

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: October 10, 2013

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, October 17, 2013. 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 Brandenburg, 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.... 1-866-539-8224
- At prompt, enter the "conference code".... 3706231711 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 September 26, 2013 SENDD Board 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: A copy of the September 2013 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

B. **Revenue/Expense Report:** The September 2013 bookkeeping is still being finalized at this time. It is anticipated that a copy of the September 2013 revenue/expense report will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended will be sought.**

C. **Fillmore County NAHTF #13-TFHP-003: Downpayment Assistance Program with FCDC:** SENDD staff assisted the Fillmore County Development Corporation (FCDC) with the development of a second Down Payment Assistance Program for implementation in the communities in Fillmore County. SENDD staff assisted the Fillmore County Board in an application to the Nebraska Affordable Housing Program (NAHP) for funding of the Down Payment Assistance Program. NDED has awarded the County a total project of \$229,120 in Nebraska Affordable Housing Trust Funds (NAHTF), with leveraging approximately \$512,000 in First Mortgage financing for a minimum of assisting 8-eligible families in purchasing homes in Fillmore County. SENDD presently has a contract with Fillmore County for General Administration of the program. The FCDC will implement the program under a Sub-recipient agreement with the County Board. SENDD has proposed two contracts to assist the FCDC in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into those contracts with FCDC. **Formal Action is requested.**

1. Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed \$18,400.
2. Lead Base Paint Testing: Contract amount not to exceed \$12,000.

D. **Falls City CDBG #13-HO-6060:** SENDD staff assisted the City of Falls City with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$310,000 in Community Development Block Grant (CDBG) funds to assist at least 10-homeowners in substantial rehabilitation of their homes in the City.

We will be proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into those contracts with the City of Falls City. **Formal Action is requested.**

General CDBG Administration: Contract in the amount not to exceed \$20,000

Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed \$25,000.

Lead Base Paint Testing: Contract amount not to exceed \$15,000

E. **Pawnee City CDBG #13-HO-6061:** SENDD staff assisted Pawnee City with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$310,000 in Community Development Block Grant (CDBG) funds to assist at least 10-homeowners in substantial rehabilitation of their homes in the City.

We will be proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into those contracts with the City of Pawnee City. **Formal Action is requested.**

General CDBG Administration: Contract in the amount not to exceed \$20,000

Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed, \$25,000.

Lead Base Paint Testing: Contract amount not to exceed \$15,000

F. **Geneva CDBG #13-HO-6056:** SENDD staff assisted the City of Geneva with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED

has awarded the community a total project of \$248,000 in Community Development Block Grant (CDBG) funds to assist at least 8-homeowners in substantial rehabilitation of their homes in the City.

We will be proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into those contracts with the City of Geneva. **Formal Action is requested.**

General CDBG Administration: Contract in the amount not to exceed \$16,000

Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed, \$20,000.

Lead Base Paint Testing: Contract amount not to exceed \$12,000

- G. Deshler CDBG #13-HO-6058**: SENDD staff assisted the City of Deshler with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$248,000 in Community Development Block Grant (CDBG) funds to assist at least 10-homeowners in substantial rehabilitation of their homes in the City.

We will be proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into those contracts with the City of Deshler. **Formal Action is requested.**

General CDBG Administration: Contract in the amount not to exceed \$16,000

Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed, \$20,000.

Lead Base Paint Testing: Contract amount not to exceed \$12,000

- H. Fairmont CDBG #13-HO-6059**: SENDD staff assisted the Village of Fairmont with the development of an application for a community wide Owner-Occupied Housing Rehabilitation Program, which was submitted to the Nebraska Department of Economic Development (NDED) in July. NDED has awarded the community a total project of \$310,000 in Community Development Block Grant (CDBG) funds to assist at least 6-homeowners in substantial rehabilitation of their homes in the community.

We will be proposing several contracts to assist in implementation of the program and the Executive Director is requesting authorization to negotiate and enter into those contracts with the Village of Fairmont. **Formal Action is requested.**

General CDBG Administration: Contract in the amount not to exceed \$12,000

Housing Rehabilitation Program Delivery/Management: Contract in the amount not to exceed a total of \$18,000, which includes \$15,000 in new CDBG funds and \$3,000 in Housing Program Income on hand from Fairmont.

Lead Base Paint Testing: Contract amount not to exceed \$9,000

- I. Seward County CDBG-ED Application – Environmental Review**: SENDD staff have 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 a Public Works Grant project. Prior to any final approval of a CDBG project, an Environmental Review Record (ERR) must be completed for the project, which includes the concrete paving to approximately one-half mile of West Van Dorn Road, from Hwy 15 east to the location of Digitec, Inc. The business must commit to creating 10-new FTE job positions. SENDD has proposed a contract with SCEDC to complete the ERR, in an amount not to exceed \$2,000. The Executive Director is requesting authorization to negotiate and enter into a final contract with SCEDC. **Formal Action is requested.**

V. **OLD BUSINESS**

A. **None:**

VI. **NEW BUSINESS**

A. **Review/approve Indirect Cost Proposal and Certification:** Due to receipt of funding from the Economic Development Administration (EDA), SENDD is required to submit a "Certification of the Indirect Allocation Plan and Costs" on an annual basis (a copy of the proposed Indirect Cost Proposal and full Cost Allocation Plan is enclosed with this notice/agenda). The Executive Director is requesting review and consideration of approval of the **SENDD FY 2014 Indirect Cost Proposal and Cost Allocation Plan** for development of the Certification. **Formal Action is requested.**

B. **Succession Plan for SENDD Executive Director (Draft):** Several programs have recommended that the organization have a "succession plan" for the Chief Executive Officer. Attached is a "draft" of a succession plan for the Executive Director. We would anticipate review by all Board members and would anticipate a formal review at the next Full SENDD Board meeting scheduled for Jan. 16, 2013. **Review and comments at this time.**

VII. **STAFF REPORTS AND REMINDERS**

A. **Newsletter:** October 2013 Newsletter

B. **SENDD Staff Strategic Planning:** With the assistance of two professional facilitators (Roberta Pinkerton-OPPD and Cheryl Brandenburgh- Black Hills Energy), SENDD staff spent a day on September 24, 2013 at the Hy-Vee Club Room in developing the first phase of a Staff Strategic Plan. The session was initiated with a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats-both internal and exterior) and was focused on strengthening staff activities and organization. A series of Action Plans were identified in several areas; Mission Awareness, Technology, Organizational Structure, Membership and Budgeting. Teams will be working on the plans and actions to be determined with future reports to the Board.

C. **Next SENDD Meeting:** The next meetings of the Executive Committee are scheduled for November 21, 2013 and December 19, 2013. The next Full SENDD Board meeting is currently scheduled for January 16, 2014.

D. **SEND, Inc. – Status:** Staff report on activities.

E. **Other Reports:**

VIII. **ADJOURNMENT**