

Meeting Agenda

Cheyenne, Kimball, and Banner Counties
Extension Board

Executive Committee

Date: Tuesday, September 7, 2024
Location: **Zoom** (see below)
Time: 7:00 p.m. – Possibly Move to 7:30?

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)
- Aaron and Nathan Meeting with Kimball County Commissioners on Budget 2024-2025
- Jamie bringing two possible Extension Board Members for Cheyenne County before Commissioners
6. Adjourn

Meeting Schedule

Tuesday, September 3, 2024	7:00 p.m. – Maybe 7:30 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/96977883423>
Meeting ID: 969 7788 3423

One tap mobile
+17193594580,,96977883423# US
+13462487799,,96977883423# US (Houston)

Cheyenne, Kimball, and Banner Counties Extension Board

Executive Committee Meeting Minutes | Date 8-13-14

Board members present: JR and Sarah

Board members absent: none

Staff present: Jamie Bright, Aaron Berger

Staff members absent: none

 JR called the meeting to order at 7:14

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

Issues and concerns:

Staff Updates:

Jamie Bright: Decreased salary line item for 4-H assistant since Dule County splits this 50/50. Jamie will check if there is a reason both salaries are in one line item and if we can split it into two line items. Cheyenne County hired a new assistant and is waiting on two applications for new board members. Jamie was also approved to start working out of the Kimball office, as for now this does not affect the budget, but it may affect the milage budget in the future.

Aaron Berger:

He is waiting to meet with Kimball County commissioners to approve the budget. The Kimball Fair went well. Aaron will be doing more programming on cow leasing.

Next meeting: 9-3 on zoom at 7:00 pm

Meeting was adjourned at 7:24 .

University of Nebraska - Lincoln Extension: Cheyenne County

August 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		\$ 393.75	
	1-0405 Part Time Salary- Fair Intern		\$ 903.50	
	1-0810 Cash In Lieu- Extension		\$500	
	2-2500 Extension Assistant		\$ 780.00	
				<u>\$ 6,077.25</u>
Postal Services: 2-0100				
				<u>\$ -</u>
Telephone Services: 2-0200				
	UNL IS Communications Center	Conference Call		
	Century Link	Monthly Bill	\$ 293.00	
	Century Link	Monthly Bill		
				<u>\$ 293.00</u>
Internet: 2-0205				
				<u>\$ -</u>
Staff Mileage Allowance: 2-1704				
	Linda Jeffers	Expenses	\$231.82	
	Victoria Edwards	Expenses	\$ -	
	Jaime Bright	Expenses	\$ 377.48	
	Sarah Nelson	Expenses	\$ 242.22	
				<u>\$ 854.52</u>
Dues, Publications & Subscriptions: 2-1751				
				<u>\$ -</u>
Training: 2-1771				
				<u>\$ -</u>
Office Supplies: 3-0101				
	Culligan	Water & Water Cooler	\$ 40.95	
	Office Service Inc-Ogallala	Office Chair	\$ -	
				<u>\$ 40.95</u>
Equipment - Office: 4-0200				
	Hometown Leasing	Monthly lease	\$ 358.93	
				<u>\$ 358.93</u>

August 2024 Cheyenne County

Code #	Item	2024-2025 Budget	Spent This Month	Total Spent to Date	Unspent Balance
Personnel					
1 0305	Office Manager	\$ 37,000.00	\$3,500	\$ 2,800.00	\$ 54,480.00
1 1300	Longevity Pay	\$ 2,400.00		\$ -	\$ -
1 0500	Overtime	\$ 1,200.00	\$ 393.75	\$ -	\$ -
1 0810	Cash In Lieu- Extension	\$ 6,000.00	\$500	\$ 500.00	\$ 5,500.00
1 0410	State/Local Employee 4H	\$ 20,280.00	\$780		Sta
1 0405	Fair Intern	\$ 1,000.00	\$ 903.50	\$ 903.50	\$ 96.50
Total Personnel		\$ 67,880.00	\$ 6,077.25	\$ 4,203.50	\$ 60,076.50
Operating Expenses					
				\$ -	
2 0100	Postal Service	\$ 500.00	\$ -	\$ -	\$ 500.00
2 0200	Telephone Service	\$ 3,300.00	\$293.00	\$ -	\$ 3,300.00
2 0205	Internet	\$ 1,200.00		\$ -	\$ 1,200.00
2 1704	Staff Mileage Allowance	\$ 10,500.00	\$854.52	\$ -	\$ 10,500.00
2 1751	Pubs & Subscriptions	\$ 150.00		\$ -	\$ 150.00
2 1771	Training	\$ 200.00		\$ -	\$ 200.00
Total Operating Expense		\$ 15,850.00	\$ 1,147.52	\$ -	\$ 15,850.00
Supplies					
3 0101	Office Supplies	\$ 2,500.00	\$ 40.95	\$ -	\$ 2,500.00
Total Supplies		\$ 2,500.00	\$ 40.95	\$ -	\$ 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		\$ 94,630.00	\$ 7,624.65	\$ 4,203.50	\$ 90,426.50

Kimball & Banner Counties August 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		\$ -	\$ -	
	1-0500 Overtime - Office Manager		\$ -	\$ -	
	1-0803 Group Health		\$ -	\$ -	
	1-0900 Retirement		\$ 157.95	\$ 78.98	\$ 236.93
	1-1000 Social Security		\$ 179.01	\$ 89.51	\$ 268.52
	1-1300 Extension Assistant		\$ -	\$ -	
			<u>\$ 2,676.97</u>	<u>\$ 1,338.48</u>	<u>\$ 4,015.45</u>
Postal Services: 2-0100					
	Postage		\$ -	\$ -	
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Telephone Services: 2-0200					
	Century Link	Monthly Telephone	\$ 136.51	\$ 68.26	\$ 204.77
			<u>\$ -</u>	<u>\$ -</u>	
			<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		\$ 24.12	\$ 12.06	\$ 36.18
	Lynn McKinney		\$ -	\$ -	
	University of Nebraska-Lincoln		\$ -	\$ -	
	Nathan Rice		\$ -	\$ -	
	Hotel		\$ -	\$ -	
			<u>\$ 24.12</u>	<u>\$ 12.06</u>	<u>\$ 36.18</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	\$ 68.99	\$ 34.49	\$ 103.48
			<u>\$ 68.99</u>	<u>\$ 34.49</u>	<u>\$ 103.48</u>
Equipment Rental: 4-0200					
	Connecting Point	Maintenance Agreement	\$ 28.67	\$ 14.33	\$ 43.00
	Great American Leasing	Coper 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>\$ 3,113.20</u>	<u>\$ 1,556.60</u>	<u>\$ 4,669.80</u>

August 2024 Kimball-Banner Counties

Code #	Item	2024-2025	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	\$ 36,500.00	\$ 3,510.00	\$ 4,914.00	\$ 31,586.00
1-0405	Part-Time Salaries - Clerical	\$ 2,500.00	\$ -	\$ 161.00	\$ 2,339.00
1 0500	Overtime	\$ -	\$ -	\$ -	\$ -
1-0803	Group Health	\$ -	\$ -	\$ -	\$ -
1-0900	Retirement	\$ 2,480.00	\$ 236.93	\$ 331.70	\$ 2,148.30
1-1000	Social Security	\$ 2,970.00	\$ 268.52	\$ 388.25	\$ 2,581.75
1-1300	4-H Assistant - Cost Share	\$ -	\$ -	\$ -	\$ -
Total Personnel		\$ 44,450.00	\$ 4,015.45	\$ 5,794.95	\$ 38,655.05
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	\$ 263.86	\$ 1,436.14
2-1012	Printing and Publishing	\$ -	\$ -	\$ -	\$ -
2 1704	Educators Travel-Mileage	\$ 6,500.00	\$ 36.18	\$ 179.56	\$ 6,320.44
2 1751	Dues,Subscr,Registr &Training	\$ 300.00	\$ -	\$ -	\$ 300.00
Total Operating Expense		\$ 11,200.00	\$ 372.88	\$ 648.19	\$ 10,551.81
Supplies					
3 0101	Supplies	\$ 2,000.00	\$ 103.48	\$ 67.34	\$ 1,932.66
Total Supplies		\$ 2,000.00	\$ 103.48	\$ 67.34	\$ 1,932.66
Equipment Rental					
4 0200	Equipment Rental	\$ 2,350.00	\$ 177.99	\$ 312.99	\$ 2,037.01
Total Equipment Rental		\$ 2,350.00	\$ 177.99	\$ 312.99	\$ 2,037.01
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	\$ 4,669.80	\$ 6,823.47	\$ 56,676.53