

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: August 8, 2012

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, August 16, 2012. 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, Gus Brown, Bill Wenz, Marvin Yost, Steve Lade

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 June 21, 2012 Full SENDD Board meeting are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.** (There was no meeting of the Executive Committee in July.)

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

A. **Check Registry:** A copy of the June and July 2012 check registry reports are enclosed. **A motion to accept the report as presented and/or amended will be sought.**

B. Revenue/Expense Report: A copy of the June 2012 revenue/expense report is enclosed. The July 2012 financial books are still being finalized at this time. It is anticipated that a copy of the July 2012 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. Excess Annual Personal Leave Settlement: As per policy established by the SENDD Board of Directors, the Executive Director, on June 30, 2012, accomplished required settlements to the Personal Leave Account which 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. The Executive Director will distribute and provide an overview of a report detailing the personal leave account status as of June 30, 2012. **No Formal Action is required.**

D. Southeast Nebraska Affordable Housing Council, Inc. (SENAHC) HOME Program Contracts: SENDD staff assisted SENAHC in development and submittal of an application for 2011 Nebraska Affordable Housing Program "set-aside" funding for a Regional Owner-Occupied Housing Rehabilitation program in May 2012. That program has been approved with a formal notice on July 10, 2012. This project involves award of \$319,164 in Federal HOME funds to implement a housing rehabilitation program in a multi-county area to assist at least 11-LMI families with substantial rehabilitation of their homes; a primary service in Seward and Lancaster counties, with secondary service in Otoe, Saunders, Butler and Polk counties. Seward and Lancaster counties are a new service area and if funds are not fully expended there during the program, services may be expended in the four secondary counties (which were previous targeted counties in a recently completed regional program.) The Executive Director is requesting authorization to negotiate and enter into contracts with SENAHC for the following activities:

- General HOME Administration in the amount not to exceed \$19,164.
- Housing Rehabilitation Management in the amount not to exceed \$33,000.
- Lead Testing in the amount not to exceed \$13,750.

Formal Action is requested.

E. Special Services Contract with Rural Enterprise Assistance Project (REAP): SENDD staff have been assisting the REAP program under a six month contract through June 30, 2012. Under this contract SENDD provides assistance in pre and post-loan technical assistance support, to include; client technical assistance related to Business Planning, Pricing, Marketing, Financial Management; individual consultation; and assistance in preparation of business plans. When this contract was entered into, it was the intention of REAP to enter into a full annual contract with SENDD after the six month contract period is complete. REAP has now proposed a contract for technical assistance for the retroactive term of July 1, 2012 to June 30, 2013. The Executive Director has entered into this agreement as of July 16, 2012. The Executive Director is requesting retroactive approval for entering into a contract in an amount not to exceed \$12,500. **Formal Action is requested.**

F. Other Financial:

V. OLD BUSINESS

A. Comprehensive Economic Development Strategy (CEDS): It is anticipated that as of August 10, 2012, the "draft" CEDS for SENDD 2012-2017 will be made available for a 30 day public review on the organization's website; www.sendd.org. The CEDS document may be revised based upon comments received during the 30 day period. At the end of the comment period a "Final Draft" document will be submitted to the Economic Development Administration (EDA). EDA may then accept the report as a full final document or they may recommend some additions and/or revisions.

B. **EDA Annual Progress Report**: The EDA Annual Progress Report for year two of the three year Partnership Planning Grant plan was submitted to EDA on July 26, 2012. A copy of this report is enclosed with this meeting notice. Staff will present information from this report.

C. **Board Membership**: Two potential partners have indicated a willingness to serve on the SENDD Board of Directors to fill vacant positions.

- **Cheryl Brandenburg**: Black Hills Energy – Director, Economic Development. Ms. Brandenburg had previously worked as an Economic Development Consultant for the Nebraska Department of Economic Development (NDED)
- **Nick Harling**: American National Bank in Falls City- VP, Business Banking. Mr. Harling is a lifelong resident in SE Nebraska and has experience in Insurance and Real Estate as well as the Banking industry

Formal action is requested by the Executive committee for appointment of Board members.

D. **Other Old Business**:

VI. NEW BUSINESS

A. **USDA-RD Intermediary Relending Program (IRP)**: On July 19, 2012 SENDD received notice of award from USDA-RD of \$223,000 of funding from the Intermediary Relending Program (IRP). This is from the IRP state allocation for which SENDD applied for funding from USDA-RD. These funds will be used to establish a revolving loan fund for all fifteen counties in the SENDD district. A copy of the notice of award is enclosed with this meeting notice.

USDA-RD has contacted SENDD about a large pool of IRP funds still available at the federal level. SENDD has been invited to request additional funding from this national pool. Due to a short time frame for response to this invitation, the SENDD Executive Director requested an additional \$277,000 of IRP loan funds, for a total of \$500,000. SENDD will be competing on a national level for this additional funding based on the same criteria established in their recently approved \$223,000 USDA-RD IRP application. SENDD's request for \$277,000 of additional IRP loan funds from the national pool is currently pending. The Executive Director is seeking retroactive approval by the Executive Committee for requesting an additional \$277,000 of USDA-IRP loan funding. **Formal Action is requested.**

VII. STAFF REPORTS AND REMINDERS

A. **Newsletter**:

B. **MINK Meeting on August 2, 2012**: Staff member Kevin Burnison attended this meeting. Discussion of activities and any need for future meeting attendance and participation. See attached meeting notice

C. **Next Meeting**: The next meeting will be the Full SENDD Board scheduled for September 20, 2012. A schedule of SENDD Full Board and Executive Committee meetings for 2012-2013 is enclosed.

VIII. ADJOURNMENT