

SEND D

Southeast Nebraska Development District

AGENDA

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
AUGUST 17, 2017
12:00 PM
SEND D LINCOLN OFFICE

- I. CALL TO ORDER
- II. ADOPT AGENDA
- III. APPROVAL OF MINUTES – JUNE 15, 2017 SEND D BOARD MEETING
(NO SEND D EXECUTIVE COMMITTEE MEETING WAS HELD IN JULY)
- IV. TREASURER’S REPORT
 1. CHECK REGISTRY REPORT – JUNE AND JULY 2017
 2. REVENUE-EXPENSE REPORT – MAY AND JUNE 2017
 3. SEND D/SEND, INC. QUARTERLY LOAN REPORT (APRIL-JUNE 2017)
- V. COMMITTEE REPORTS:
 1. PERSONNEL COMMITTEE REPORT
 2. BUDGET AND FINANCE COMMITTEE REPORT
- VI. NEW BUSINESS:
 1. **ACTION ITEM-** IMPROVE INTERNAL CONTROLS BY REQUIRING TWO AUTHORIZED SIGNATURES ON ALL COMPANY CHECKS OVER A SPECIFIC AMOUNT
 2. **ACTION ITEM-** ADOPT CERTIFICATE OF INDIRECT COSTS AS PART OF EDA PARTNERSHIP PLANNING GRANT FOR FY 2017-2018.
 3. **ACTION ITEM-** PROPOSED AMENDMENTS TO THE SEND D TRAVEL POLICIES
 4. **ACTION ITEM-** CONTRACTS:
 - A. PRE-APPROVAL TO NEGOTIATE AND ENTER INTO CONTRACT WITH THE VILLAGE OF HUBBELL TO PROVIDE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GENERAL ADMINISTRATION SERVICES IN THE AMOUNT OF \$13,600.
 - B. PRE-APPROVAL TO NEGOTIATE AND ENTER INTO CONTRACT WITH THE VILLAGE OF HUBBELL TO PROVIDE CDBG CONSTRUCTION MANAGEMENT SERVICES IN THE AMOUNT OF \$8,000.
- VII. OLD BUSINESS:
 1. **ACTION ITEM-** FINANCIAL AUDIT UPDATE – REVIEW SEND D FINANCIAL AUDIT PROPOSALS
 2. STATE AUDITOR’S DETERMINATION ON SEND D COMPANY CREDIT CARDS
 3. SEND D BOARD MEMBER TO FILL NON-GOVERNMENTAL-PRIVATE SECTOR VACANT BOARD MEMBER POSITION
- VIII. OTHER BUSINESS:
 1. NEW STAFF
 - A. JACLYN FEE-COMMUNITY DEVELOPMENT SPECIALIST
 - B. MONICA MONTEROS-BOOKKEEPER/SPECIAL PROJECTS COORDINATOR*
*WE ARE MOVING AWAY FROM OFFICE ADMINISTRATION TO A POTENTIAL REVENUE GENERATING POSITION.

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- IX. STATUS/STAFF REPORTS:
 - 1. COMMUNITY AND REGIONAL PLANNING ACTIVITIES (SEE ATTACHED)
 - 2. SERN/SET P4P UPDATES

- X. REPORT OF BOARD CHAIRPERSON

- XI. REPORT OF EXECUTIVE DIRECTOR

- XII. NEXT MEETING
 - 1. SENDD EXECUTIVE COMMITTEE: AUGUST 17, 2017 AT NOON AT THE SENDD LINCOLN OFFICE
 - 2. FULL SENDD BOARD MEETING (BUSINESS MEETING AND DINNER): SEPTEMBER 21, 2017 AT 6:30 P.M. IN LINCOLN

- XIII. ADJOURN

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