

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 20, 2012 MEETING

The scheduled monthly meeting of the Board of Directors of the Southeast Nebraska Development District (SENDD) was called to order by SENDD Chair Bob Mueller at approximately 7:01 P.M. at the HYVEE Store Conference Room located near 84th and Holdrege Street (1601 N. 84th Street) in Lincoln. Items of SENDD 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 15 Board members present: Bob Mueller, Fillmore Co.; Mary Koci, Seward Co.; Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steve Lade, Otoe Co.; Jim Peterson, Cass Co.; Brad Stake, Pawnee Co.; Marvin Yost, Jefferson Co.; Rex Adams, Gage Co.; Jeff Reynolds, REAP; Daryl Long, Peru State College; Jerry Divis, Divis Planning Services; Cheryl Brandenburgh, Black Hills Energy; Nick Harling, American National Bank; and Gus Brown, York (at large representative).

Board members absent (11) include: Dave Bruning, Thayer Co.; Kurt Bulgrin, York Co.; Robert Curry, Johnson Co.; Bob Hutton, Nemaha Co.; Mike Smith, Polk Co.; Jim Davidson, Richardson Co.; Stephanie Shrader, NCAEDC; Cassie Seagren, YCDC; Doug Watts, Greater Wahoo Development; Mark Kolterman, SCED; and Lowell Daisley, Cedar Creek (at large representative).

Staff members present were Dave Taladay, Craig Eberle, Jen Olds, and Emily Bausch, Lincoln; Kevin Burnison and Lisa Beethe, Humboldt.

Guests present were Pat Meyer, CPA and Partner with HBE Becker Meyer Love, LLP and Steven Coleman, CDA and Senior Accountant with HBE Becker Meyer Love, LLP.

C. Board Membership: At this time introductions took place. All SENDD staff members and Full SENDD Board members introduced themselves to the new Full SENDD Board members and guests in attendance. Taladay stated that at the August 16, 2012 SENDD Executive Committee meeting, the Executive Committee accepted Full Board membership status of Cheryl Brandenburgh and Nick Harling. Cheryl Brandenburgh and Nick Harling then introduced themselves to everyone in attendance. Cheryl Brandenburgh is currently serving as the Economic Development Director of Black Hills Energy. Ms. Brandenburgh had previously worked as an Economic Development Consultant for the Nebraska Department of Economic Development (NDED). She has worked with SENDD on many projects over the years. Nick Harling is the Vice President of American National Bank in Falls City. He spends three days a week in the Falls City branch and two days a week in the Humboldt branch. Mr. Harling is a lifelong resident Southeast Nebraska and has experience in insurance, real estate and the banking industry.

Taladay continued by stating that a potential partner has indicated a willingness to serve on the Full SENDD Board of Directors and fill the last vacant position. This individual is Roberta Pinkerton (whose bio was distributed with the meeting agenda). Roberta is the Community Economic Development Coordinator for Omaha Public Power District (OPPD). Ms. Pinkerton has been with OPPD for almost 14 years dealing with Community and Economic Development in SE Nebraska. She was also the SE Field Representative for the Nebraska Department of Economic Development (NDED) for ten years prior. Working from her field office outside of Beatrice, Ms. Pinkerton has been involved in a number of collaborative activities with SENDD.

At this time Taladay sought appointment by the Full SENDD Board of Directors of Roberta Pinkerton to be placed on the Full SENDD Board. Roberta will fill a vacant non-governmental representative/private sector representative position on the Full SENDD Board of Directors. Her appointment will allow SENDD to

accomplish filling all 27 Board positions. Chair Mueller then called for a motion. Moved by Divis, seconded by Hanson to appoint Roberta Pinkerton to the Full SENDD Board of Directors. Motion passed unanimously on a vote by acclamation.

II. MINUTES

Minutes of the June 21, 2012 Full SENDD Board meeting, as well minutes of the August 16, 2012 Executive Committee meeting were included in the meeting packet that was sent out to the Full SENDD Board. 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 on the June 21, 2012 Full SENDD Board meeting minutes. Moved by Peterson, seconded by Lade to approve the minutes of the June 21, 2012 Full SENDD Board meeting as presented. Motion passed unanimously on a vote by acclamation. Chair Mueller then called for a motion on the August 16, 2012 Executive Committee meeting minutes. Moved by Stake, seconded by Lade to approve the minutes of the August 16, 2012 Executive Committee meeting as presented.

III. AGENDA ADJUSTMENTS

Taladay discussed a couple of potential agenda adjustments that were considered prior to the meeting with the Full SENDD Board. The first potential agenda adjustment dealt with a request for subordination of a SENDD Lien on a housing rehab project in Mead, NE. Taladay explained that SENDD assisted an individual under a housing rehabilitation program with substantial rehabilitation funding for her home. These funds were used toward eligible project costs as a "conditional" grant. SENDD then filed a Deed of Trust to secure a promissory note on this project, with the conditional grant having a 10-year term and decreasing balance for any repayment due to sale, lease, or transfer of title. The "conditional grant" note is currently worth approximately \$4,300. SENDD was approached by the home owner and her lender regarding subordinating our secondary lien position to refinance her primary mortgage plus credit card debt. However, rather than subordinate our position, the lender has decided to just pay off the "conditional grant" of \$4,300 as part of the refinance. This will allow SENDD to release our lien on the home.

Taladay then informed the Full SENDD Board of Directors about a second potential agenda adjustment that was considered. SENDD recently received information on the National Association of Development Organizations (NADO) annual training conference. This training conference includes many workshops discussing the Certified Economic Development Strategy (CEDS) process, as well as how to effectively use the CEDS document. Taladay considered sending one SENDD staff member to this training conference. Unfortunately, the conference is next month in Las Vegas, NV. Taladay was informed at today's EDA showcase evaluation that EDA may have a training opportunity in early 2013. Thus the Executive Director has decided not to send any SENDD staff to this conference. Since both of these potential agenda adjustments were only discussed and provided as information only, no formal action was needed by the Full SENDD Board of Directors and none taken.

IV. FINANCIAL

A. Check Registry: A copy of the August 2012 Check Registry report was included in the meeting packet that was sent out to the Full SENDD Board. Taladay and SENDD staff member Craig Eberle briefed the Full SENDD Board on the August 2012 Check Registry report. The Full SENDD Board asked why there was a gap in check numbers #28409 through #28438. Eberle stated that expense checks for the month of July were dated 7-31-12. Payroll checks were dated 8-1-12. All checks were printed on 8-1-12. The 7-31-12 expense checks were printed after the 8-1-12 payroll checks, and then reported on the July 2012 check registry report. This caused a gap in the check sequence on the August 2012 check registry report. Eberle stated that this occurs quite frequently when expense checks and payroll checks are processed, as expense checks are paid at the end of the month, and payroll is typically paid on the first of the month. At the conclusion of this discussion Chair Mueller called for a motion. Moved by Lade, seconded by Yost to approve the August 2012 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the July 2012 and August 2012 Revenue/Expense reports were distributed to the Full SENDD Board prior to the meeting. Eberle briefed the Full SENDD Board on the July 2012 and August 2012 Revenue/Expense reports. He stated that the July 2012 and August 2012

Revenue/Expense reports represent the first two months of the new SENDD fiscal year (FY 2013). Due to final processing of FY 2012 audit adjustments, the July 2012 Revenue/Expense report was not available for review at the 8-16-12 Executive Committee meeting. Both of these Revenue/Expense reports are using the FY 2013 agencywide SENDD budget that was recommended by the SENDD Budget Committee and approved by the full SENDD Board of Directors at the 6-21-12 Full SENDD Board meeting.

Eberle stated that the July 2012 Revenue/Expense report shows a cash deficit for the month. This can be attributed toward no EDA planning grant drawdown being processed during month (with expenses already incurred), as well as membership dues packets not being sent out until late July. The August 2012 Revenue/Expense report shows a significant cash surplus. This is primarily due to receipt of the first quarterly EDA planning grant drawdown, as well as initial receipt of membership dues from SENDD counties and municipalities. SENDD typically shows a cash surplus during the first few months of a new fiscal year due to receipt of FY membership dues. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Wenz, seconded by Hanson to approve the July and August 2012 Revenue/Expense reports as previously distributed. Motion passed unanimously on a vote by acclamation.

C. Presentation of SENDD Annual Audit: Presentation of the FY 2012 Annual Audit for SENDD will be made by staff from HBE Becker Meyer Love, LLP. The Executive Director is seeking acceptance of the audit by the Board. A copy of the draft report was distributed prior to the Board meeting and also made available at the meeting. Taladay introduced Pat Meyer and Steven Coleman with HBE Becker Meyer Love, LLP. Pat Meyer and Steven Coleman then introduced themselves to the Full SENDD Board. Coleman indicated that HBE prepared a power point presentation to highlight the primary pieces of the SENDD audit report. Coleman then directed everyone to the SENDD FY 2012 audit power point presentation displayed on the projector screen.

The first slide discussed the audit report, including the auditor's role, process and role of the SENDD Board of Directors. Coleman continued by stating that SENDD uses an accrual basis of accounting, HBE is providing an unqualified (clean) audit opinion, and all supplemental information is fairly presented in relation to the financial statements. He then continued on to the next few slides, which summarized SENDD FY 2012 revenues. SENDD revenues increased substantially in FY 2013: from \$1,079,489 in 2011 to \$1,848,444 in 2012. This is primarily due to EDA siren revenues being processed through SENDD accounts. The SENDD revenue comparisons were then broken down in pie chart and bar graph form. The breakdown of revenues in FY 2012 was comparable to FY 2011. Coleman then discussed the next few slides which summarized SENDD FY 2012 expenses. The first slide compared SENDD expenses from FY 2011 to FY 2012. SENDD's overall expenses went from \$819,849 to \$910,843. This was due in part to increased annual depreciation on the siren equipment. The conditions of the EDA siren grant required SENDD to claim ownership of each siren. The sirens were then leased to each municipality. The SENDD expense comparisons were then broken down in pie chart and bar graph form.

Coleman then presented the summary statements of activities. This slide illustrated the increase in net assets based on total revenues, expenses and non-operating income. SENDD had an increase of \$939,165 in net assets from 2011 to 2012. This increase is due to ownership of the installed sirens as part of the EDA siren project. Coleman pointed out that the -\$163,168 non-operating loss in 2011 is from the SENAHC settlement and debt forgiveness that took place last year. He then discussed the statement of financial position. The statement of financial position chart illustrates total assets, which were then broken down into net assets and total liabilities. Coleman stated that liabilities increased by \$309,000 in FY 2012. This is primarily due to unearned revenue of \$321,000. This is the 25% cash match each community pledged for the siren project. Other figures discussed were a cash increase of \$117,000 and a \$20,000 increase in notes receivable.

Coleman then discussed the SENDD FY 2012 cash flows in comparison to the previous year. Overall SENDD showed net cash provided by operating activities of \$1,290,153. This is significantly higher than in FY 2011, once again attributable to the EDA siren project. Coleman completed his cash flow discussion by going over cash flows from investing activities, capital and related financing activities. The Full SENDD Board asked how SENDD's personal leave policy worked, and whether SENDD staff could carryover any accrued personal leave into the following year. Taladay explained that SENDD places all vacation, sick and personal days into a personal leave bank. Employees can carryover up to 312 hours of personal leave from one year to the next.

If any hours above 312 are not used by the employee at the end of the current fiscal year, the employee is then reimbursed for those excess personal leave days.

Meyer continued the SENDD audit presentation by discussing auditing standards and the Single Audit. Meyer stated that SENDD is always subject to governmental auditing procedures. A Single Audit is an extra level of review that is required when federal expenditures exceed \$500,000 over a fiscal year. What triggered the Single Audit was the EDA siren project, as all federal dollars run through SENDD's accounts exceeded the \$500,000 threshold. Meyer discussed some of the findings from the audit. The three findings involved segregation of duties, financial statement preparation and material audit adjustments. He stated that all three of these findings were also reported last year, and are fairly common for an organization of this size. No compliance findings were discovered.

Meyer concluded the SENDD FY 2012 slide show audit presentation by discussing the Board communication letter and management letter. Meyer explained that the governance letter is addressed to the Full SENDD Board of Directors. This letter indicated that there were no difficulties in performing the audit and no consultations with other independent accountants. This letter also states any corrected and uncorrected misstatements which included no adjusting or passed journal entries. Meyer stated that the SENDD Executive Director and Fiscal Officer signed representations that they did not hide anything during the preparation of the SENDD audit. The management letter discussed SENDD's internal controls and compliance. He stated that SENDD, as do many small organizations with limited staff, struggles with appropriate segregation of duties and internal controls. Some of the internal control deficiencies include the way bank reconciliations are handled, a need for authorized signors on accounts to be updated, as well as approval of invoices and transactions between related entities (SENDD and SENAHC). These internal control deficiencies were addressed to SENDD staff, both in person and through the formal management letter. SENDD staff is already working on establishing procedures to correct many of these deficiencies.

At the end of the presentation, Meyer and Coleman asked the SENDD Board if they have any additional questions on the SENDD FY 2012 Annual Audit draft report. Pat Meyer and Steven Coleman of HBE Becker Meyer Love, LLP were then excused from the meeting, with the SENDD Staff and Board Members present thanking them for presenting the audit report at the meeting. After a discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Brown, seconded by Koci to approve the FY 2012 SENDD Annual Audit as presented. Motion passed unanimously on a vote by acclamation.

D. Dorchester CDBG #12-PP-002: SENDD staff assisted the Village of Dorchester in preparation and submittal of an application to the Planning Category of the Community Development Block Grant (CDBG) Program at the Nebraska Dept. of Economic Development. The Village was recently awarded a grant in the amount of \$16,100 (out of a total project of \$21,500) to develop a Housing Market Study with Strategies for Affordable Housing in the community. SENDD has entered a contract in the amount of \$1,500 for General Administrative services. The Executive Director is requesting retroactive approval of the contract with the Village of Dorchester. Taladay provided a brief overview of this project. Chair Mueller then called for a motion. Moved by Divis, seconded by Koci to approve retroactive approval for the Executive Director to enter into a contract in the amount of \$1,500 for General Administration services with the Village of Dorchester.

E. Seward NAHTF #12-TFHP-6005 Down Payment Assistance Program Contracts: SENDD staff assisted the City of Seward, in cooperation with the Seward County Housing Corporation (SCHC), in development and submittal of an application for 2012 Nebraska Affordable Housing Program funds for a countywide Homeownership Opportunity Program, which includes down payment assistance to income eligible applicants, and the potential for minor housing rehabilitation grants on homes that need renovation to bring up to standards. That program has been approved, although a formal notice has not been distributed by NDED. This project involves a total award of \$349,000 in Nebraska Affordable Housing Trust Funds (NAHTF) to assist at least 14-LMI families with purchase of homes and possible renovation work. The Executive Director is requesting authorization to negotiate and enter into contracts with the City of Seward for General NAHTF Administration in the amount not to exceed \$20,000. The Executive Director is also requesting authorization to negotiate and enter into contracts with the Seward County Housing Corporation (SCHC) for Housing Rehabilitation Management in the amount not to exceed \$35,000 and Lead Testing in the amount not to exceed \$21,000.

Taladay provided a description of this project. He stated that SENDD submitted an application on behalf of the City of Seward, in cooperation with SCHC. This is a significant project that will enable at least 14 LMI families to receive down payment assistance with minor rehab. The project has been approved, however formal award has not yet been issued. SENDD has already begun initial contract negotiations with NDED on this project. Taladay is requesting separate formal action on the general administration contract, as this is with the City of Seward. The housing rehabilitation management and lead testing contracts are with SCHC. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion on the General NAHTF Administration contract with the City of Seward. Moved by Koci, seconded by Peterson to authorize the Executive Director to negotiate and enter into a \$21,000 not to exceed General NAHTF Administration contract with the City of Seward. Motion passed unanimously on a vote by acclamation. Chair Mueller then called for a motion on the Seward County Housing Corporation (SCHC) contracts for Housing Rehabilitation Management and Lead Testing. Moved by Divis, seconded by Hanson to authorize the Executive Director to negotiate and enter into a \$35,000 not to exceed contract for Housing Rehabilitation Management and a \$21,000 not to exceed contract for Lead Testing with the Seward County Housing Corporation (SCHC). Motion passed unanimously on a vote by acclamation.

F. Thayer County Economic Development Alliance (TCEDA) #12-TFHP-60 Down Payment Assistance Program Contracts: SENDD staff assisted TCEDA in development and submittal of an application for 2012 Nebraska Affordable Housing Program funds for a countywide Homeownership Opportunity Program, which includes down payment assistance to income eligible applicants, and the potential for minor housing rehabilitation grants on homes that need renovation to bring up to standards. That program has been approved, although a formal notice has not been distributed by NDED. This project involves a total award of \$157,500 in Nebraska Affordable Housing Trust Funds (NAHTF) to assist at least 7-LMI families with purchase of homes and possible renovation work. The Executive Director is requesting authorization to negotiate and enter into contracts with the TCEDA for General NAHTF Administration in the amount not to exceed \$10,000, Housing Rehabilitation Management in the amount not to exceed \$15,000, and Lead Testing in the amount not to exceed \$7,500.

SENDD staff member Jen Olds briefed the Full SENDD Board on this agenda item. She stated that this project is similar to the Seward county DPA project, although for less funding. The contracts are smaller than the SENAHC Seward County project contracts as they are based on per unit averages. SENDD is still working on a previous Thayer County down payment assistance project. There is some carryover funding still available from that project. This is the third housing down payment assistance project to be approved for Thayer County since 2007. Olds stated that the Nebraska Department of Economic Development (NDED) is requiring SENDD to administer this project on behalf of TCEDA.

SENDD Board member Divis asked what happens with a project if a county or community does not pay membership dues. Taladay stated that if a county or municipality elects to not pay membership dues, they would likely need to pay a higher rate for administrative services. He stated that SENDD has yet to have a community or county not pay membership dues when they have a project requiring contract administrative services. SENDD has had situations where a project has developed in a non-member municipality. In those situations the municipality has paid up their membership dues prior to entering into a contract for administrative services. Taladay continued by stating that since SENDD established the policy that all counties in the district, as well as municipalities within those counties, pay membership dues, no county has chosen to not pay dues. A discussion then ensued regarding services offered to non-member communities. Taladay stated that at the request of the Board, SENDD is not soliciting any specific programs to non-member communities. SENDD can, however, inform non-member communities about SENDD membership and the benefits of joining SENDD.

At the conclusion of this discussion, Chair Mueller called for a motion. Moved by Divis, seconded by Brandenburgh to authorize the Executive Director to negotiate and enter into a \$10,000 not to exceed contract for General NAHTF Administration, a \$15,000 not to exceed contract for Housing Rehabilitation Management, and a \$7,500 not to exceed contract for Lead Testing with the Thayer County Economic Development Alliance (TCEDA). Motion passed unanimously on a vote by acclamation.

G. Other Financial: There was no other financial information to discuss at this time.

V. OLD BUSINESS

A. M.I.N.K.- Missouri, Iowa, Nebraska, Kansas Corridor Coalition: The SENDD Executive Director has been in discussion with Maxine Moul, Director of USDA-RD Nebraska and Mark Werthmann, EDA Regional Representative concerning proposals to assist the organization. Staff has attended one previous meeting (information on the last M.I.N.K. meeting was included with the meeting agenda). Taladay will discuss concept of the coalition and use of staff time for attendance at meetings and potential for SENDD involvement in EDA grant funding for activities.

Taladay provided the Full SENDD Board with information on the M.I.N.K. coalition. The M.I.N.K. corridor includes communities and organizations located the in Missouri, Iowa, Nebraska and Kansas. The M.I.N.K. territory includes counties bordering or just to the east or west of the Missouri river. SENDD staff attended the last M.I.N.K. meeting in August. The next M.I.N.K. organization meeting is scheduled for October 2012 in Peru, NE. Taladay mentioned that Maxine Moul, Director of USDA-RD in Nebraska founded this coalition initially as a tourism group. This organization has since changed its focus, with the concept of building awareness and branding of the area, as well as helping to build and re-build this region through resources and partnerships. The M.I.N.K. coalition is now looking for funding to assist with setting up goals and strategic planning. Mark Werthmann, Regional Representative with the Economic Development Administration (EDA) has contacted SENDD about assisting the M.I.N.K. organization with a potential EDA application for planning funds.

Taladay would like formal board approval for SENDD staff to attend M.I.N.K. meetings, as well as potential involvement by SENDD staff in obtaining EDA grant funding for M.I.N.K. planning activities. Chair Mueller then called for a motion. Moved by Reynolds, seconded by Long to authorize the Executive Director to allow SENDD staff to attend M.I.N.K. meetings, as well as potential involvement by SENDD staff in obtaining EDA grant funding for M.I.N.K. coalition planning activities. Motion passed unanimously on a vote by acclamation.

B. Other Old Business: There was no other old business to discuss at this time.

VI. NEW BUSINESS

A. EDA Evaluation and Showcase: Report of meeting held on Sept. 20, 2012 in Lincoln. EDA-Denver staff met with 5-Nebraska Economic Development Districts from Nebraska to undertake a "Peer Evaluation" for each District under a Showcase format. The Executive Director will report on the evaluation process and any results. An overview of the evaluation format was included with the meeting agenda.

Taladay informed the Full SENDD Board on the Economic Development Administration (EDA) evaluation and showcase. Taladay stated that typically EDA comes out for two days to conduct a full review. This review would typically include interviews with SENDD staff and board members. Since EDA is running out of time, they instead performed a one day review of five Nebraska Development Districts. This EDA review consisted of a performance evaluation questionnaire that was filled out by each district prior to the showcase, and a thirty minute power point presentation that was submitted to EDA prior and then delivered today at the showcase. Taladay stated that he received some good comments today from EDA, and felt the evaluation went well. Taladay then went through the power point slide presentation with the Full SENDD Board. No formal action was needed by the Full SENDD Board of Directors on the EDA Evaluation and Showcase, and none taken.

B. Other New Business: There was no other new business to discuss at this time.

VII. STAFF REPORTS AND REMINDERS

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

2012-2013 Membership Dues Received: Taladay provided the Full SENDD Board with an update on SENDD

FY 2013 membership dues. He stated that membership dues statements were sent out to counties and municipalities in late July. At this time approximately 50% of all municipalities have paid FY 2013 membership dues, and Seven of the fifteen SENDD counties. Last year all fifteen counties paid membership dues and 75% of all municipalities. The deadline for receipt of all FY 2013 county and municipality membership dues is October 31, 2012.

Nuisance Abatement Program – Pilot project in Dorchester: Staff member Emily Bausch provided an update on the Dorchester Nuisance Abatement Program pilot project. She stated that the project is going well. During the first month of the program she surveyed 130 properties. Approximately 40% of these properties were determined to have a violation. The property owners who had violations received a letter giving those individuals thirty days to clean up the properties and/or address the violations. At the end of the thirty day period Bausch will re-evaluate the properties to determine if the violations have been addressed. The Dorchester Village Board can then declare any properties still in violation as a nuisance, and either keep going with the nuisance abatement process or back down.

SEND D CEDS 2012: Taladay indicated that the 64 page SENDD CEDS 2012 draft document is currently posted on the SENDD website. The thirty day public review and comment period is now complete. SENDD is preparing to submit the draft document to the Economic Development Administration (EDA) for review.

Local CDBG Program Income Revolving Loan Funds: Taladay provided an update on latest policy submittal from the Nebraska Department of Economic Development (NDED) regarding management and oversight of local Community Development Block Grant (CDBG) program income Economic Development Revolving Loan Funds. He stated that NDED has gone back and forth on whether to have communities/counties with local CDBG program income EDLF's return all funds to NDED or retain these funds locally. DED has recently come out with a new policy regarding local CDBG EDLF's. Their latest stance is to assume that these funds will be retained locally and be subject to annual monitoring visits. DED is working on new guidelines, as well as a revised CDBG checklist for revolving loan funds. These guidelines and revised checklist will be prepared and distributed to all counties/municipalities with local CDBG Program Income RLF's by October 31, 2012.

Newsletter: Bausch stated that the September 2012 SENDD newsletter was recently distributed. SENDD-Humboldt staff member Lisa Beethe did a great job putting together the September 2012 newsletter.

SERN Meeting September 20, 2012: Olds gave an update on the Southeast Nebraska Resource Network (SERN). She stated that SENDD allocates staff time for SERN activities. SERN is a regional group made up of service providers, economic development individuals, utilities, etc. that participate and collaborate on a local level. The most recent SERN meeting was held this afternoon in Plattsmouth, NE. She stated that 53 people attended today's SERN meeting. The meeting included a tour of downtown Plattsmouth, business meeting, roundtable discussions and community/business spotlights. Minutes and agendas from the SERN meetings can be found on the SENDD website.

Next Meeting: Taladay stated that the next Executive Committee meeting is scheduled for October 18, 2012. The next Full SENDD Board meeting is scheduled for December 20, 2012.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Board, Chair Mueller called for a motion to adjourn the meeting. This motion was moved by Koci, seconded by Lade and approved unanimously by the Full SENDD Board. The meeting was adjourned at approximately 8:31 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem