

**SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE OCTOBER 20, 2016 MEETING**

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, October 20, 2016. This meeting was conducted via teleconference.

I. CALL TO ORDER

- A.** The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:31 p.m. Notice was given as to Section 84-1412(8) of the Nebraska Open Meetings Act, thereby having a current copy of the **Open Meetings Act** posted in the meeting room at the SENDD-Lincoln office and was available for viewing by the public if in attendance.
- B. Roll Call:** Roll call was taken showing five (5) members of the SENDD Executive Board in attendance; Lisa Hurley, Kurt Bulgrin, Tim McDermott, Sheryl Brandenburgh, Roger Glawatz. Absent were members Erich Tiemann and Paul Lambert. SENDD Staff members present were Craig Eberle, Lincoln
- C. Board Membership:** Discussion was held on a determination of remaining appointments needing to be filled for vacancies and non-elected positions and terms on the SENDD Board. It was reported by Craig that all 27 positions on the full SENDD Board are filled. No action needed on the Board Membership agenda item and none taken.

II. MINUTES

- A.** Minutes of the September 15, 2016 meeting of the Full SENDD Board of Directors, as well as minutes of the September 22, 2016 Special SENDD Executive Committee meeting were reviewed and discussed. Notice was made that a topical 'run-on' error was made. Discussion was held to for its correction. Kurt Bulgrin made a motion for approval of all of the minutes as stated for amendment. The motion was seconded by Sheryl Brandenburgh. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.\

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be presented to the SENDD Executive Committee at this time.

IV. FINANCIAL

- A. Check Registry:** The September 2016 Check Registry report was presented by Craig Eberle for review and explanation. Tim McDermott made a motion to accept the report as presented. The motion was seconded by Roger Glawatz. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.
- B. Revenue/Expense Report:** The June 2016 Revenue/Expense report, the July 2016 Revenue/Expense report and the August 2016 Revenue/Expense report were presented. Discussion was held and found that the September 2016 report is yet to be finished. September bookkeeping is still being finalized. This report will be available at the November SENDD Executive Committee meeting. Tim McDermott made a motion to accept the reports as presented. The motion was seconded by Cheryl Brandenburgh. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.
- C. SEND/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SENDD and SEND, Inc. loan programs was presented and discussed by Craig Eberle. Discussion found that all loans were current at this time.
- 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. Anticipation of only seeking one

motion for authorizing the SENDD Executive Director to negotiate and enter into final contracts for the following programs:

REAP Contract #2 for Technical Assistance Specialist (R-TAS): The Rural Enterprise Assistance Project (REAP) has recently submitted a new second contract for additional Technical Assistance (TA) services to SENDD to provide work under the requirements of a TA Specialist for the period of July 1, 2016 through June 30, 2017. This contract is to replace the REAP TA #2 contract for the last quarter of FY 2016. After review, the Interim 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 Interim Director is requesting retroactive approval for this action.

Humboldt Nuisance Abatement Special Services: The City of Humboldt has requested a contract to provide Nuisance Abatement services. The SENDD proposal identifies a limited area of the community for the program. SENDD has proposed a special services contract in the amount of \$11,500 with the City to provide Nuisance Abatement services. The Interim Director is requesting approval of negotiating and entering into a final contract for these services.

Letter of Agreement for Professional Services: The SENDD Interim Director has participated in discussions with Olsson Associates, Inc. for the organization to provide general CDBG grant administration consulting/assistance. A contract for an amount not to exceed of \$7,000 has been negotiated. This contract will have an end date of December 31, 2016. The Interim Director is requesting retroactive approval of negotiating and entering into a final contract for these services.

Roger Glawatz made a motion to authorize the Interim Director to negotiate and enter into final contracts for the proposed contracts between SENDD, organizations and/or communities/counties for services as identified above. The motion was seconded by Kurt Bulgrin. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.

- E. **Abila/MIP Software:** Discussion was presented by Craig Eberle, Interim Director on the SENDD staff reviewing a potential contract amendment to purchase the new bookkeeping software. New information is developing on the potential for SENDD's current software vendor GMS having more capabilities that first understood. It was requested to allow the SENDD staff additional time to investigate those options further as cost savings may also be achieved. Sheryl Brandenburgh made a motion to provide staff an 30 days in which to learn more. The motion was seconded by Lisa Hurley. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.

V. OLD BUSINESS

- A. **SENDD Certified Economic Development Strategy (CEDS):** Discussion was held on SENDD staff continuing to work on the new Comprehensive Economic Development Strategy (CEDS) for the 15 county District. The topic concerning a SENDD CEDS region-wide survey that was recently distributed was seeing some good feedback, yet not as many responders as anticipated. It was felt that extending the deadline for others to respond may broaden the base of response. No action needed on the SENDD Certified Economic Development Strategy (CEDS) agenda item and none taken.

VI. NEW BUSINESS

- A. **Settlement Agreement and General Release:** Discussion was held concerning an earlier proposed settlement agreement and general release with the previous Executive Director of SENDD. It was learned the agreement terms were accepted by the previous director. Kurt Bulgrin made a motion to accept the attorney proposed settlement agreement and release document. The motion was seconded by Roger Glawatz. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.

VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** September 2016 Newsletter has been distributed and general discussion was made.

- B. SENDD 2014-2016 Performance Report:** The final draft of the SENDD 2014-2016 Performance Report – after some final revisions, was presented. The printed reports have arrived and will be distributed out to counties and communities in the next few weeks.
- C. Southeast Nebraska Resource Network Meeting (SERN):** Discussion was held on the recent meeting of the Southeast Nebraska Resource Network (SERN) on October 20, 2016 in Auburn. It was reported by Craig Eberle that the meeting went very well with more than 30 attendees. They are currently looking for hosts for the 2017 calendar year.
- D. SENDD Membership and Housing Dues Requests FY 2016-2017:** Craig Eberle reported on status of membership and housing dues requests to SENDD counties and communities for FY 2016-2017. He mentioned the return of dues arriving is slightly behind schedule compared to the previous year, but they are coming in.
- E. Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** It was reported by Craig Eberle the most recent SE P4P meeting was held at the Kimmel Research and Extension Center in Nebraska City on September 30, 2016. General discussion was held. The next meeting for this group will be held on November 4th in Auburn.
- F. MINK Meeting:** The most recent MINK meeting was held on September 29, 2016 in Falls City, NE. General discussion was held. SENDD staff will continue the attempt to attend and be involved as scheduling allows.
- G. Future SENDD Board Meetings:** Discussion was held on the scheduling of the next SENDD Executive Committee meeting. It was originally scheduled for November 17, 2016. Due to conflicts that day involving some Executive Committee members, discussion about rescheduling this meeting landed the committee to plan for Friday, November 11th at 10:00 a.m. instead. The meeting will coincide with the interview process in hiring the new Executive Director of SENDD. A reminder of the next Full SENDD Board meeting, scheduled for January 19, 2017, was voiced.
- H. Executive Director Position:**

In an effort to review the hiring process for the SENDD Executive Director position, and in an effort to protect any needless injury to those individuals discussed, Tim McDermott made a motion to move into Executive Session to review and discuss the hiring process and potential applicants for the filling of the Executive Director position. The motion was seconded by Roger Glawatz. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote. The SENDD Executive Committee moved into Executive Session at 7:19 p.m.

At approximately 7:42 p.m., Cheryl Brandenburg motioned to move out of Executive Session. The motion was seconded by Tim McDermott. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote.

Upon moving out of Executive Session, Lisa Hurley noted that no action was taken during Executive Session and the discussion that was held to the hiring process for the new Executive Director.

VIII. ADJOURNMENT

Roger Glawatz made a motion to adjourn the meeting. The motion was seconded by Kurt Bulgrin. A roll call vote was taken. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Glawatz: Yes. Motion passes unanimously on the roll call vote. The meeting was adjourned at 7:44 p.m.

Respectfully Submitted:

Tim McDermott
Secretary