

# SEND D

Southeast Nebraska Development District

[www.sendd.org](http://www.sendd.org)

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

HUMBOLDT OFFICE  
PO Box 308, Humboldt, NE 68376  
Office: 402-862-2201  
Fax: 402-862-2201

**TO:** SENDD Executive Committee  
**FROM:** David R. Taladay, Executive Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** July 14, 2016

## **MEETING NOTICE**

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, JULY 21, 2016. Please note that the Chair has requested a meeting in person. The meeting will be at the SENDD office at 2631 "O" St., Lincoln, NE, 68516.**

The meeting, is scheduled to begin at approximately 6:30 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 the SENDD Lincoln office, 2631 "O" St. 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, Tim McDermott, Cheryl Brandenburg, Erich Tiemann, R. Paul Lambert, Roger Glawatz**

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 at the SENDD Office and is available for viewing by the public.

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

**C. Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)  
From June Board meeting: 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 positions to fill on the SENDD Board of Directors. A potential partner has indicated a willingness to serve on the SENDD Board of Directors to fill this vacant position:

**Matt Raber (Swanton):** Matt is currently the Vice President for First Tri County Bank in Swanton NE. He has worked for the bank since June 2011 and is now in his 16<sup>th</sup> year of banking. Matt is originally from southern Indiana but now call Nebraska home and loves it. Mr. Raber would occupy a vacant At-Large Representative position on the SENDD Board. This position term would end on June 30, 2017. **Formal action to accept Mr. Raber's nomination as a SENDD Board member is requested.**

## II. MINUTES

- A. Minutes of the May 26, 2016 SENDD Executive Committee Meeting, June 16, 2016 Special Meeting of the SENDD Executive Committee, and June 30, 2016 Special Meeting of the SENDD Executive Committee are enclosed with this notice/agenda. **Approval of the May 26, 2016 SENDD Executive Committee meeting minutes, June 16, 2016 Special Meeting of the SENDD Executive Committee minutes, and June 30, 2016 Special Meeting of the SENDD Executive Committee minutes will be sought.**

## III. AGENDA ADJUSTMENTS

## IV. FINANCIAL

- A. **Check Registry:** The May 2016 and June 2016 Check Registry reports are attached for review. **A motion to accept the reports as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** A copy of the May 2016 Revenue/Expense report is enclosed. The June 2016 bookkeeping is still being finalized at this time. If available, a copy of the June 2016 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. **SEND/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SENDD and SEND, Inc. loan programs is attached for review. A brief overview of the loan portfolio will be provided.
- D. **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.

**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.

**REAP Contract 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, on a referral basis from REAP, such services as business plan compilation, advisory assistance and financial packaging to new and existing small businesses. REAP recently submitted a new contract to SENDD to provide work under the requirements of a Technical Assistance Specialist for the period of July 1, 2016 through June 30, 2017. 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 \$6,250. The Executive Director is requesting retroactive approval for this action.

## 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:** The Towne Building for the SENDD-Lincoln office has been sold recently. We have received a set of Lease proposals for a three or five year term. Copies of these proposals will be made available at the meeting.
- B. **SENDD Personnel Policies and Procedures Manual – Leave Accrual and Sick Leave Bank:** SENDD staff have reached out to a labor attorney for review of their Personnel Policies and Procedures Manual. An updated on the status of this review will be provided.

## VI. NEW BUSINESS

- A. **EDA Annual CEDS and Progress Report (FY 2015-2016):** The FY 2015-2016 EDA Annual Comprehensive Economic Development Strategy and Progress Report for year three of the three year Partnership Planning Grant plan was submitted to Economic Development Administration (EDA) on June 30, 2016. A copy of this report is enclosed with this meeting notice. Staff will present information from this report.

## VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** The June 2016 Newsletter was prepared and distributed. A copy of this newsletter has been included with the meeting agenda. The next SENDD newsletter is planned for August or September.
- B. **Staffing – Humboldt Office:** We have hired Rhonda Standerford to fill the part-time Office Administrator position in the SENDD-Humboldt office. She started on June 20, 2016
- C. **SENDD 2014-2016 Performance Report:** Staff will provide an update on the status on the SENDD 2014-2016 Performance Report.
- D. **Statewide Housing Consortia:** A brief report of the progress will be provided.

- E. **SENDD Membership Dues Requests FY 2016-2017:** Staff report on status of membership dues requests to SENDD counties and communities for FY 2016-2017.
  
- F. **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). A final Economic Development Plan for the five county region has been developed and submitted for review.
  
- G. **Southeast Nebraska Regional Network (SERN) Meeting:** The next Southeast Nebraska Resource Network (SERN) meeting is scheduled for August 25, 2016 in York. The meeting will be held at the York College Mackey Center, and is being hosted by York County Development Corporation.
  
- H. **Next SENDD Meeting:** The next SENDD Executive Committee meeting is scheduled for August 18, 2016. The next Full SENDD Board meeting is scheduled for September 15, 2016 at a location to be determined.

VIII. **ADJOURNMENT**