

SEND D

Southeast Nebraska Development District

www.sendd.org

MAIN OFFICE
2631 "O" Street, Lincoln, NE 68510
Office: 402-475-2560
Fax: 402-475-2794
dtaladay@sendd.org

HUMBOLDT OFFICE
PO Box 308, Humboldt, NE 68376
Office: 402-862-2201
senddlisa@windstream.net

TO: SENDD Board of Directors
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: September 11, 2014

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, SEPTEMBER 18, 2014. 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 Club Room in the upstairs level. We will have the Fried Chicken/Roasted Chicken Dinner catered up to the room.**

The business meeting, also to be held at the Club Room at the 2nd floor of 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.)
None

II. **MINUTES**

- A. Minutes of the June 19, 2014 Full SENDD Board Meeting, July 17, 2014 SENDD Executive Committee Meeting and August 21, 2014 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **A motion for acceptance of the June 19, 2014 Full SENDD Board meeting minutes and July 17, 2014 SENDD Executive Committee Meeting minutes as approved by the Executive Committee will be sought. Approval by the SENDD Executive Committee of the August 21, 2014 SENDD Executive Committee meeting minutes will be sought.**

III. **AGENDA ADJUSTMENTS**

None

IV. **FINANCIAL**

- A. **Check Registry:** A copy of the August 2014 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

- B. Revenue/Expense Report:** The June 2014, July 2014 and August 2014 bookkeeping is still being finalized at this time. SENDD recently met with our financial auditors and should be receiving the final 6-30-14 financial adjustments needed to complete these reports prior to this meeting. If available, a copy of the final June 2014, July 2014 and August 2014 revenue/expense reports will be distributed prior to the meeting. A copy of the preliminary June 2014 revenue/expense report has been enclosed for discussion purposes only. **A motion to accept the reports as presented and/or amended may be sought.**
- C. HBE Presentation of Annual Financial Statements and Report of CPA:** Pat Meyer/Marcus Czech of HBE Becker, Meyer, Love, LLP are scheduled to present the reports for the financial status of SENDD during the 2014-2015 Fiscal Year. **Formal Action for acceptance of the reports will be requested.**
- D. Humboldt – NAHTF #14-TFHO-3S018:** SENDD staff assisted the City Humboldt in an application to the Nebraska Department of Economic Development (NDED) for a project under the Annual Cycle of the Nebraska Affordable Housing Program (NAHP). The City has been awarded \$166,485 of Nebraska Affordable Housing Trust Funds (NAHTF) to implement a program of owner-occupied housing rehabilitation (at least 5 units) and to include demolition activities for at least 2 units of severely deteriorated housing. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$10,385. **Formal Action is requested.**
- E. Humboldt – CDBG #14-HO-3S056:** SENDD staff assisted the City Humboldt in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$221,045 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 7 units. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$14,000. **Formal Action is requested**
- F. Tecumseh – CDBG #14-HO-3S057:** SENDD staff assisted the City Tecumseh in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$329,750 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 10 units. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$20,000. **Formal Action is requested.**
- G. Nebraska City – CDBG #14-HO-3S058:** SENDD staff assisted the City Nebraska City in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$16,000. **Formal Action is requested.**
- H. Hebron – CDBG #14-HO-3S059:** SENDD staff assisted the City Hebron in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$16,000. **Formal Action is requested.**
- I. York – CDBG #14-HO-3S060:** SENDD staff assisted the City York in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to

negotiate and enter into a contract for General Administration for an expected amount of \$16,000.
Formal Action is requested.

J. Fairbury – CDBG #14-HO-3S061: SENDD staff assisted the City Fairbury in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$16,000.
Formal Action is requested.

K. Crete – CDBG #14-HO-3S067: SENDD staff assisted the City Crete in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into a contract for General Administration for an expected amount of \$16,000.
Formal Action is requested.

L. Other Financial:

V. OLD BUSINESS

A. SENDD Equipment Upgrades: Review of proposed upgrades in equipment and software.

VI. NEW BUSINESS

A. SENDD Personal Leave Policy: At their last meeting the SENDD Executive Committee requested further discussion and review of the SENDD Personal Leave Policy. Attached is Section VI. of the SENDD Personnel Policies and Procedures Manual addressing SENDD's Leave Policy. Requesting discussion, as well as establishing a committee to further review the SENDD Personal Leave Policy. **Formal Action may be requested.**

VII. STAFF REPORTS AND REMINDERS

A. SENDD Staffing Updates: Community Development position in Lincoln office. Fourteen applications were received over a three week period. SENDD interview team interviewed six applicants as of September 18, 2014.

B. SENDD Membership Dues 2014-2015: Staff report on status of dues requests sent out to communities and counties this year.

C. SEND, Inc. Status: Staff report on the organization, which received the IRS Determination of 501(c)(3) status as of August 13, 2014.

D. SERN Meeting – October 16, 2014: Southeast Nebraska Resource Network (SERN) meeting is scheduled for October 16, 2014 at the Southeast Community College in Beatrice. This meeting will be for a Local Elected Officials Training program. Attached is a copy of a news release for that meeting.

E. Future SENDD Board Meetings: Executive Committee meetings are scheduled for October 16, 2014, November 20, 2014 and December 18, 2014. Next Full SENDD Board meeting is scheduled for January 15, 2015. See attached schedule of meetings for 2014-2015.

VIII. ADJOURNMENT