

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: March 10, 2016

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, MARCH 17, 2016. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be held at the COUNTRY INN & SUITES AT 5353 No. 27th St. in Lincoln. NOTE: Change to the location for this meeting. A map is attached. We will have the meal catered to the room by the adjacent Beacon Hills Restaurant. Parking will be to the south of the building at the lower level-east conference room. Wifi access will be available.**

The business meeting 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.

- **Dinner Buffet starts at 6:30 PM**
- **SEND D Staff Presentation of Activities**

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 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.) There are currently two vacant positions on the Full SENDD Board of Directors. SENDD staff have been reaching out to potential partners to serve on the SENDD Board. **Formal action may be requested to accept any nominations of individuals who have been identified to fill one or both of the vacant Full SENDD Board Member positions.**

II. MINUTES

- A.** **Minutes of the February 18, 2016 SENDD Executive Committee Meeting** are enclosed with this notice/agenda. **Approval by the SENDD Executive Committee of the February 18, 2016 SENDD Executive Committee meeting minutes will be sought.**

III. AGENDA ADJUSTMENTS

None

IV. FINANCIAL

- A. **Check Registry:** A copy of the February 2016 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The February 2016 bookkeeping is still being finalized at this time. When available, a copy of the February 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.**

HBE – SENDD Audit for 2015-2016: Under our contract with HBE Meyer Love, LLC from 2010, SENDD was provided services for a three year period with negotiable terms for up to three year individual terms. At our last updated and approved contract, HBE provided only a two year term. We have received a final proposed one year term agreement from HBE for auditing SENDD Financial statements for FY2015-2016 in an amount of \$6,400. This is an increase of \$150 from the fee for the 2014-2015 audit. **Request authorization to negotiate and enter into a final contract.**

- D. **Other Financial:**

V. OLD BUSINESS

- A. **Executive Director Reports:** The Executive Director will report on the status of performance goals and other activities:
- Software review
 - Office space review
 - LB 318 funding – It is expected that NDED will provide a “pre-application” for funding by each District by the end of March 2016. This will serve to identify the final process and services required to access the state funding for each District.
 - Staffing:
 - Humboldt Office – We have hired Crystal Dunekacke as a Community Development Specialist at the Humboldt office. Ms. Dunekacke previously worked for SENDD in the Humboldt office in 2011.
 - Lincoln Office – We have received over 35 applications for the position of Office Administrator/Bookkeeper at the Lincoln office. The application deadline is March 11, 2016. Interviews with up to 7 applicants are expected to take place in the next two weeks. See attached job posting and job description.

VI. NEW BUSINESS

- A. **SENDD IRP-RLF Loan Status:** An update will be provided on SENDD IRP-RLF Loan #1757 that is currently in default status.

VII. STAFF REPORTS AND REMINDERS

- A. **NAHTF and CDBG Projects – Potential Applications for 2016:** Spreadsheet of potential applications for State Affordable Housing and CDBG programs.

- B. **SENDD 2014-2015 Performance Report:** Staff will provide an update on the status on the SENDD 2014-2015 Performance Report.
- C. **Southeast Nebraska Partners for Progress (SEP4P) – SET Program:** A meeting was held on February 5, 2016 at the Riverboat in Brownville. Staff will provide any updates on this process.
- D. **SERN Meeting:** A meeting of the Southeast Nebraska Resource Network (SERN) was held on February 18, 2016 in Plattsmouth. Attached are minutes of that meeting.
- E. **MINK Meeting:** The next MINK meeting is scheduled for March 11, 2016 in Marysville, MO. A report on this meeting will be provided.
- F. **Future SENDD Board Meetings:** The next SENDD Executive Committee meetings are scheduled for April 14, 2016 and May 26, 2016. The May meeting will also serve as the Budget and Nominating Committee meeting for FY 2016-2017. The next Full SENDD Board meeting is scheduled for June 16, 2016 at the Hy-Vee Club Room at 84th and Holdrege St. in Lincoln.

VIII. ADJOURNMENT