

SEND D

Southeast Nebraska Development District

www.sendd.org

MAIN OFFICE
2100 Fletcher Ave, Ste. 100
Lincoln, NE 68521
Office: 402-475-2560
Fax: 402-475-2794
ceberle@sendd.org

HUMBOLDT OFFICE
PO Box 308, Humboldt, NE 68376
Office: 402-862-2201
Fax: 402-862-2201

TO: SENDD Executive Committee
FROM: Craig Eberle, Interim Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: October 14, 2016

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, October 20, 2016. Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.**

The meeting is scheduled to begin at approximately 6:30 p.m. A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2100 Fletcher Ave, Ste. 100; Lincoln, NE 68521. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Note to Executive Committee

Lisa Hurley, Kurt Bulgrin, Tim McDermott, Cheryl Brandenburgh, Erich Tiemann, R. Paul Lambert, Roger Glawatz

Providing you have a conflict with this meeting date and will be unable to attend either in person or by telephone, **please** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

MEETING AGENDA

For those calling in for a Telephone Conference:

After 6:30 PM-

- Call the toll free "dial-in" number.... **1-855-332-4181**
- At prompt, enter the "conference code".... **4752560 and follow any directions.**

I. CALL TO ORDER

- A.** 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:** Taken by roll call of members in attendance.
- C.** **Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

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 are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A. Check Registry:** The September 2016 Check Registry report is attached for review. **A motion to accept the report as presented and/or amended will be sought.**
- B. Revenue/Expense Report:** A copy of the final June 2016 Revenue/Expense report is enclosed, as well as a copy of the July 2016 Revenue/Expense report. The bookkeeping is still being finalized for August 2016 and September 2016. If available, these reports will be distributed prior to the meeting. **A motion to accept the reports as presented and/or amended will be sought.**
- C. SEND/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SEND and SEND, Inc. loan programs is attached for review. A brief overview of the loan portfolio will be provided.
- 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 SEND, organizations and/or communities/counties for services as identified. Formal action is requested.

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

Letter of Agreement for Professional Services: The SEND Executive 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 Executive Director is requesting retroactive approval of negotiating and entering into a final contract for these services.

- E. Abila/MIP Software:** SEND staff are reviewing a potential contract amendment to purchase the new bookkeeping software. When available, a proposal will be distributed for review prior to the meeting. **Formal action may be requested.**

V. OLD BUSINESS

- A. SEND Certified Economic Development Strategy (CEDS):** SEND staff is continuing to work on the new Comprehensive Economic Development Strategy (CEDS) for the 15 county district. A SEND CEDS region-wide survey was recently distributed. An update on the survey will be provided.

VI. NEW BUSINESS

- A. **Settlement Agreement and General Release:** Discussion about a proposed agreement is anticipated. **Formal action may be requested.**

VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** September 2016 Newsletter has been distributed.
- B. **SENDD 2014-2016 Performance Report:** Attached is the final draft of the SENDD 2014-2016 Performance Report – after some final revisions. 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):** A meeting of the Southeast Nebraska Resource Network (SERN) is scheduled for October 20, 2016 in Auburn. Enclosed with the meeting notice is the agenda for this meeting.
- D. **SENDD Membership and Housing Dues Requests FY 2016-2017:** Staff report on status of membership and housing dues requests to SENDD counties and communities for FY 2016-2017.
- E. **Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** The most recent SE P4P meeting was held at the Kimmel Research and Extension Center in Nebraska City on September 30, 2016. Enclosed with the meeting agenda are the minutes from this meeting. SENDD staff will provide a brief report.
- F. **MINK Meeting:** The most recent MINK meeting was held on September 29, 2016 in Falls City, NE. SENDD staff will provide a brief report.
- G. **Future SENDD Board Meetings:** The next SENDD Executive Committee meeting is currently scheduled for November 17, 2016. Due to conflicts that day involving some Executive Committee members, discussion about rescheduling this meeting is anticipated. The next Full SENDD Board meeting is scheduled for January 19, 2017.
- H. **Executive Director Position:** Review of the hiring process for the SENDD Executive Director position. An Executive Session will be requested for this discussion. **Formal action may be requested.**

VIII. ADJOURNMENT