

Meeting Agenda

Cheyenne, Kimball, and Banner Counties
Extension Board

Executive Committee

Date: Tuesday, August 13, 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. (Jamie Bright)
6. Adjourn

Meeting Schedule

Tuesday, August 13, 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 7-2-24 | Location Kimball County Annex

Board members present: JR West president, Sarah Lewis, Secretary-Treasurer; Lezah Saunders; Jim Stauffer; Lynn Holbrook; Dan Chesley

Board members absent: Justin Perry

Staff present: Jamie Bright, Aaron Berger, Linda Jeffers

Staff members absent:

Guests present:

____JR____ called the meeting to order at ____6:34____

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

Reports: Eline Pile NACEB representative, explained the board members' jobs are to advocate for 4-H and to the extension educators and leaders. The legislative day will be Feb. 4, They are unsure what will be of the state budget this year and are asking for collaborative support to ensure our senators know the importance of extension.

Introduction of new 4-H extension educator. Cheyenne County Fair is July 18-28. Duel County Fair is Aug 6-10

Unfinished business:

Commissioners decided not to sell the annex building.

New business:

Kip's job has added responsibility and therefore he has resigned from the extension board. Looking for two Cheyenne County board members.

Program Discussion/Staff Updates:

Jamie Bright: 4- H assistant closed applications and has 8 local applications, and will review the applications next week. Jamie is now the lead educator in Cheyenne and they are advertising for Karen's position.

Lead Educator Updates:

Aaron: Ranch visits, Ag lab field day, article out about weeds. Still doing podcasts. Fall programs on grazing grass, calculating cow cost. Next week will teach near Whitman and the cattle tour. Kimball Fair Aug 5th-11th.

Linda Jeffers: (Cheyenne County Fair is July 18-28. Duel County Fair is Aug 6-10) Trying to make connections with ARC in Sidney, to help kids who have fewer opportunities to get some programming for underprivileged youth.

Jamie Bright: RPN programs like Lunch and Learn, Jamie will present a fall safety conference. Career connections group to help schools get connected to the workforce and colleges. On the committee for RPN hiring. Business coaching in Cheyenne count and rotary. Welcome to Kimball programming in the works.

Next meeting: Executive meeting TBD possibly on the 13th 7:00 on zoom

The meeting was adjourned at 7:39.

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 at ___7:03_____

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

Issues and concerns:

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 at ___7:19_____.

July 2024 Kimball-Banner Counties

Code #	Item	2024-2025 Kimball/Banner Joint Budget	Spent-Joint Kimball/Banner This Month	Year to Date Spent	Unspent Balance Kimball/Banner Joint Budget
Personnel					
1 0305	Full-Time Salaries - Clerical	\$ 36,500.00	\$ 2,808.00	\$ 2,808.00	\$ 33,692.00
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ 161.00	\$ 161.00	\$ 2,339.00
1 0500	Overtime	\$ -	\$ -	\$ -	\$ -
1-0803	Group Health	\$ -	\$ -	\$ -	\$ -
1-0900	Retirement	\$ 2,480.00	\$ 189.54	\$ 189.54	\$ 2,290.46
1-1000	Social Security	\$ 2,970.00	\$ 227.14	\$ 227.14	\$ 2,742.86
1-1300	4-H Assistant - Cost Share	\$ -	\$ -	\$ -	\$ -
Total Personnel		\$ 44,450.00	\$ 3,385.68	\$ 3,385.68	\$ 41,064.32
Operating Expenses					
2 0100	Postal Service	\$ 100.00	\$ -	\$ -	\$ 100.00
2 0200	Telephone Service	\$ 2,600.00	\$ 204.77	\$ 204.77	\$ 2,395.23
2-1101	Internet	\$ 1,700.00	\$ 131.93	\$ 131.93	\$ 1,568.07
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$ -
2 1704	Educators Travel-Mileage	\$ 6,500.00	\$ 179.56	\$ 179.56	\$ 6,320.44
2 1751	Dues,Subscr,Registr & Training	\$ 300.00	\$ -	\$ -	\$ 300.00
Total Operating Expense		\$ 11,200.00	\$ 516.26	\$ 516.26	\$ 10,683.74
Supplies					
3 0101	Supplies	\$ 2,000.00	\$ 67.34	\$ 67.34	\$ 1,932.66
Total Supplies		\$ 2,000.00	\$ 67.34	\$ 67.34	\$ 1,932.66
Equipment Rental					
4 0200	Equipment Rental	\$ 2,350.00	\$ 178.00	\$ 178.00	\$ 2,172.00
Total Equipment Rental		\$ 2,350.00	\$ 178.00	\$ 178.00	\$ 2,172.00
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		\$ 63,500.00	\$ 4,147.28	\$ 4,147.28	\$ 59,352.72

**Kimball & Banner Counties
July 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		\$ 107.33	\$ 53.67	\$ 161.00
	1-0500 Overtime - Office Manager		\$ -	\$ -	\$ -
	1-0803 Group Health		\$ -	\$ -	\$ -
	1-0900 Retirement		\$ 126.36	\$ 63.18	\$ 189.54
	1-1000 Social Security		\$ 151.43	\$ 75.71	\$ 227.14
	1-1300 Extension Assistant		\$ -	\$ -	\$ -
			<u>\$ 2,257.12</u>	<u>\$ 1,126.56</u>	<u>\$ 3,383.68</u>
Postal Services: 2-0100					
	Postage		\$ -	\$ -	\$ -
Telephone Services: 2-0200					
	Century Link	Monthly Telephone	\$ 136.51	\$ 68.26	\$ 204.77
			<u>\$ 136.51</u>	<u>\$ 68.26</u>	<u>\$ 204.77</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		\$ 119.71	\$ 59.85	\$ 179.56
	Hotel		\$ -	\$ -	\$ -
			<u>\$ 119.71</u>	<u>\$ 59.85</u>	<u>\$ 179.56</u>
Board Dues 2-1751					
	NACEB Dues		\$ -	\$ -	\$ -
	Conference Dues		\$ -	\$ -	\$ -
	Western Nebraska Observer	Yearly Subscription	\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Supplies: 3-0101					
	Misc		\$ -	\$ -	\$ -
	Money Wise		\$ -	\$ -	\$ -
	Jennifer Coleman	Office Supplies	\$ -	\$ -	\$ -
	Nathan	Office Supplies	\$ -	\$ -	\$ -
	Connecting Point	Color copies	\$ 44.89	\$ 22.45	\$ 67.34
			<u>\$ 44.89</u>	<u>\$ 22.45</u>	<u>\$ 67.34</u>
Equipment Rental: 4-0200					
	Connecting Point	Maintenance Agreement	\$ 28.67	\$ 14.33	\$ 43.00
	Great American Leasing	Copier Rental	\$ 90.00	\$ 45.00	\$ 135.00
			<u>\$ 118.67</u>	<u>\$ 59.33</u>	<u>\$ 178.00</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>\$ 2,764.86</u>	<u>\$ 1,382.42</u>	<u>\$ 4,147.28</u>

July 2024 Cheyenne County

Code #	Item	2024-2025 Budget	Spent This Month	Total Spent to Date	Unspent Balance
Personnel					
1 0305	Office Manager	\$ 57,280.00	\$2,800	\$ 2,800.00	\$ 54,480.00
1 1300	Longevity Pay	\$ 2,400.00		\$ -	\$ -
1 0500	Overtime	\$ 1,200.00		\$ -	\$ -
1 0810	Cash In Lieu- Extension	\$ 500.00	\$500	\$ 500.00	\$ -
1 0405	Fair Intern	\$ 1,000.00		\$ -	\$ 1,000.00
Total Personnel		\$ 62,380.00	\$ 3,300.00	\$ 3,300.00	\$ 55,480.00
Operating Expenses					
				\$ -	
2 0100	Postal Service	\$ 500.00	\$ 165.00	\$ -	\$ 500.00
2 0200	Telephone Service	\$ 3,300.00	\$292.54	\$ -	\$ 3,300.00
2 0205	Internet	\$ 1,200.00		\$ -	\$ 1,200.00
2 1704	Staff Mileage Allowance	\$ 10,500.00	\$332.70	\$ -	\$ 10,500.00
2 1751	Pubs & Subscriptions	\$ 150.00		\$ -	\$ 150.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
Total Operating Expense		\$ 15,850.00	\$ 790.24	\$ -	\$ 15,850.00
Supplies					
3 0101	Office Supplies	\$ 2,500.00	\$ 564.95	\$ -	\$ 2,500.00
Total Supplies		\$ 2,500.00	\$ 564.95	\$ -	\$ 2,500.00
Equipment Rental					
4 0200	Equipment-Office	\$ 5,400.00	\$ 358.93	\$ -	\$ -
Total Equipment Rental		\$ 5,400.00	\$ 358.93	\$ -	\$ 5,400.00
Capital Outlay					
5 0502	Data Processing Equip	\$ 3,000.00		\$ -	\$ -
Total Capital Outlay		\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total Expenditures		\$ 89,130.00	\$ 5,014.12	\$ 3,300.00	\$ 85,830.00

University of Nebraska - Lincoln Extension: Cheyenne County

July 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			
	1-0810 Cash In Lieu- Extension		\$500	
	2-2500 Extension Assistant			
				<u>\$ 3,300.00</u>
Postal Services: 2-0100				
				<u>\$ 165.00</u>
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill	\$ 292.94	
	Century Link	Monthly Bill		
				<u>\$ 292.94</u>
Internet: 2-0205				
				<u>\$ -</u>
Staff Mileage Allowance: 2-1704				
	Linda Jeffers	Expenses	\$233.54	
	Victoria Edwards	Expenses	\$ -	
	Jaime Bright	Expenses	\$ 99.16	
				<u>\$ 332.70</u>
Dues, Publications & Subscriptions: 2-1751				
				<u>\$ -</u>
Training: 2-1771				
				<u>\$ -</u>
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 26.95	
	Office Service Inc-Ogallala	Office Chair	\$ 538.00	
				<u>\$ 564.95</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

\$ 5,014.52

Jamie Bright – Rural Prosperity Nebraska Extension Educator

July 2024

Upcoming Events

- ❖ Rural Rendezvous – August 14 – All Things Nebraska
- ❖ Lead and Succeed Lunchbox Series – August 29
- ❖ Mitchell Chamber of Commerce – September 12 – presenting on Business Asset Mapping
- ❖ Fall Safety and Wellness Conference in Gering – September 19 – presenting on conflict management

Regional/Statewide/General

- ❖ Community Leadership Development team lead for RPN
- ❖ Career Connections of Western Nebraska planning meetings – on the leadership team
- ❖ Hiring Committee for Rural Prosperity Nebraska position in northern Panhandle
- ❖ Rural Rendezvous – session on Local Technical Assistance Program (LTAP)
- ❖ Nebraska EDEN (Extension Disaster Education Network)
- ❖ Sent out information to contacts on data, community engagement, and funding opportunities for communities and businesses
- ❖ 6 Regions 1 Nebraska economic development initiative – attended action team meetings and met with navigator
- ❖ Professional development – parliamentary procedure class through UNL
- ❖ Western Nebraska Development Network – met in Gering for business tours and networking
- ❖ Panhandle COAD (Community Organizations Active in Disaster)

Cheyenne County

- ❖ E3 (Energizing Entrepreneurial Ecosystems) – on portfolio review committee
- ❖ Cheyenne County Rotary
- ❖ 4-H Assistant hiring process
- ❖ Lead Educator duties
- ❖ Presented evaluation data from CEC Conference to Cheyenne County Visitors Committee
- ❖ Met with new Economic Development Director to talk about programs
- ❖ Fair – helped with Fashion Show day

Deuel County

- ❖ Met with M12 Studio in Big Springs about community engagement
- ❖ Chappell Chamber of Commerce

Garden County

- ❖ Oshkosh Creative District – assisting with certification process

Kimball-Banner Counties

- ❖ Communities 4 Kids – childcare project
- ❖ Activate Kimball meeting – trying to align this group with city group working on wellness center
- ❖ Civic Nebraska – Documenters project
- ❖ “Welcome to Kimball” class for newcomers – first session was a flop – need advice for future

Morrill County

- ❖ Met with mayor and city administrator in Bridgeport to talk about comprehensive planning and other projects

Scotts Bluff County

- ❖ Double Up Food Bucks program – working with Fresh Foods in Gering

