

SEND D

Southeast Nebraska Development District

www.sendd.org

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TO: SENDD Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: February 12, 2015

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, FEBRUARY 19, 2015. Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.**

The meeting, with staff present at the Lincoln office, 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, 2631 "O" St.

Note to Executive Committee

Bob Mueller, Leroy Hanson, Lisa Hurley, Kurt Bulgrin, Tim McDermott, Cheryl Brandenburgh, Nick Harling

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 the 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 at the SENDD Office and is available for viewing by the public.

B. Roll Call: Taken by registration of members in attendance

II. MINUTES

A. Minutes of the January 15, 2015 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 January 2015 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:** The January 2015 Revenue/Expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **City of Humboldt/Public Housing Authority Special Services:** Staff have been requested to assist the Humboldt Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Humboldt and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Humboldt for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**
- D. **City of Tecumseh/Public Housing Authority Special Services:** Staff have been requested to assist the Tecumseh Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Tecumseh and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Tecumseh for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**
- E. **City of Falls City/Public Housing Authority Special Services:** Staff have been requested to assist the Falls City Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Falls City and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Falls City for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**
- F. **SEND, Inc. Rural Microentrepreneurship Grant Technical Assistance Contract:** The Southeast Nebraska Development, Inc. (SEND, Inc.), which is a 501(c)(3) non-profit corporation operated and staffed by SENDD, was awarded a \$62,500 Technical Assistance (TA) Grant through the USDA-RD Rural Microentrepreneur Assistance Program (RMAP). By previous approval of the SENDD Board, SENDD is providing a local match at 15% (\$9,375) for a total project of \$71,875. This TA grant was closed with USDA-RD on 12-11-14. In order for SENDD to be reimbursed for expenses incurred through providing technical assistance to new and emerging small businesses under this grant, SENDD will need to enter into a technical assistance contract with SEND, Inc. on this project. SENDD has already begun technical assistance work under this grant as of January 15, 2015, thus the Executive Director is requesting retroactive approval of a Technical Assistance contract with SEND, Inc. on the RMAP TA Grant. **Formal Action is requested.**
- G. **SEND, Inc. Rural Microentrepreneurship Revolving Loan Fund Servicing Agreement:** The Southeast Nebraska Development, Inc. (SEND, Inc.), which is a 501(c)(3) non-profit corporation operated and staffed by SENDD, was awarded a \$250,000 Loan through the USDA-RD Rural Microentrepreneur Assistance Program (RMAP) to establish a Revolving Loan Fund (RLF). This RLF was closed with USDA-RD on 12-11-14. In order for SENDD to provide administration to the RLF, including but not limited to, application assistance, eligibility determinations, loan committee proposals, loan closings, loan servicing, and financial management, SENDD will need to enter into a servicing agreement with SEND, Inc. for the RLF. This agreement will include terms of reimbursement of SENDD expenses incurred under SEND, Inc. RMAP loan processing and servicing fees. The Executive Director is requesting approval of a Revolving Loan Fund Servicing Agreement with SEND, Inc. on the RMAP RLF. **Formal Action is requested.**

H. **Village of Mead Special Services Contract:** The Village of Mead has requested assistance from SENDD in undertaking a “Community Assessment and Income Survey” for the Village. In order to have statistical relevancy and to meet potential requirements of the Community Development Block Grant (CDBG) program, the survey and compilation of data process may be more extensive than typical services under SENDD membership dues. The Executive Director is proposing a special services contract which identifies that SENDD staff time and costs incurred up to an amount of \$2,000 will be part of membership services. If further costs are incurred, up to a total of no more than \$3,500, the Village will commit up to that \$1,500 difference. The Executive Director requests retroactive approval for entering into this contract with the Village of Mead. **Formal Action is requested.**

I. **Other Financial:**

V. **OLD BUSINESS**

A. **SENDD Personnel Policies Committee:** The SENDD Personnel Policies Committee held a meeting at the SENDD Lincoln office on January 6, 2015. Their next meeting is scheduled for March 5, 2015. A summary of the Committee’s recommendations for changes in the SENDD Personnel Policies and Travel Policies are attached. Comments from all SENDD Board members are encouraged. Please make any direct comments to Lisa Beethe at senddlisa@windstream.net and/or Craig Eberle at ceberle@sendd.org.

B. **SENDD Budget Committee:** Further consideration will be requested on the SENDD FY 2014-2015 Amended Budget as presented in January. Review of proposed salary levels for staff positions as identified by the Executive Director will be considered. **Formal action as needed.**

VI. **NEW BUSINESS**

VII. **STAFF REPORTS AND REMINDERS**

A. **Staffing:** The Executive Director has hired a new Housing Rehabilitation Specialist for SENDD. Michael Champion has most recently worked in the City of Bellevue as a Building Inspector and is approved as a Certified Building Inspector by the International Code Council (ICC).

B. **SENDD Newsletter:** February Newsletter.

C. **SERN Meetings:** The next SERN meeting for the Northwest Quadrant is scheduled for March 12, 2015 at the Southeast Community College in Milford. See attached meeting notice.

D. **Southeast Nebraska Partners for Progress Meetings:** The Southeast Nebraska Partners for Progress is a partnership of five counties in Southeast Nebraska (Nemaha, Richardson, Pawnee, Johnson and Otoe) that was formed to address some of the needs of Southeast Nebraska. The next Southeast Nebraska Partners for Progress meeting is scheduled for February 24, 2015 at the Auburn City Hall. See attached meeting notice.

E. **Next SENDD Meeting:** The next SENDD Full Board meeting is currently scheduled for March 19, 2015 to be held at the Club Room of the Hy-Vee Store at 84th and Holdrege St. in Lincoln. The Executive Committee is then scheduled to meet on April 16, 2015 and May 21, 2015.

VIII. **ADJOURNMENT**