

SEND D

Southeast Nebraska Development District

www.sendd.org

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TO: SENDD Board of Directors
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: June 9, 2016

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for Thursday, JUNE 16, 2016. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the HY-VEE Store at about 84th and Holdrege St. (1601 No. 84th St.) in Lincoln. We will have the Conference Room in the upstairs level. We will have the meal catered up to the room.**

The business meeting, also to be held at the Conference Room at the HY-VEE Store, is scheduled to begin at **approximately 7:00 p.m.** A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2631 "O" St.

Note to Board of Directors

Providing you have a conflict with this meeting date and will be unable to attend, please contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

BUSINESS MEETING

I. CALL TO ORDER (Approximately 7:00 P.M.)

A. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act is posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll Call: Taken by registration of members in attendance with introduction of all members.

C. Board Membership: (Appointments to fill vacancies and non-elected positions and terms.) Distributed with the SENDD Board meeting packet is a report listing SENDD Board membership updates. This report identifies the non-elected members and their terms of membership. These include non-government representatives from private sector and stakeholder organizations, as well as at-large representatives. The initial elections were identified for 1-year, 2-year and 3-year staggered terms by "lot", in order to meet the conditions of the new by-laws which identified three year terms for representatives. Four SENDD Board members are up for nomination for a new three year term (to expire June 30, 2019). The four SENDD Board Members that are up for nomination for a new three year term are as follows:

Bob Berggren, Owner – Rose Colored Glass
Patt Lentfer, Fillmore County Development Corporation (FCDC)
Lisa Hurley, York County Development Corporation (YCDC)
Daryl Long, Peru State College

Request for appointment of Bob Berggren, Patt Lentfer, Lisa Hurley and Daryl Long to serve as non-elected members for a new three year term on the SENDD Board of Directors (to expire June 30, 2019). **Formal action is requested.**

Filling of Open SENDD Board Member Vacancies: SENDD currently has one At-Large Representative position to fill on the SENDD Board of Directors. Staff will provide an update on filling this vacant position on the Full SENDD Board.

II. MINUTES

- A. Minutes of the May 26, 2016 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **Approval of the May 26, 2016 SENDD Executive Committee meeting minutes will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. **Check Registry:** A copy of the May 2016 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The May 2016 bookkeeping is still being finalized at this time. If available, a copy of the May 2016 Revenue/Expense report will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended will be sought.**
- C. **Contracts:** The Chair has requested the ability to have a consent vote to authorize the Executive Director to negotiate and enter into final contracts for the following proposed contracts between SENDD, organizations and/or communities/counties for services as identified. **Formal Action is requested.**

REAP Contract #2 for Technical Assistance Specialist (R-TAS): Over the past few years, the Rural Enterprise Assistance Project (REAP) has entered into a contract with SENDD to provide a "Technical Assistance Specialist" to assist REAP clients in SENDD's service/membership area. Under the terms of the contract, the Technical Assistance Specialist provided such services as business plan compilation, advisory assistance and financial packaging to new and existing small businesses. REAP has recently submitted a new second contract for additional Technical Assistance services to SENDD to provide work under the requirements of a Technical Assistance Specialist for the period of April 1, 2016 through June 30, 2016. After review, the Executive Director has entered into this contract with REAP to provide work to meet the requirements of a Technical Assistance Specialist, for the maximum amount of \$15,000. The Executive Director is requesting retroactive approval for this action. **Formal Action is requested.**

Nebraska City/Otoe County Program Income – EDLF Administration: Nebraska City/Otoe County has accumulated CDBG Program Income from a previous Economic Development Project and had requested a proposal for SENDD to assist in Administration of the CDBG Program Income Reuse Plan. SENDD had proposed an annually renewing special services contract, with a maximum, not to exceed amount of \$10,000. The City has recently approved our contract and the Executive Director has also signed this contract with the City of Nebraska City. The Executive Director is requesting retroactive approval in executing this contract with the City. **Formal Action is requested.**

- D. **Recommendation from Budget Committee for SENDD Budget 2016-2017:** Members of the SENDD Executive/Budget Committee met on May 26, 2016 (Executive Committee served as the Budget Committee) and undertook a process resulting in the development of a proposed budget for the SENDD Fiscal Year 2016-2017. A review of the Budget Committee's report documents (enclosed in the meeting packet) will be undertaken as follows:

1. Review of SENDD FY 2016-2017 Revenue Projections
2. Review of SENDD FY 2016-2017 Recommended Budget and Budget Comparisons

Following discussion, the Chair will seek the following motions:

FY 2016-2017 Budget: Motion adopting FY 2016-2017 Budget. **Formal Action is requested.**

V. OLD BUSINESS

A. Executive Director Reports:

The Executive Director will report on the status of performance goals and other activities:

- Software review /Technology
- Office space review
- Staffing – Humboldt Office: An advertisement was sent out for a part-time Office Administrator position in the SENDD-Humboldt office. The application deadline was June 3, 2016. Interview with two applicants to be scheduled.
- LB318 / Funding for Districts: A copy of the latest email communication from NDED is enclosed, indicating that final contracts will be distributed shortly and that Districts will be able to document activities/costs from May 11, 2016 through Dec. 31, 2016 for this first year program.

VI. NEW BUSINESS

A. Election of SENDD FY 2016-2017 Officers: During its meeting held on May 26, 2016, members of the SENDD Executive/Nominating Committee (Executive Committee served as the Nominating Committee) developed a slate of nominees to serve as officers during the 2016-2017 SENDD Fiscal Year. The slate of nominees that were agreed upon by the SENDD Executive Committee are as follows:

Chair: Lisa Hurley, York County Development Corporation (YCDC)
Vice Chair: Kurt Bulgrin, York County
Secretary: Tim McDermott, Saline County
Treasurer: Cheryl Brandenburgh, Black Hills Energy (BHE)

The Chair will also seek nominations from the floor. Following the close of nominations, the Chair will seek a motion to close nominations and entertain a motion to either hold a ballot vote or approve the slate of officers as presented by the Nominating Committee. **Formal Action is requested.**

B. SENDD Personnel Policies and Procedures Manual – Leave Accrual and Sick Leave Bank:

Last March SENDD approved a revised Personnel Policies and Procedures Manual. This policy officially went into effect on July 1, 2016. A copy has been enclosed with the meeting notice. SENDD staff have reached out to the Nebraska Department of Labor regarding the potential establishment of a “Sick Leave Bank”. Discussion about possible review by the Personnel Committee, as well as information obtained by the Nebraska Department of Labor will be provided. **Formal Action may be requested.**

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: June 2016 Newsletter.

B. Southeast Nebraska Resource Network Meeting (SERN): A meeting of the Southeast Nebraska Resource Network (SERN) was held on June 2, 2016 in Plattsmouth. Attached are minutes of that meeting.

C. SENDD Membership Dues Requests FY 2016-2017: Staff report on status of membership dues requests to SENDD counties and communities for FY 2016-2017.

- D. **Future Full SENDD Board and SENDD Executive Committee Meetings:** SENDD staff prepared a proposed schedule of meetings for Fiscal Year 2016-2017 as attached for review.
- E. **360 Employee Survey:** This survey was completed by SENDD staff. Enclosed with the agenda are the data results of the survey. The SENDD Board may request to go into Executive Session to discuss confidential information. Survey staff comments will be made available to the Board during Executive Session. Action, if any, will be discussed upon exiting the Executive Session.

VIII. ADJOURNMENT