

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE APRIL 21, 2016 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, April 21, 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 6:32 P.M at the SENDD-Lincoln office located at 2631 "O" Street in Lincoln. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll call: The following 5 Executive Committee members were present: Lisa Hurley, York County Development Corp.; Kurt Bulgrin, York Co.; Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; and Roger Glawatz, Seward Co.

Executive Committee members absent (2): Doug Watts, Greater Wahoo Development Foundation; and Erich Tiemann, Gage Co.

SEND D Staff members present were Dave Taladay and Craig Eberle, Lincoln

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

Filling of Open SENDD Board Member Vacancies: Taladay and Eberle briefed the SENDD Executive Committee on open SENDD Board of Director vacancies. Distributed to the SENDD Executive Committee prior to the meeting was a Board resignation from Doug Watts of the Greater Wahoo Development Foundation. Doug Watts is currently serving on both the SENDD Board of Directors and SENDD Executive Committee. With Doug's resignation, SENDD will now have three vacant positions on the SENDD Board of Directors.

Eberle informed the SENDD Board that he recently reached out to Patt Lentfer with Fillmore County Development Corporation, as well as TiAnn Allen with Tri Valley Bank in Talmage about filling two of the three vacant positions. Both expressed interest and were taking the invitation under consideration. They will continue to work on filling these vacant SENDD Board positions. No formal action was required on the Filling of Open SENDD Board Member Vacancies agenda item and none taken.

II. MINUTES

The previous Full SENDD Board of Directors meeting minutes (held on March 17, 2016) were included in the meeting packet that was sent out to the Executive Committee. Chair Hurley asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the Executive Committee, Chair Hurley called for a motion. Moved by McDermott, seconded by Glawatz to approve the minutes of the March 17, 2016 Full SENDD Board of Directors meeting as presented. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS

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

At this time, Chair Hurley requested consideration by the SENDD Board of Directors to move agenda item A. Recent 360 Employee Survey under VI. New Business to the end of the meeting, after agenda item C. Future SENDD Board Meetings under VII. Staff Reports and Reminders. After a brief discussion, Chair Hurley called for a motion. Moved by Bulgrin, seconded by McDermott to move agenda item A. Recent 360 Employee

Survey under VI. New Business to the end of the meeting, after agenda item C. Future SENDD Board Meetings under VII. Staff Reports and Reminders. Motion passed unanimously on a vote by acclimation.

IV. FINANCIAL

A. Check Registry: A copy of the March 2016 Check Registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He stated that checks paid out and payments received in March were pretty typical for this time of year. After the overview by Taladay, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Bulgrin to approve the March 2016 Check Registry report as previously distributed. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the March 2016 Revenue/Expense Report was distributed prior to the meeting. Eberle advised the SENDD Executive Committee about the March 2016 Revenue/Expense report. There was a slight shortfall in revenues compared to expenses for the month. Eberle revised the Revenue/Expense report to include specific revenue streams at the top of the report. There was some discussion by the SENDD Executive Committee about how the new report looks. Chair Hurley asked about the large projected income figure under Local Income. Eberle indicated that local income includes all SENDD membership and housing dues received. The projected income figure is higher than actual as dues are received early in the year, and the average through the report period is overstated as it is projected over the entire fiscal year. This figure will adjust to actual at the end of the fiscal year. Taladay suggested that the FY 2016 Average Monthly Rate and Projected FY 2016 Revenue/Expense columns could be removed on future reports, as some of the projections do not reflect actual expected numbers. After some discussion, the SENDD Executive Committee preferred that the columns remain in the report, as there is value in seeing projections for some revenue/expense numbers. After the briefing by Taladay and Eberle, Chair Hurley called for a motion. Moved by McDermott seconded by Brandenburgh to approve the March 2016 Revenue/Expense report as previously distributed. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburgh: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

C. SEND/SEND, Inc. Quarterly Loan Report: A quarterly report of current loans through the SENDD and SEND, Inc. loan programs was enclosed with the meeting packet. Eberle provided a brief overview of the reports. He stated that all loans are current with the exception of IRP loan #1757. They received \$10,508.51 from the borrower in March. These funds were mostly from the sale of the building. These payments have not yet been applied to the promissory note as we are waiting for confirmation from our CPA on how to record the payments. It is likely that all the funds will be applied to the principal balance. A brief discussion followed the overview by Eberle. No formal action was required on the SENDD/SEND, Inc. Quarterly Loan Report agenda item and none taken.

D. Contracts: There were no contracts presented for discussion and/or action at this meeting.

V. OLD BUSINESS

A. Executive Director Reports: Taladay reported on the status of the following performance goals and other activities:

- *Software Review*: Taladay informed the SENDD Executive Committee that he just received some price quotes from the sales agent for Abila MIP. One cost proposal includes purchase of the software, while another proposal includes leasing the program which would then be housed on the cloud. Both proposals include a training component. The software alone was priced at around \$23,000, which does not include installation and training. If we go with the lease program this would come out to \$1,050/month. The cost proposals were much higher than anticipated, thus there is the need for some negotiation on the number of modules needed, etc.

At this time a lengthy discussion followed the information Taladay provided on the accounting/bookkeeping software. Much of this discussion dealt with dates for implementation of the new bookkeeping/accounting software. It was the impression of many SENDD Executive Committee members that the software would be in place by the end of March. Taladay indicated that the software was not activated yet as they were waiting for final price quotes. The SENDD Executive Committee members felt that it would be beneficial for the software to be purchased and in place by the end of the current fiscal year. Taladay responded by stating that he feels Abila MIP is the way to go for accounting/bookkeeping software. They just need to determine the number of modules that they need, as well as a total cost that is affordable for the District.

- *Office Space Review:* Taladay informed the SENDD Executive Committee that he talked with Jim Standerford, SENDD Board member and representative for the IOOF, about improvements to the SENDD-Humboldt office. He sent someone in to look at the Humboldt office and review some of the requested improvements. Jim is currently waiting for a response on taking care of some of these issues. Taladay also stated that they have not yet received an updated lease for the SENDD-Lincoln office. The management company sent some people to the building recently to take measurements, possibly for a new roof.
- *LB 318 Funding:* Taladay stated that they finally received an application packet from the Nebraska Department of Economic Development (NDED) for the LB 318 funding. He believes all of the Development Districts have also submitted their applications to NDED. Taladay stressed that he does not know what the turnaround time will be to receive any proposed contracts from DED.
- *Staffing:* Taladay advised the SENDD Executive Committee that Sharon Taylor, SENDD Fiscal Officer submitted her letter of resignation on April 1. She is retiring at the end of May. Interviews were conducted for her position, and a new hire started with SENDD on April 11. Unfortunately, this individual resigned after three days. They are now on to their third choice for the position. This person has not got back to them whether they are still interested. Taladay then informed the SENDD Executive Committee that he visited with Crystal this week about a part-time administrative assistant for the SENDD-Humboldt office. Crystal has a lot of activity in that office, and there appears to be a need for some assistance with paperwork and other office support duties.

At this time a lengthy discussion followed the staffing update by Taladay. There were concerns by some of the SENDD Executive Committee members about not having Abila MIP in place at this time. This could potentially cause some issues with new staff and training on two different software programs. They also felt that with new software this may help SENDD run a more lean operation, thus freeing up more time to provide administrative support to staff in the Lincoln and Humboldt office. Taladay still felt there was a need to have at least a part-time staff person in the Humboldt office to help Crystal.

At this time the SENDD Executive Committee commented on the SENDD staff job descriptions that Taladay recently distributed to them. Chair Hurley asked about a marketing position, or including marketing and communications in one of the staff descriptions. Taladay indicated that he did have a separate job description template for a marketing coordinator, however he didn't think SENDD had a need or budget for this as a full-time position.

VI. NEW BUSINESS

A. Recent 360 Employee Survey: This agenda item was moved to the end of the SENDD Board meeting agenda, after agenda item C. Future SENDD Board Meetings under VII. Staff Reports and Reminders.

B. Discussion of Officers – SENDD Board of Directors: The SENDD Executive Committee, acting as the Nominating Committee, is being requested to review Officer positions of the SENDD Board of Directors, with

the intent to discuss a potential slate of nominees for consideration at the May 26, 2016 SENDD Budget/Nominating Committee meeting. At this meeting a final slate of nominees will be considered for elections to take place at the June 16, 2016 Full SENDD Board meeting. Current SENDD Officers are: Lisa Hurley, Chair; Kurt Bulgrin, Vice Chair; Tim McDermott, Secretary; and Cheryl Brandenburgh, Treasurer.

Taladay and Eberle lead the discussion about current SENDD Officer positions. They asked if the existing SENDD Officers were willing to serve for another year in their current positions. After some discussion, all existing SENDD Officers felt that they could continue serving as Officers in their current capacity. They did suggest looking into a planned rotation of Officer positions in the future. Eberle then brought up the need to fill Doug Watts now vacant position on the SENDD Executive Committee. The Board requested that an e-mail be sent to the SENDD Board of Directors to see if there was anyone who would like to step up and be a part of the SENDD Executive Committee. Eberle responded by stating that he would send out a query to the Full SENDD Board to determine if there is any interest from existing Board members in serving on the SENDD Executive Committee. No formal action was required on the Discussion of Officers – SENDD Board of Directors agenda item and none taken.

C. SEND, Inc. Rural Microentrepreneurship Assistance Program (RMAP) Loan Project: A loan was recently approved by the SEND/SEND, Inc. Loan Committee on 3-16-16 for a café acquisition project in Henderson, NE. According to the SENDD/SEND, Inc. Revolving Loan Fund Plan, details on the loan application are to be provided to the SEND, Inc. Board of Directors during scheduled meetings. A brief loan summary of the project was distributed with the meeting agenda.

Eberle briefed the SENDD Executive Committee on this new loan project. He stated that based on the recently adopted SENDD/SEND, Inc. Revolving Loan Fund Plan, details about any new loans are to be provided to the SENDD Board of Directors. He directed everyone to the loan summary that was sent out with the meeting agenda. This loan was recently approved by the SENDD/SEND, Inc. Loan Committee. The loan is for a new café in Henderson. The new café owner purchased the recently closed Dutch Kitchen. Loans are being provided from the SEND, Inc. RMAP-RLF, Cornerstone Bank in Henderson, Henderson Investment Club, as well as a cash equity injection from the buyer. Eberle then advised the SENDD Executive Committee about the documentation provided to the SENDD/SEND, Inc. Loan Committee on the project in order to consider approving the loan. A brief discussion about the loan project followed the briefing by Eberle. Eberle thanked Chair Hurley with York County Development Corporation, who was an important partner in this project. No action needed on the SEND, Inc. Rural Microentrepreneurship Assistance Program (RMAP) Loan Project agenda item and none taken.

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay informed the SENDD Executive Committee that they are planning on a newsletter including new staff bios. Due to the expanding list of potential grant projects that staff are working on, it is unlikely that a newsletter will be prepared and distributed this month. Treasurer Brandenburgh indicated that preparing newsletters is a part of the marketing plan for the district, thus she would like to see one prepared and distributed at least quarterly. Taladay indicated that the newsletters were distributed in October, December and February.

B. SENDD 2014-2015 Performance Report: Taladay advised the SENDD Executive Committee that they have started to develop a membership dues structure for FY 2016-2017. It is anticipated that they will get the membership and housing dues packets out to counties and communities in May. The SENDD Performance Report is not complete, but it will need to be finished in order to send out with the dues packets.

C. Next SENDD meeting: Taladay stated that the next SENDD Executive Committee meeting is scheduled for May 26, 2016. The May 26th meeting will also serve as the Budget and Nominating Committee meeting for FY 2016-2017. Taladay made reservations at The Eatery in Lincoln for this meeting, which will likely begin with a meal at noon. The next Full SENDD Board meeting is scheduled for June 16, 2016 at the Hy-Vee Club Room at 84th and Holdrege St. in Lincoln.

The following agenda item was moved to the end of the meeting, after agenda item C. Future SENDD Board Meetings under VII. Staff Reports and Reminders, by approval of a formal motion by the SENDD Board of Directors earlier in the meeting:

A. Recent 360 Employee Survey: A survey was recently completed by SENDD staff. Due to the surveys containing confidential data, it was requested to go into executive session to discuss the confidential information. Chair Hurley called for a motion. Moved by Brandenburg, seconded by McDermott to move the meeting into executive session to discuss personnel issues and their relevance to the recently collected staff survey data. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote. The SENDD Executive Committee went into executive session at 7:42 P.M.

At 8:31 P.M., Chair Hurley called for a motion to go out of executive session. Moved by Brandenburg, seconded by Glawatz to go out of executive session. Motion passed unanimously on a vote by acclamation.

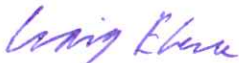
Upon returning to open session, it was stated the reason for the executive session was to discuss personnel matters and the previously conducted staff survey results. No action was needed on the Recent 360 Employee Survey agenda item and none taken.

At this time a brief discussion took place about a desire to allow the purchase of a retirement gift for one of SENDD's employees who will have concluded over 30 years of services with the organization. At the conclusion of the brief discussion, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Glawatz to purchase a said item in the neighborhood of \$50-\$75 and stated a time piece keep sake to be the preferred item. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Brandenburg: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Chair Hurley called for a motion from the SENDD Executive Committee to adjourn the meeting. This motion was moved by Glawatz, seconded by McDermott and approved unanimously by the SENDD Executive Committee. The meeting was adjourned at approximately 8:45 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem