

SEND D

Southeast Nebraska Development District

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TO: SENDD –Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: August 14, 2014

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, August 21, 2014. 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, Mary Koci, Bill Wenz, 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 July 17, 2014 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 July 2014 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 June 2014 and July 2014 bookkeeping is still being finalized at this time. SENDD is waiting for the final financial adjustments from the auditors for 6-30-14. A copy of the June 2014 revenue/expense report has been enclosed. This is a preliminary report for discussion purposes only. If available, a copy of the final June 2014 and July 2014 revenue/expense reports will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended may be sought.**

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 Atatus report has been enclosed with the meeting agenda. An overview of this report detailing the personal leave account status as of June 30, 2014 will be provided. **No Formal Action is required.**

D. **Other Financial:**

V. **OLD BUSINESS**

A. **SENDD Equipment Upgrades:** Review of proposed upgrades in equipment and software.

VI. **NEW BUSINESS**

B. **NIFA Offer for Housing Study:** The Nebraska Investment Finance Authority 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 is asked to be a sponsor for the NIFA grant and to provide administrative and financial management of the program. We anticipate a contract from NIFA prior to the Executive Committee meeting, but one is not available at this mailing. Stephanie Shrader, Executive Director of the Nebraska City Area Economic Development Corp., is also an officer of the SEP4P and we have asked her to participate in the meeting for more background information. See attached description. **Formal action is requested.**

VII. **STAFF REPORTS AND REMINDERS**

A. **SENDD 2013-2014 Performance Report:** The SENDD 2013-2014 Performance Report is attached for your review. This report has been distributed to all County Boards, Village Boards and City Councils in the SENDD service area.

B. **SERN Meeting:** Meeting was held on July 31, 2014. Minutes are not yet available.

C. **SENDD Staffing:** Staff updates are as follows:

1. **Brian Bashore** – On August 1, 2014 we received a letter of resignation from Brian. His last day of work was August 14. He will be 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.

2. **Emily Bausch** – Emily has been on leave since she gave birth to her son on July 14. She has indicated a return to full time work around September 1st. However, Emily has also advised us that she will be leaving SENDD employment as of September 30, 2014 for another position in Community/Economic Development with an Engineering firm with headquarters in Lincoln.

3. Attached is a copy of our full notice for employment of a staffing position. A shortened form of this full notice is also enclosed with the meeting agenda. The shortened notice has been 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.

D. **Next SENDD Meeting:** The next SENDD Full Board meeting is currently scheduled for September 18, 2014 to be held at the Club Room of the Hy-Vee Store at 84th and Holdrege St. in Lincoln.

VIII. ADJOURNMENT