

# SEND D

Southeast Nebraska Development District

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**TO:** SENDD Board of Directors  
**FROM:** David R. Taladay, Executive Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** Jan. 9, 2014

## **MEETING NOTICE**

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, JANUARY 16, 2014. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the HY-VEE Store at 1601 No. 84<sup>th</sup> St. (corner of 84<sup>th</sup> and Holdrege St.) in Lincoln.** We will have the Club Room in the upstairs level. We will have the Fried Chicken/Roasted Chicken Dinner catered up to the room.

The business meeting, also to be held at the Club Room at the 2<sup>nd</sup> floor of the HY-VEE Store, is scheduled to begin at **approximately 7:00 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, 2631 "O" St.

### **Note to Board of Directors**

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

## **BUSINESS MEETING**

### **I. CALL TO ORDER (Approximately 7:00 P.M.)**

- 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 at the SENDD Office and is available for viewing by the public.
- B.** **Roll Call:** Taken by registration of members in attendance with introduction of all members.
- C.** **Board Membership:** Roberta Pinkerton has submitted her resignation as a Board member of SENDD. She has recently taken a position as the Executive Director of "Leadership Nebraska" as part of the Nebraska Chamber of Commerce and Industry. That position will be centered in the city of Lincoln and would not allow for her rural connections. **Request for acceptance of the resignation.** At this time, staff does not have a recommendation for filling this vacancy for a Private Sector Representative.

### **II. MINUTES**

- A.** Minutes of the September 26, 2013 Full SENDD Board Meeting and October 17, 2013, November 21, 2013 and December 19, 2013 Executive Committee Meetings are enclosed with this notice/agenda. **A motion for approval of Full SENDD Board minutes and acceptance of the SENDD Executive Committee minutes as written/amended will be sought.**

### **III. AGENDA ADJUSTMENTS**

None

#### IV. FINANCIAL

- A. **Check Registry:** A copy of the December 2013 Check Registry is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The December 2013 bookkeeping is still being finalized at this time. It is anticipated that a copy of the December 2013 revenue/expense report will be distributed prior to the meeting. **A motion to accept the reports as presented and/or amended will be sought.**
- C. **Proposed SENDD FY 2013-2014 Amended Budget:** SENDD staff have been developing a FY 2014 SENDD Amended Agency-wide Budget for review. A revised budget is being prepared and will be distributed to the Full SENDD Board for review prior to the meeting. **A motion to accept the revised budget will be sought.**
- D. **HBE Proposal – Audit for Year 2014 and 2015:** HBE Becker, Meyer, Love, LLP has provided a written proposal to continue audit/financial statement services for the next two years, as authorized by the Executive Committee at the November 21, 2013 meeting. These services are similar to the previous successful activities with a small increase in fees. See copy of proposed agreement for services from HBE. **Formal Action will be requested.**
- E. **Seward County CDBG #13-ED-005:** SENDD staff has been collaborating with Seward County, the Seward County Economic Development Corporation (SCEDC) and the Nebraska Department of Economic Development (NDED) on a proposed project application for Seward County under an Economic Development category Public Works CDBG project. The Environmental Review process (developed by SENDD staff under a separate contract) is well underway. A full application to the CDBG program by Seward County is anticipated for a total project of approximately \$596,000. It appears that \$255,000 in CDBG funds may be awarded to assist in the paving of a half-mile of existing graveled county road for access to a business that will commit to create 10 new FTE jobs. The County will provide \$250,000 in matching funds and an additional \$91,000 in local funds for the construction project. The Executive Director is requesting authorization to negotiate and enter into a contract for CDBG General Administration with Seward County in an amount of \$5,000. **Formal action is requested.**
- F. **Village of Brock – Nuisance Enforcement Contract:** After presentation of the SENDD Nuisance Abatement Program, the Village of Brock requested a contract to provide Nuisance Abatement services. The SENDD proposal identified a limited area of the community for the program as an initial project. The final contract has been executed by the Village and the Executive Director in an amount of \$5,500. The Executive Director is requesting retroactive approval of the final contract for these services. **Formal Action is requested.**
- G. **Village of Palmyra – Nuisance Enforcement Contract:** After presentation of the SENDD Nuisance Abatement Program, the Village of Palmyra requested a contract to provide Nuisance Abatement services. The SENDD proposal has identified a limited area of the community for the program as an initial project. The proposed contract is for an amount of \$5,008. The Executive Director is requesting authority to negotiate and enter into a final contract for these services. **Formal Action is requested.**
- H. **Other Financial:**

#### V. OLD BUSINESS

- A. **SENDD Succession Plan:** Several programs have recommended that the organization have a "Succession Plan" for the Chief Executive Officer. Attached is a "final draft" of a succession plan for the Executive Director. **Formal action for consideration and approval is requested.**

## VI. NEW BUSINESS

A. **SENDD Staff Strategic Planning:** As a result of the SENDD staff strategic planning process, several initiatives at this time may require Board action.

1. **Lancaster County – Membership in SENDD:** Over that last year, several communities in Lancaster County have inquired about services that could be provided by SENDD. Staff has responded with information concerning the present by-laws indicating that a County must be a dues-paying member of SENDD before communities would be allowed to be members. Also, the Nebraska Regional Officials Council (NROC), made up of the Directors of the eight Development Districts/Planning Agencies in the state are in the planning stages of developing a statewide Comprehensive Economic Development Strategy (CEDS) which could provide benefit for programs from the Economic Development District (EDA) on a statewide level. This proposal has support from the Nebraska Department of Economic Development (NDED). For these reasons, staff is requesting consideration of the Board in developing a proposal for membership in SENDD for Lancaster County. If approved, this may result in the need for by-law changes and approval of the expansion of the District Boundaries by EDA. Staff will present information concerning the effect of Lancaster County membership on dues structure and by-laws. **Formal action may be requested.**
2. **Technology Upgrades:** Several of the computer processors for SENDD are from the first networking upgrade in 2006. Continuing hardware problems and the need for new software requires upgrades to equipment and networking. Our existing IT service provider has given us quotes on hardware, software and networking needs. Staff is considering the development of an RFP to gather other IT quotes for similar needs. The Executive Director will provide a base proposal for Board review and request guidance. **Formal Action may be requested.**

## VII. STAFF REPORTS AND REMINDERS

A. **Newsletter:** January 2014 Newsletter.

B. **Staffing Updates:** Report from Executive Director on staffing changes.

C. **SEND, Inc. Status:** Staff report on status of organization.

D. **SERN Meeting:** Next meeting for SERN is scheduled for Feb. 20, 2014 at SCC in Lincoln. See attached notice of meeting.

E. **Future SENDD Board Meetings:** The Executive Committee's next meeting is scheduled for February 20, 2014. The next Full SENDD Board meeting is scheduled for March 20, 2014 to get back on the Quarterly meeting schedule.

## VIII. ADJOURNMENT