

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE AUGUST 21, 2014 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, August 21, 2014. This meeting was conducted via teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Chair Robert Mueller at approximately 6:30 P.M. at the SENDD-Lincoln office. 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 7 SENDD Executive Committee members were present: Robert Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Mary Koci, Seward Co.; Bill Wenz, At Large Representative; Tim McDermott, Saline Co. (called in mid-meeting); Cheryl Brandenburgh, Black Hills Energy; and Nick Harling, American National Bank.

Executive Committee members absent (0): None

SENDD Staff members present were Dave Taladay, SENDD-Lincoln office; Craig Eberle, SENDD Western Field Office; and Lisa Beethe, SENDD-Humboldt office

Guests included Stephanie Shrader, Executive Director of NCAEDC and SENDD Board member

II. MINUTES

The previous SENDD Executive Committee meeting minutes from the July 17, 2014 meeting were included in the meeting packet that was sent out to the SENDD Executive Committee. Chair Mueller asked the Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the SENDD Executive Committee, Chair Mueller called for a motion. Moved by Brandenburgh, seconded by Hanson to approve the minutes of the July 17, 2014 SENDD Executive Committee Meeting as presented. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Wenz: Yes; Brandenburgh: Yes; Harling: 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.

IV. FINANCIAL

A. Check Registry: A copy of the July 2014 Check Registry report was sent out with the meeting agenda. SENDD Executive Director David Taladay briefed the SENDD Executive Committee on the check registry report. He indicated that checks paid out and received were typical for this time of year. This month's checks included payment of \$6,666.00 for SENDD's annual insurance payment. Upon conclusion of the briefing by Taladay, Chair Mueller called for a motion. Moved by Wenz, seconded by Harling to approve the July 2014 Check Registry report as previously distributed. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Wenz: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: Taladay stated that the June 2014 and July 2014 Revenue/Expense Reports are not yet available. SENDD is still waiting for year-end adjustments from the financial auditors. It is anticipated that the June 2014 and July 2014 Revenue/Expense Reports will be available for review at the September 18, 2014 Full SENDD Board meeting. With the June 2014 and July 2014 Revenue Expense Reports being tabled until the next Full SENDD Board meeting, no formal action was required on the Revenue/Expense Report agenda item and none taken.

C. 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, 2014. 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 was enclosed with the meeting agenda. An overview of this report detailing the personal leave account status as of June 30, 2014 will be provided.

SEND D Staff Member Craig Eberle addressed the SEND D Personal Leave Account Status report distributed to the SEND D Executive Committee prior to the meeting. He stated that according to the SEND D personnel policy, SEND D staff members are allowed to accrue personal leave. SEND D staff cannot carry over more than 312 hours of personal leave into the next fiscal year. Any excess accrued personal leave above 312 hours is reimbursed to SEND D staff at the end of the fiscal year. Five SEND D employees received a personal leave disbursement at the end of June 30, 2014. Total wages disbursed were \$19,177.95, with fringe of \$4,453.51 for a total of \$23,631.46. This included a final personal leave disbursement for Kevin Burnison, who resigned at the end of May. Eberle continued by stating that the page 2 of the report shows the total amount in the personal leave accounts after the disbursement. The next page also shows the current account balance less any personal leave obligations to staff. The personal leave deposit accounts show excess cash deposits in the amount of \$13,908.81 available above the amount needed to satisfy any current personal leave obligations to SEND D staff.

After the overview by Eberle, the SEND D Executive Committee discussed the SEND D Excess Annual Personal Leave Settlement reports. SEND D Executive Committee member Cheryl Brandenburgh stated that her employer only allows staff to carryover 80 hours. She has concerns about the amount of personal leave that SEND D staff members are allowed to carryover (312), as well as the amount SEND D has to reimburse to staff for personal leave hours accrued above 312 hours. She feels that we need to continue looking at the SEND D personal leave policy going forward. SEND D Board Chair Mueller stated that the amount of personal leave SEND D staff members are allowed to accrue and be reimbursed for at the end of the fiscal year seems more than necessary. Taladay responded by stating that he has seen different levels of personal leave policies from the other development districts. The SEND D Executive Committee suggested that SEND D consider other benefits to SEND D staff, such as match for retirement. They requested further discussion on this at the next Full SEND D Board Meeting, with a committee set up to review the personnel policies regarding personal leave. Taladay advised the SEND D Executive Committee that he will place this personal leave policy discussion on the September 18, 2014 Full SEND D Board meeting to set up a committee that will review and make suggestions on the SEND D personnel policy. No formal action was required on the June 30, 2014 SEND D Excess Annual Personal Leave Settlement and none taken.

D. Other Financial: At this time, Taladay advised the SEND D Executive Committee on the status of SEND D Fiscal Year 2014-2015 membership dues. He stated that county dues were sent out in July, with community membership dues sent out soon after the county dues packets. As of today's meeting 56 of 139 municipalities have paid FY 2014-2015 membership dues, or 40%. 4 of 15 counties have paid FY 2014-2015 membership dues, or 36%. SEND D has received 30% of total dues requested by SEND D counties and communities at this time. Taladay then stated that so far only one county has requested SEND D staff to come and visit with their Board. This is Saline County, and SEND D Staff Member Eberle is attending their County Board meeting next week. No action needed on the update of SEND D Fiscal Year 2014-2015 membership dues received and none take.

V. OLD BUSINESS

A. SEND D Equipment Upgrades: Taladay provided the SEND D Executive Committee with an update on proposed SEND D equipment upgrades. He indicated that SEND D has received a second equipment proposal. Because of the departures of SEND D staff members Brian Bashore and Kevin Burnison, the equipment upgrade costs have decreased some due to not having to replace computers for these individuals. Taladay stated that he is looking at proposals that would provide Wi-Fi for the SEND D office, as well as new software for the server that would provide remote access. Taladay indicated that he is not where he wants to be at this time in getting these equipment upgrades done. In the very near future he will summarize and

submit all of the equipment proposals to the SENDD Technology Committee (Brandenburgh, Hurley and Peterson) for their review and feedback. No formal action was required on the SENDD Equipment Upgrades agenda item and none taken.

VI. NEW BUSINESS

A. NIFA Offer for Housing Study: The Nebraska Investment Finance Authority (NIFA) is offering a grant for developing a "Workforce Development Housing Study" for the 5-county area that makes up the SE Partners for Progress (SEP4P). SENDD has been asked to be a sponsor for the NIFA grant and provide administrative and financial management of the program. A contract is anticipated from NIFA prior to the Executive Committee meeting, but one is not available at this mailing. A description of this project was included with the meeting agenda.

SENDD Staff Member Lisa Beethe, and Stephanie Shrader, Executive Director of the Nebraska City Area Economic Development Corp./SEND Board Member and Officer of the SEP4P presented on the NIFA Housing Study grant. They stated that they have been working with SEF4P and Niocorp on the proposed niobium mine project near Elk Creek. Niocorp is currently doing testing at the proposed mine site with good results thus far on the amount of niobium at the site. They stressed that nothing is absolute at this time, however Niocorp anticipates construction to start in the second quarter of next year. The construction phase would employ somewhere between 600-1,200 construction workers.

Beethe and Shrader continued by informing the SENDD Executive Committee that NIFA has proposed awarding a \$16,000 grant to be used toward developing a housing study for the area. This would be for a five county regional study that would include analyzing the impact of employing up to 300 full time equivalent positions at the niobium mine. This study would address significant housing and workforce issues for the area as a result of the large mine project. The NIFA grant requires a 50% match (\$16,000), for a total \$32,000 project. Beethe and Shrader stated that NIFA is asking if SENDD could be a sponsor for the grant, as they are an eligible entity.

Taladay added that he has not yet seen a contract from NIFA at this time. SENDD's sponsorship would include some administration, primarily including financial management of the grant funds. NIFA's grant administration requirements are typically less restrictive than other federal programs. He feels SENDD's management of this program meets their EDA work plan, as well as fits in well with the type of services SENDD provides to member counties and communities. Upon conclusion of the overview by Taladay, Beethe and Shrader, Chair Mueller called for a motion. Moved by Brandenburgh, seconded by Harling to authorize the Executive Director to negotiate and enter into a contract with the Nebraska Investment Finance Authority (NIFA) to be a sponsor for the NIFA regional housing study grant and provide administrative and financial management of the program. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

VII. STAFF REPORTS AND REMINDERS

A. SEND 2013-2014 Performance Report: Taladay informed the SENDD Executive Committee that the SENDD 2013-2014 SENDD Performance Report is finished and has been distributed to all counties and communities. A copy of the report was enclosed with the meeting agenda. This year's Performance Report is smaller and less expensive than the report prepared last year. Taladay indicated that SENDD staff members have already proposed changes for next year's report, including the possibility of including more narratives.

B. SERN Meeting: Eberle briefed the SENDD Executive Committee on the most recent SERN meeting held in Grafton on July 31, 2014. He stated that the meeting was well attended, and included a business meeting, roundtable updates, and community spotlights. The community spotlights included presentations by Neal Ely of Ely Farms and Sue Baumann of Grafton. The feature presenter was Willow Holoubek, Executive Director of A-FAN.

C. SENDD Staffing: Taladay provided the SENDD Executive Committee with updates on two recent SENDD staff departures:

1. Brian Bashore – Taladay advised the SENDD Executive Committee that on August 1, 2014 Brian informed him that he was resigning, with his last day of work on August 14. He is moving to South Dakota to pursue a career in the outdoor industry. Brian has been on the Board of Director's of the National Wildlife Federation for some years and has worked weekends as an outdoor fishing and hunting guide. Taladay indicated that it has been a bit of a struggle to keep three housing staff members busy with projects over the past few months.

2. Emily Bausch – Taladay informed the SENDD Executive Committee that Emily has been on leave since she gave birth to her son on July 14. She is anticipating returning to full time work at SENDD around September 1. Taladay then stated that Emily also informed him that she will be leaving SENDD as of September 30, 2014 for a new position with Olsson Associates in Lincoln. This is for a new Community/Economic Development position with the engineering firm.

Taladay indicated that SENDD recently sent out a notice for this position, with a deadline of September 1. A copy of the SENDD Community Development Specialist full notice and shortened version was included with the meeting agenda. The shortened version was placed with the Voice News (Hickman) in a regional distribution of 30-local newspapers in SE and Central Nebraska. The notice has also been placed on the SENDD website under job openings, DEVNET listserv, the NEDA website for job openings, as well as with Nebraska Workforce Development. Taladay stated that they are looking for someone that also has a planning background, possibly with GIS experience. So far they have received 4-5 resumes, as well as a few interested candidates that have called about the position.

At this time Taladay advised the SENDD Executive Committee that the Nebraska Department of Economic Development (NDED) recently announced awards for housing grants. Several SENDD communities were not funded, however SENDD did have five communities funded under the CDBG Owner Occupied Rehab (OOR) program. Humboldt was also funded under the NAHP annual cycle for OOR and demolition. There was steep competition for these funds, as a significant amount of housing applications were submitted across the state. SENDD projects total over \$2,000,000 in housing rehabilitation dollars that will result in a significant amount of rehabilitated homes in these communities. This will also enable SENDD to keep their two housing staff members busy.

D. Next SENDD Meeting: Taladay noted that the next Full SENDD Board meeting is scheduled for September 18, 2014 at Hy-Vee in Lincoln. Taladay indicated that the SENDD Fiscal Year 2014-2015 financial audit should be done by then. There has been some staff transition with their financial auditor (HBE Becker Meyer Love, LLC) that has caused some delays. He has advised HBE that they would like to have a draft available for presentation to the SENDD Board at the September meeting.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Chair Mueller called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Koci, seconded by Brandenburgh. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 6:58 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem