

# 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:** August 11, 2016

## **MEETING NOTICE**

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, AUGUST 18, 2016. Please note that the Chair has requested a meeting in person. The meeting will be at the offices of Black Hills Energy, 1600 Windhoek Drive, Lincoln, NE, 68512.**

The meeting, which will **commence at the offices of Black Hills Energy, 1600 Windhoek Drive, Lincoln, Nebraska, 68512** 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 SENDD's 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 Brandenburgh, 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.)

### **II. MINUTES**

- A.** Minutes of the July 21, 2016 SENDD Executive Committee Meeting are enclosed with this notice/agenda. **Approval of the July 21, 2016 SENDD Executive Committee meeting minutes will be sought.**

### **III. AGENDA ADJUSTMENTS**

### **IV. FINANCIAL**

- A.** **Check Registry:** The July 2016 Check Registry report is enclosed for review. **A motion to accept the reports as presented and/or amended will be sought.**

B. **Revenue/Expense Report:** The audited June 2016 and July 2016 bookkeeping is still being finalized at this time. SENDD is waiting for the final financial adjustments from the auditors for 6-30-16. If available, a copy of the final June 2016 and July 2016 revenue/expense reports will be distributed prior to the meeting. **A motion to accept the report(s) as presented and/or amended may 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.

**Pawnee City – Special Services Contract for LWCF Project:** SENDD staff assisted the City in development and submittal of an application to the Nebraska Game and Parks Commission for a Land and Water Conservation Fund (LWCF) project to renovate the existing community swimming pool. The total project cost is estimated at \$175,000 with a grant of \$87,500 through the LWCF. The City has requested assistance from SENDD to meet administrative requirements of the program at local costs only. The Executive Director is requesting authority to negotiate and enter into a contract with the City for a fee, not to exceed, of \$3,000.00.

**City of Weeping Water – Special Services Contract for ERR with PHA:** SENDD has been requested by the Weeping Water Public Housing Authority to assist in completing a HUD required Environmental Review Record on the five year plan for improvements at the facility. This will require a Memorandum of Understanding (MOU) between the City and the PHA and a contract for services for SENDD with the City. The Executive Director is requesting authority to negotiate and enter into a contract with the City for a fee, not to exceed, of \$3,500.00. The MOU identifies that the PHA will be responsible for reimbursement of all costs of the ERR to the City.

D. **Excess Annual Personal Leave Settlement:** In accordance with policy previously established by the SENDD Board of Directors, the required settlements were made to the personal leave account as of June 30, 2016. This resulted in withdrawals from the account to satisfy excess personal leave accumulated by staff, and to cover SENDD's share of Federal and State taxes. A Personal Leave Account Status report has been enclosed with the meeting agenda. An overview of this report detailing the personal leave account status as of June 30, 2016 will be provided.

## 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
- Marketing Plan
- 5-year Vision
- Staff Evaluations-Development Plans
- Performance Report 2014-2016 – a copy of the report is enclosed

B. **SENDD Personnel Policies and Procedures Manual – Leave Accrual and Sick Leave Bank:** SENDD has received a marked-up version of the SENDD Personnel Policies and Procedures Manual from the labor attorney. Staff are currently making some additional updates to the policy, with the intent to send out the revised Personnel Policies and Procedures Manual to the SENDD Personnel Committee for review.

## VI. NEW BUSINESS

There is no new business to discuss at this time.

## VII SENDD STAFF REPORTS AND REMINDERS

- A. **Statewide Housing Consortia:** A brief report of the progress will be provided.
- B. **SEND D Membership Dues Requests FY 2016-2017:** FY 2016-2017 Membership dues packets have been distributed to SENDD member counties. Dues packets to SENDD communities will be distributed in the next couple of weeks.
- C. **Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** SENDD staff attended the last SE P4P SET meeting which was held on July 26, 2016 in Auburn. The final plan has been submitted and is now in the process of being revised for acceptance.
- D. **Nebraska Business Credit Collaborative Meeting:** SENDD staff have been invited to attend the first quarterly Nebraska Business Credit Collaborative meeting to be held on August 19<sup>th</sup> at the Federal Reserve Bank in Omaha. The Federal Reserve Bank, along with SBA and the Nebraska Enterprise Fund are partnering to hold quarterly meetings with this group to determine ways to strengthen micro-lenders in Nebraska.
- E. **Southeast Nebraska Regional Network (SERN) Meeting:** The next Southeast Nebraska Resource Network (SERN) meeting is scheduled for August 25, 2016 in York. Enclosed with the meeting packet is a copy of the final agenda for this meeting.
- F. **Next SENDD Meeting:** The next Full SENDD Board meeting is scheduled for September 15, 2016. The location of this meeting is still to be determined.

## VIII. ADJOURNMENT