

SEND D

Southeast Nebraska Development District

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TO: SENDD Executive Committee
FROM: Tom Bliss, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: May 19, 2017

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, May 25, 2017.** This meeting will also serve as the SENDD Budget/Nominating Committee meeting for Fiscal Year 2017-2018. **The meeting will be at the SENDD-Lincoln Office, 2100 Fletcher Ave, Ste. 100; Lincoln, NE 68521.**

The meeting is scheduled to begin at approximately 12:00 NOON. 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, 2100 Fletcher Ave, Ste. 100; Lincoln, NE 68521. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Note to Executive Committee

Lisa Hurley, Kurt Bulgrin, Roger Glawatz, Cheryl Brandenburgh, Erich Tiemann, Bob Mueller

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

MEETING AGENDA

I. CALL TO ORDER

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. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

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

C. Board Membership: (Appointments to fill vacancies and non-elected positions and terms.)

Filling of Open SENDD Board Member Vacancies: SENDD currently has two At-Large Representative positions to fill on the SENDD Board of Directors. An update on filling these SENDD Board vacancies will be provided. **Formal action may be requested.**

Filling of Open SENDD Executive Committee Vacancy: SENDD currently has one At-Large position to fill on the SENDD Executive Committee. A SENDD Board Member, Matt Raber, has expressed interest in becoming a member of the SENDD Executive Committee. Consideration of nominating Matt Raber to fill this vacancy on the SENDD Executive Committee. **Formal action may be requested.**

Nomination of Officers/Review of Existing SENDD Membership Terms – (See item VI. New Business, B. Nominating Committee)

II. MINUTES

- A. Minutes of the April 20, 2017 SENDD Executive Committee meeting are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. **Check Registry:** A copy of the April 2017 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** A copy of the March 2017 revenue/expense report is enclosed. The April 2017 bookkeeping is still in process. If available, a copy of the April 2017 revenue/expense report will be distributed prior to the meeting. **A motion to accept the report(s) as presented and/or amended will be sought.**
- C. **Hourly Rate Implementation:** Proposal for discussion regarding establishing an hourly billing rate. See enclosed proposal. **Formal action is requested.**
- D. **Staff Credit Cards:** Proposal for discussion regarding obtaining staff credit cards for staff for eligible, out of the office expenditures. See enclosed proposal. **Formal action is requested.**
- E. **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.**

Crete CDBG #16-PP-006 – Planning: CDBG award of \$30,000 for a planning project to conduct a city-wide Street Evaluation Study, with a local match of \$11,000, for a total project of \$41,000. SENDD contract for CDBG Administration not to exceed an amount of \$3,000.

Fall City CDBG #16-ED-004 Administration: SENDD staff assisted the City of Falls City and a local business in preparation and submittal of an application to the Economic Development category of the Community Development Block Grant (CDBG) Program at the Nebraska Department of Economic Development (NDED). NDED should announce shortly award of a grant in the amount of \$305,000 (out of a total project of \$1,705,000) to leverage loans (including \$125,000 of local program income), for the establishment of a for-profit business in the community. The funds will be awarded to the City and then sub-granted to the SEND, Inc. Non-Profit Development Organization (NDO), which will then lend the funds to the business. SENDD is proposing a contract in the amount of \$5,000 for General Administrative services.

V. OLD BUSINESS

- A. **Request for Proposals: Financial Audit for SENDD:** An update on the request for proposals for financial audit services under a three year plan will be provided. **Formal action is requested.**
- B. **Electronic Meetings Correspondence:** Further discussion about policies regarding holding Board and Executive Committee meetings by electronic communications or telephone conference. Discussion on set-up of SENDD Board and Executive Committee meetings based on this review, as well as moving the meeting times for future SENDD Executive Committee meetings. **Formal action may be requested.**

VI. NEW BUSINESS

- A. Budget Committee (for SENDD FY 2017-2018 Budget Review and Recommendation at June SENDD Board meeting):** The Executive Committee has once again been appointed to act as the Budget Review Committee. Budget information will be sent out to Executive Committee members (serving as the Budget Committee) prior to the scheduled May 25 meeting for review. **Formal action by the Executive Committee is requested as a recommendation to the Full SENDD Board for the June 15, 2017 scheduled meeting.**
- B. Nominating Committee (for Elections at June 15, 2017 Full SENDD Board Meeting):** The Executive Committee has once again been appointed to act as the Nominating Committee. Attached is a SENDD Member Update which identifies the non-elected members and their terms of membership. It is anticipated that the Executive Committee will review membership, terms for non-elected members and officers, and will develop a slate of nominees for the following positions: Chair; Vice Chair; Secretary; and Treasurer for presentation at the full SENDD Board meeting in June. Current SENDD officers are as follows:
- Chair: Lisa Hurley, York County Development Corporation
Vice-Chair: Kurt Bulgrin, York County
Secretary: Roger Glawatz, Seward County
Treasurer: Cheryl Brandenburgh, Black Hills Energy
- Formal Action is requested.**
- C. Community Development Specialist Position:** The Executive Director will provide an update on efforts to fill the Community Development Specialist position at the SENDD-Lincoln office.
- D. EDA – Amendment for Fiscal Year 2017-2018:** SENDD is currently in the first year of a three year Partnership Planning Program grant. This program started on July 1, 2016 and will run through June 30, 2019. The initial award included a \$66,000 grant for each year of the program (\$198,000 total), with a local match at 50% (\$66,000/year), for a total project budget of \$396,000 (\$132,000/year). The Economic Development Administration has advised us of an increase in funding for FY 2017-2018 to \$70,000. A copy of the e-mail is enclosed with the meeting agenda. **Formal Action may be requested.**

VII. STAFF REPORTS AND REMINDERS

- A. Southeast Nebraska Partners For Progress (SE P4P)/Strategic Economies Together (SET):** An update will be provided about the Strategic Economies Together (SET) process that is being facilitated through Southeast Partners for Progress (SE P4P). The latest meeting was held on May 5, 2017 in Nebraska City.
- B. SENDD Staff Retreat:** A SENDD staff retreat is being planned for June 2017.
- C. Southeast Nebraska Regional Network (SERN) Meeting:** The next Southeast Nebraska Resource Network (SERN) meeting is scheduled for June 29, 2017 in Beatrice.
- D. Nebraska Regional Official Council (NROC):** An update on the Nebraska Regional Officials Council (NROC) will be provided.
- E. Next SENDD Meeting:** The next meeting of the Full SENDD Board is scheduled for June 15, 2017 in Lincoln. Of particular interest will be election of officers and review of the SENDD Budget for Fiscal Year 2017-2018.

VIII. ADJOURNMENT