1,327.00		10,880.26	290.00	6,491.03	1,583.16	2,419.56	96.51		42.860.34	¥	2,875.15	2,402.19		54.00	2,192.00	35,337.00		(   (
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63,500.00	3,500.00	2,800.00	700.00			60,000.00	60 000 00	2,350.00	2 250 00	2 350 00	1,000	2,000,00	2.000.00		11.200.00	300.00	6,500.00	1,700.00	2,600.00	100.00		44.450.00	Ñ	2,970.00	2,480.00			2,500.00	36,500.00	-	







# Nathan Rice Scottsbluff, Kimball, & Banner Counties

# Upcoming Events: May & June

May 1 & 2

**Outdoor Discover Days** 

Wildcat Hills

May 6, 7, & 8

Agsplosion

May 10

Lima Bean Detective

**Banner County** 

May 13

Health Day Pilot

Sidney

May 15

Sheep & Goats Weigh-Ins

Kimball

May 20 & 23

Sheep & Goats Weigh-Ins

**Scotts Bluff County** 

May 31

4-H Workshop Extravaganza

Scottsbluff

# Agsplosion

Our Fourth annual Agplosion season has come and gone. Panhandle 4-H hosted six Agsplosion events located in Ogallala, Lodgepole, Bridgeport, Scottsbluff, Chadron, and Hemingford. In total we were able to reach just over 900 2nd and 3rd grade youth. During the day classes rotate through 8 different agriculture sessions that give them the opportunity to learn about the local commodities we grow and harvest in Nebraska.



# March and April 2024

## **Ag Literacy Time**

Springtime is always so fun as it is the time of year that 4-H brings caterpillars and chickens to the classroom. Scotts Bluff County sent caterpillars to 30 classrooms, libraries, and pre-schools allowing youth to have a first hand opportunity to watch the butterfly lifecycle take place. We also had 18 classrooms take part in our Chicken Embryology program. Each classroom received 2-dozen chicken eggs to hatch out of 21 days and took part in lessons on candling and how to take care of the eggs.





## First Lego League

Scotts Bluff County 4-H Robotics Club had two teams compete in First Lego League this year. Both teams did amazing with the Panhandle Cookie Bytes receiving the 2nd place Champions Trophy at state and the Gummy Republic receiving the 3rd Place Champions Trophy out of 84 teams. For the 2nd straight year, we will be able to send a team to a world competition to represent Nebraska on the global stage.

We are now in the midst of hosting community events to fundraise roughly \$15,000 to allow the Panhandle Cookie Bytes to attend to world event in Florida this June.

