

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE JUNE 19, 2014 MEETING

The scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Robert Mueller at approximately 7:03 P.M. at the HYVEE Store Conference Room located at 1601 N. 84th Street in Lincoln. Items of SEND business were as follows:

I. CALL TO ORDER

A. Chair Mueller began the meeting by stating the following: 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: Roll call was taken by registration, which showed the following 18 Board members present: Bob Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Myron Dorn, Gage Co.; Mary Koci, Seward Co.; Brad Stake, Pawnee Co.; Charles (Ron) Hauptman, Otoe Co.; Brad Grummert, Jefferson Co.; Bob Hutton, Nemaha Co.; Dave Bruning, Thayer Co.; Jim Standerford, Richardson Co.; Tim McDermott, Saline County; Doug Watts, Greater Wahoo Development; Mark Kolterman, Kolterman Agency; Nick Harling, American National Bank; Jeff Reynolds, REAP; Cheryl Brandenburgh, Black Hills Energy; Lisa Hurley, YCDC; and Bill Wenz, Crete (at large representative).

Board members absent (9) include: Kurt Bulgrin, York Co.; Ted Evans, Johnson Co.; Jim Peterson, Cass Co.; Mike Smith, Polk Co.; Jerry Divis, Divis Planning Services; Stephanie Shrader, NCAEDC; Daryl Long, Peru State College; Bob Berggren, Stromsburg, and Lowell Daisley, Cedar Creek (at large representative).

Staff members present were Dave Taladay and Craig Eberle, Lincoln; Lisa Beethe, Humboldt.

C. Board Membership: Distributed with the SEND Board meeting packet was a report listing SEND 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 SEND Board members are up for nomination for a new three year term (to expire June 30, 2017).

Taladay briefed the SEND Board of Directors on these non-elected membership terms up for re-election. He indicated that Mark Kolterman, Senior Agent with the Principal Financial Group in Seward is resigning as a Non-Governmental Representative-Private Sector Representative of the SEND Board of Directors at the end of his three year term. He is currently running for the Nebraska State Legislature (District 24). Mark took this time to officially announce his resignation from the SEND Board, indicating that this will be his last meeting. He enjoyed his time serving on the SEND Board of Directors. Taladay then continued by stating that Lowell Daisley, At Large Representative, has also requested to come off of the SEND Board when his term is up at the end of June. The following SEND Board Members have agreed to serve for a new three year term:

Jeff Reynolds, Rural Enterprise Assistance Project (REAP)
Jerry Divis, Divis Planning Services

SEND Executive Director Taladay informed the Full SEND Board of Directors that he is requesting formal action to accept the appointment of Jeff Reynolds and Jerry Divis as Non-Governmental Representatives on the SEND Board of Directors for a new three year term (to expire on June 30, 2017). Chair Mueller called for a motion. Moved by Watts, seconded by McDermott to approve the appointment of Jeff Reynolds and Jerry Divis as Non-Governmental Representatives on the SEND Board of Directors for a new three year term (to expire on June 30, 2017). Motion passed unanimously on a vote by acclamation.

Mark Kolterman Senior Agent with the Principal Financial Group in Seward is resigning from the SEND Board of Directors as of the end of June 2014. Pat Coldiron – Owner of Liberty House Bed and Breakfast in

Seward has been contacted to take the position of Mark Kolterman on the SENDD Board of Directors. Ms. Coldiron has been involved in Economic Development for many years as the Executive Director of the Chamber of Commerce in Seward. She is now proprietor of the Liberty House Bed and Breakfast in Seward.

Taladay informed the Full SENDD Board of Directors that he is requesting formal action to accept the nomination of Pat Coldiron as a Non-Governmental Representative – Private Sector Representative of the SENDD Board. Chair Mueller called for a motion. Moved by Koci, seconded by Hanson to approve the nomination of Pat Coldiron to the Full SENDD Board of Directors as a Non-Governmental Representative – Private Sector Representative. Ms. Coldiron's position term will end on June 30, 2017. Motion passed unanimously on a vote by acclimation.

II. MINUTES

Minutes of the March 20, 2014 Full SENDD Board Meeting, April 17, 2014 and May 29, 2014 SENDD Executive Committee Meetings were enclosed with the meeting agenda. Taladay advised the Full SENDD Board of Directors that he was seeking approval of the March 20, 2014 Full SENDD Board meeting minutes, as well as acceptance of the April 17, 2014 and May 29, 2014 SENDD Executive Committee meeting minutes. Chair Mueller asked the Full SENDD Board members in attendance if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SENDD Board, Chair Mueller called for a motion to approve the March 20, 2014 Full SENDD Board Meeting minutes. Moved by Hauptman, seconded by Harling to approve the minutes of the March 20, 2014 Full SENDD Board Meeting as presented. Motion passed unanimously on a vote by acclimation. Chair Mueller then called for a motion to accept the April 17, 2014 and May 29, 2014 SENDD Executive Committee meeting minutes. Moved by Standerford, seconded by Wenz to accept the April 17, 2014 and May 29, 2014 SENDD Executive Committee Meetings as presented. Motion passed unanimously on a vote by acclimation.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the Full SENDD Board of Directors at this time.

IV. FINANCIAL

A. Check Registry: A copy of the May 2014 Check Registry report was included in the meeting packet that was sent out to the Full SENDD Board. Taladay briefed the Full SENDD Board of Directors on the May 2014 Check Registry report. He stated that checks were typical of monthly activities. There were some checks out of sequence. These checks out of sequence were voucher checks that were dated in April rather than May. At the conclusion of the check registry report overview by Taladay, Chair Mueller called for a motion. Moved by Stake, seconded by Standerford to approve the May 2014 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclimation.

B. Revenue/Expense Report: A copy of the May 2014 Revenue/Expense report was distributed to the Full SENDD Board prior to the meeting. Taladay briefed the Full SENDD Board on the May 2014 Revenue/Expense report. Taladay stated that this report represents 91.7% of the SENDD 2014 Fiscal Year. Travel expenses are a bit over budget for the fiscal year. The equipment budget for new equipment and software upgrades has not been spent at this time. SENDD showed a surplus of \$6,187 during the month of May. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by McDermott, seconded by Hutton to approve the May 2014 Revenue/Expense report as previously distributed. Motion passed unanimously on a vote by acclimation.

C. Falls City CDBG 14-DTR-006 Administration: SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for Falls City. CDBG funds were recently awarded to the City for an amount of \$6,500. The Executive Director requests authorization to negotiate and enter into a contract, not to exceed \$1,500, for CDBG Administration activities.

Taladay informed the SENDD Board of Directors about the Falls City DTR project. He stated that SENDD Staff member Lisa Beethe assisted Falls City as well as Auburn with this application. This grant is for the initial planning phase for a downtown revitalization project. After a brief discussion by the SENDD Board of

Directors, Chair Mueller called for a motion. Moved by Kolterman, seconded by Standerford to authorize the Executive Director to negotiate and enter into a \$1,500 not to exceed contract with the City of Falls City for CDBG Administration activities. Motion passed unanimously on a vote by acclamation.

D. Auburn CDBG 14-DTR-007 Administration: SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for City of Auburn. CDBG funds were recently awarded to the City for an amount of \$6,500. The Executive Director requests authorization to negotiate and enter into a contract, not to exceed \$1,500, for CDBG Administration activities.

Taladay briefed the SENDD Board of Directors about the Auburn DTR project. He stated that this program has similar activities as the Falls City DTR planning project. The planning phase is estimated to take 6-9 months. After that time an application will be submitted for Phase II of the project. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Hutton, seconded by Standerford to authorize the Executive Director to negotiate and enter into a \$1,500 not to exceed contract with the City of Auburn for CDBG Administration activities. Motion passed unanimously on a vote by acclamation.

E. Plattsmouth CDBG 14-DTR-001 Administration: SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for City of Plattsmouth. CDBG funds were recently awarded to the City in the amount of \$20,250. The Executive Director requests authorization to negotiate and enter into a contract not to exceed \$4,000 for CDBG Administration activities.

Taladay briefed the SENDD Board of Directors about the Plattsmouth DTR project. He indicated that SENDD Staff Member Emily Bausch assisted the City of Plattsmouth with this application. This is the second DTR project in the City of Plattsmouth. The plan will likely include what to do with the downtown buildings that were destroyed by the fire earlier this year. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Kolterman, seconded by Brandenburg to authorize the Executive Director to negotiate and enter into a \$4,000 not to exceed contract with the City of Plattsmouth for CDBG Administration activities. Motion passed unanimously on a vote by acclamation.

F. Geneva CDBG 14-DTR-005 Administration: SENDD staff assisted the City in development and submittal of an application to the Downtown Revitalization program for a Phase I Planning activity. This is the second program for the City of Geneva. CDBG funds were recently awarded to the City in the amount of \$5,350. The Executive Director requests authorization to negotiate and enter into a contract, not to exceed \$350, for CDBG Administration activities.

Taladay briefed the SENDD Board of Directors about the Geneva DTR project. He indicated that SENDD Staff Member Jen Olds assisted the City of Geneva with this application. This is the second DTR project in the City of Geneva. The project is small, as the \$350 for administration is the maximum % allowed based on the total planning project. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Brandenburg, seconded by Harling to authorize the Executive Director to negotiate and enter into a \$350 not to exceed contract with the City of Geneva for CDBG Administration activities. Motion passed unanimously on a vote by acclamation.

G. Nebraska City CDBG 14-CIS-1 ? Administration: SENDD staff assisted the City in development and submittal of an application to the Comprehensive Investment Strategy program for a Phase II, Infrastructure project. If CDBG funds are awarded to the City, the Executive Director requests authorization to negotiate and enter into a contract not to exceed \$11,225 for CDBG Administration activities.

Taladay advised the SENDD Board of Directors about the Nebraska City CIS project. He stated that the initial planning phase has been completed, and SENDD staff is anticipating that the City will be awarded funds under Phase II very soon. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Hauptman, seconded by Koci to authorize the Executive Director to negotiate and enter into

a \$11,225 not to exceed contract with the City of Nebraska City for CDBG Administration activities. Motion passed unanimously on a vote by acclamation.

H. Plattsmouth CDBG 14-CIS-1 ? Administration: SENDD staff assisted the City in development and submittal of an application to the Comprehensive Investment Strategy program for a Phase II, Infrastructure project. If CDBG funds are awarded to the City, the Executive Director requests authorization to negotiate and enter into a contract not to exceed \$20,000 for CDBG Administration activities.

Taladay advised the SENDD Board of Directors about the Plattsmouth CIS project. He stated that the initial planning phase has been completed, and SENDD staff is anticipating that the City will be awarded funds under Phase II very soon. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Kolterman, seconded by Watts to authorize the Executive Director to negotiate and enter into a \$20,000 not to exceed contract with the City of Plattsmouth for CDBG Administration activities. Motion passed unanimously on a vote by acclamation.

I. Henderson Cooperative Telephone Company d/b/a Mainstay Communications – USDA-RD REDLG Administration: The Henderson Cooperative Telephone Company d/b/a Mainstay Communications has previously received two separate grants from USDA-RD through the Rural Economic Development Loan and Grant (REDLG) program. These grants have established two separate revolving loan funds through repayment of initial REDLG ultimate recipient loans. Henderson Cooperative Telephone Company d/b/a Mainstay Communications has requested a proposal for SENDD to assist in Administration of the USDA-RD REDLG RLF. SENDD had proposed an annually renewing special services contract, with a maximum, not to exceed amount of \$5,000. The Henderson Cooperative Telephone Company d/b/a Mainstay Communications Board has recently approved/signed our contract, with the SENDD Executive Director also signing this contract. The Executive Director is requesting retroactive approval in executing this contract with Henderson Cooperative Telephone Company d/b/a Mainstay Communications.

SEND D Staff Member Craig Eberle informed the SENDD Board of Directors about this REDLG RLF administration contract. He stated that USDA-RD staff contacted SENDD about possibly administering the Henderson Cooperative Telephone Company d/b/a Mainstay Communications USDA-RD REDLG RLF. USDA-RD recently conducted a monitoring review of the RLF and suggested to the utility that they contact SENDD about having them take over administration of the program. Through discussions with the Manager of Henderson Cooperative Telephone Company d/b/a Mainstay Communications, a contract for administration assistance of the REDLG RLF was agreed upon. This contract was recently approved by their Board of Directors. After the overview by Eberle, Chair Mueller called for a motion. Moved by Bruning, seconded by Hanson to approve retroactive approval of a \$5,000 not to exceed special services contract with Henderson Cooperative Telephone Company d/b/a Mainstay Communications for administration of their USDA-RD REDLG Revolving Loan Fund. Motion passed unanimously on a vote by acclamation.

J. Recommendation from Budget Committee for SENDD Budget 2014-2015: Members of the SENDD Executive/Budget Committee met on May 29, 2014 (The SENDD Executive Committee served as the Budget Committee) and undertook a process resulting in the development of a proposed budget for the SENDD Fiscal Year 2015. A review of the Budget Committee's report documents (that were distributed with the meeting packet) was undertaken as follows:

1. Review of Projected SENDD FY 2015 Revenue Projections:

Eberle gave a presentation to the SENDD Board of Directors on the SENDD FY 2015 Revenue Projections. Eberle provided a detailed overview of the FY 2015 Revenue Projections. Eberle stated that the first section consists of contracts for grant administration or program services delivery that are already in place. Total projected revenues are \$240,324 from these contracts. The following sections include contracts that are either already in process or are almost guaranteed to be funded (given a 90% expectation), projects for which there is a 75% expectation that the application will be prepared, submitted and funded, and applications for which staff anticipates a 50% chance of funding. These revenues were spread out over the entire fiscal year (based on estimated funding dates-contracts in place), with any anticipated carryover revenues rolled over into FY 2016. Total projected revenues from these contracts are estimated at \$171,751. The final "other"

revenues section represents known and anticipated revenues from annual membership and housing dues receipts, direct grants to the organization, contracts for administration and management of local revolving loan funds, technical assistance contracts and other similar type contracts. Total estimated revenues from "other" revenues are \$508,952. Total projected revenues for FY 2015 are projected to be \$921,027. This is approximately \$62,000 less than budgeted revenues for FY 2014. There was some discussion by the Full SENDD Board on the FY 2015 revenue projections spreadsheet.

2. Review of SENDD Annual Wage Worksheet and Incremental Wage Increases:

Taladay and Eberle went over the SENDD Annual Wage Worksheet spreadsheet that was included with the budget packet. This worksheet provides an overview of the impact of raising salaries at 1% increments from the FY 2014 rates, between 0% and 8%. Taladay informed the SENDD Board that this budget does not include an across the board wage rate increase at this time. It does include a wage increase for SENDD Staff Member Lisa Beethe of the SENDD Humboldt office, as she is assuming additional duties as the only SENDD staff member now in the Humboldt office. Taladay stated that with the uncertainty of grant applications at this time, he anticipates re-visiting staff salaries when a revised amended FY 2015 budget is prepared in January 2015 (for review by the Full SENDD Board of Directors at that time). At that time SENDD staff will have a better handle on which grant applications will or will not be funded in FY 2015. Taladay is hopeful that the budget will allow for staff raises at that time.

3. Review of SENDD Staff Salary History with Historical Wage Increases:

Eberle provided a brief overview to the Full SENDD Board of the SENDD Staff Salary History Report that was included as part of the budget packet. This report sets forth historical wage rate increases by employee. The report covers SENDD's 2005 Fiscal Year through the end of Fiscal Year 2014.

4. Review of SENDD Draft Agency wide Budget and Budget Comparisons:

Eberle then directed everyone to the final page in the FY 2015 SENDD Budget packet. The final page includes the SENDD FY 2015 Budget and Budget Comparisons as recommended by the SENDD Budget Committee. This spreadsheet compares the recommended FY 2015 Budget to the FY 2014 adopted budget and the FY 2015 projected revenues and expenses. The FY 2014 12 Month Projected column includes revenues and expenses projected from the April 30, 2014 month-end bookkeeping. The final column illustrates the proposed increase and/or decrease in expenses and expendable revenues from the FY 2015 proposed SENDD budget and the adopted FY 2014 budget.

Eberle noted that total expenses for FY 2015 are projected to be significantly lower than FY 2014 adopted expenses. This is primarily due to SENDD having two less employees on staff than they did for most of FY 2014. Total personnel expenses are expected to be reduced by \$100,548. Other significant expense changes from FY 2014 are an increase in mileage and conference/training due to anticipated training opportunities in FY 2015, a significant decrease in equipment expenditures due to the large equipment upgrades budgeted in FY 2014, as well as an increase in matching funds due to a larger EDA planning grant and the USDA-RD RBEG grant in FY 2015. Eberle continued by stating that total expenses in FY 2015 are projected to be \$872,704. This is a \$95,598 decrease from FY 2014. With total projected FY 2015 revenues of \$921,027, SENDD is projecting a surplus of \$48,322 in FY 2015.

A discussion about the SENDD FY 2015 Budget followed the presentation by Taladay and Eberle. Board Member Lisa Hurley asked what training and conference opportunities for staff were included in the FY 2015 SENDD Budget. Taladay responded by stating that trainings/conferences included the NADO conference in August, NEDA conference in September, NROC training, and CDBG recertification. They are also considering Heartland ED training for staff. Following the SENDD Board discussion, Chair Mueller sought a motion to accept the recommendation made by the SENDD Executive/Budget Committee and adopt the FY 2015 SENDD Budget as presented. Moved by Hutton, seconded by Standerford to accept the recommendation made by the SENDD Executive/Budget Committee and adopt the FY 2015 SENDD Budget as presented. Motion passed unanimously on a vote by acclamation.

V. OLD BUSINESS

A. Personnel Policies: At the request of the SENDD Board of Directors, the SENDD Executive Director gathered personnel policies from other Development Districts in the State. A spreadsheet was prepared by SENDD staff and distributed with the meeting packet that included comparisons to other Development District's personnel policies for annual leave, vacation, PTO and flex time policies. Taladay indicated that the Development Districts have significant differences in policies. He then requested input from the SENDD Board of Directors on these personnel policies. The SENDD Board expressed concerns about the SENDD personal leave policy, especially regarding salary classifications and paid out personal leave that is accrued in excess of 312 hours. The Board asked if the Department of Labor (DOL) or an attorney has looked over the SENDD personal leave policy. Taladay responded by stating that he was not aware that SENDD's personal leave policy had been reviewed by DOL or an attorney, at least for some time. The SENDD Board requested that the SENDD personal leave policy be submitted to the Department of Labor for review and opinion. Taladay indicated that he could make that a point to have them reviewed.

SENDD Executive Committee member Cheryl Brandenburgh continued the discussion by stating that she is struggling with the 39 days max accumulation and payout of excess personal leave at the end of the fiscal year. She indicated that this is a huge liability for SENDD. Taladay responded by stating that some SENDD staff members do use their personal leave. SENDD also deposits sufficient funds in a personal leave account, so that if all staff leave at the same time the organization will be able to pay out all personal leave. SENDD Chair Mueller asked about the SENDD retirement plan, and what SENDD does to assist SENDD staff members put money away for retirement. Taladay indicated that SENDD does have a 457K retirement plan available for staff through Waddell & Reed. Although no match from SENDD is provided, staff members are able to withdraw funds from their paycheck pre-tax and place these funds into a personal retirement account tied into investments. SENDD Board Member Mark Kolterman asked why SENDD does not provide match to staff for the 457K retirement plan. Taladay answered by stating that this is not offered because of the personal leave policy benefit. No formal action needed on the SENDD personnel policies agenda item and none taken.

B. Equipment Upgrades: Taladay provided an update on proposed upgrades in equipment and software. He indicated that he has sent equipment proposals to a few firms. He did receive a proposal from SENDD's existing tech support firm, Infinite Systems. This proposal came in rather high. Taladay has been working with Infinite Systems on a less expensive proposal that will still meet SENDD's equipment and software needs. He will send this final proposal to the previously designated SENDD Tech Committee. With the SENDD fiscal year end right around the corner, Taladay anticipates this equipment expenditure will be rolled over into next year's budget. No formal action was needed on the SENDD equipment upgrades agenda item and none taken.

VI. NEW BUSINESS

A. Election of SENDD FY 2015 Officers: During its meeting held on May 29, 2014, members of the SENDD Executive/Nominating Committee (Executive Committee served as the Nominating Committee) developed a slate of nominees to serve as officers during the 2015 SENDD Fiscal Year. That slate of officers will be presented during the full SENDD Board meeting. The Chair will also seek nominations from the floor. Following the close of nominations, the Chair will seek a motion to close nominations and entertain a motion to either hold a ballot vote or approve the slate of officers as presented by the Nominating Committee.

Taladay informed the SENDD Board that all current SENDD officers agreed to serve in the same positions as held in the 2014 Fiscal Year. The following slate of SENDD officers were nominated by the SENDD Executive/Nominating Committee to serve in Fiscal Year 2015:

- Chair: Bob Mueller, Fillmore County
- Vice-Chair: Leroy Hanson, Saunders County
- Secretary: Mary Koci, Seward County
- Treasurer: Bill Wenz, At Large Representative (Saline County)

Chair Mueller then sought nominations from the floor. He indicated that his schedule does make it difficult for him to attend all Board meetings. SENDD Board Secretary Mary Koci indicated that she did not run for reelection on the Seward County Board of Commissioners, and will be retiring from the SENDD Board in January. No nominations from the floor were submitted. Following the close of nominations, Chair Mueller sought a motion to close nominations and entertain a motion to either hold a ballot vote or approve the slate of officers as presented by the SENDD Executive/Nominating Committee. The overwhelming consensus from the Full SENDD Board was in agreement with the slate as presented by the Executive/Nominating Committee. Moved by Standerford, seconded by Kolterman to approve the SENDD officers for FY 2015 as presented and recommended by the SENDD Executive/Nominating Committee. Motion passed unanimously on a vote by acclamation.

The expanded SENDD Executive Committee has included the four SENDD officers and three other appointed members. Taladay indicated that the following three members are currently serving as appointed members of the SENDD Executive Committee:

Nick Harling, American National Bank
Cheryl Brandenburgh, Black Hills Energy
Tim McDermott, Saline County

Chair Mueller asked these individuals if they were willing to continue serving as appointed members of the SENDD Executive Committee. All three indicated they were willing to continue serving on the SENDD Executive Committee. Chair Mueller then sought nominations from the floor. No nominations from the floor were submitted. Following the close of nominations, Chair Mueller appointed Nick Harling, American National Bank; Cheryl Brandenburgh, Black Hills Energy; and Tim McDermott, Saline County as members of the SENDD Executive Committee. The overwhelming consensus from the Full SENDD Board was in agreement with the appointment of these individuals. Moved by Kolterman, seconded by Standerford to approve the appointment of Nick Harling, American National Bank; Cheryl Brandenburgh, Black Hills Energy; and Tim McDermott, Saline County as to serve as members of the SENDD Executive Committee for FY 2015. Motion passed unanimously on a vote by acclamation.

VII. STAFF REPORTS AND REMINDERS

SENDD staff present at the meeting provided updates to the Full SENDD Board on the following:

A. Annual Report: Taladay passed out a draft SENDD Annual Performance Report through FY 2014 to the Full SENDD Board. This performance report includes funded projects, projects SENDD staff are currently working on, as well as proposed projects. Taladay indicated that the final draft will be completed soon and sent out with the community membership dues packets.

B. NADO Training Conference August 23-26: Taladay advised the SENDD Board of Directors on this upcoming conference. Taladay stated that he budgeted for two SENDD staff members (himself and SENDD Staff Member Eberle) to attend the conference in Denver. With Eberle unable to attend due to personal obligations, Taladay stated that he is still attending the conference. He is anticipating a \$1,500 cost for the five day conference and various sessions. Not all sessions have been identified at this time. Taladay was aware that EDA is hosting a meeting the Friday before the conference. He plans on attending that EDA meeting. SENDD Executive Committee member Brandenburgh asked if any other SENDD staff member was asked to attend the conference, due to Eberle not being able to attend. Taladay indicated that he had not asked anyone else to attend at this time, but would take that under advisement.

C. CDBG Administrators Recertification Training: Taladay advised the SENDD Board that five SENDD staff members are currently registered to attend CDBG Recertification Training for CDBG Certified Administrators from June 23-26. These SENDD staff members are David Taladay, Craig Eberle, Ben Volz, Jim Warrelmann and Brian Bashore. Taladay stated that this is important training as recertification is required every four years for CDBG Administrators. The training includes three days of training sessions, with a test on the final day.

C. SENDD Membership Dues 2014-2015: Taladay informed the SENDD Board of Directors that FY 2014-2015 SENDD membership dues requests were sent out to the counties this month. The dues request for FY 2014-2015 did not increase from the previous fiscal year. These membership dues packets did not include the SENDD Annual Performance Report. City and Village membership dues requests will be sent out in the near future along with the SENDD Annual Performance Report. SENDD Board Secretary Koci asked if any SENDD counties had inquired about visiting the county boards. Taladay responded by stating that he has not heard from any of the counties at this time. He will reach out to counties in the next few weeks to see if they would like SENDD staff to attend any meetings to discuss SENDD activities and membership dues requests.

E. SEND, Inc. Status and NDED 2014 Revised Annual Action Plan (AAP): Taladay advised the SENDD Board of Directors that the Nebraska Department of Economic Development (NDED) has revised their 2014 Annual Action Plan regarding CDBG Program Income Reuse. He stated that the restrictive language regarding the use of CDBG Program Income has been removed. The language in the revised NDED 2014 Annual Action Plan is more conducive toward utilizing funds in the community/county CDBG Reuse loan funds. The process of utilizing a Non-Profit Development Organization (NDO) is also discussed in the NDED 2014 Annual Action Plan. With SEND, Inc. designated as a NDO by NDED, SENDD staff members are in the process of educating counties and communities with CDBG Program Income Reuse Loan Programs about the NDO process.

F. MINK Coalition Meeting: Taladay informed the SENDD Board of Directors that the most recent MINK Coalition meeting was held on Thursday, June 12 at 10:00 a.m. at the Wabash Winery in Shenandoah, IA. SENDD was unable to attend this meeting. At this meeting tourism directors were invited from each of the four state tourism organizations to discuss tourism activities.

G. Future SENDD Board and Executive Committee Meetings: Taladay directed all SENDD Board Members to the proposed SENDD meetings schedule handout for 2014-2015. He indicated that there was an error on the schedule, as the August SENDD Executive Committee is scheduled for August 21, 2014 and not August 14, 2014 as indicated. This schedule also places the second quarterly Full SENDD Board Meeting in January instead of December. By moving the December Full SENDD Board Meeting from December to January this avoids holding the second quarterly meeting near the Christmas holiday. Holding the second quarterly Full SENDD Board meeting in January has worked well over the past few years. Taladay then indicated that the SENDD Executive Committee's next meetings are scheduled for July 17, 2014 and August 21, 2014. The next Full SENDD Board meeting is scheduled for September 18, 2014 in Lincoln.

VIII. ADJOURNMENT

There being no further business to come before the Full SENDD Board, Chair Mueller called for a motion to adjourn the meeting. This motion was moved by Reynolds, seconded by Dorn and approved unanimously by the Full SENDD Board. The meeting was adjourned at approximately 8:07 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem