

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 18, 2016 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, February 18, 2016. This meeting was conducted via teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:31 P.M at the SENDD-Lincoln office located at 2631 "O" Street in Lincoln. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll call: The following 5 Executive Committee members were present: Lisa Hurley, York County Development Corp.; Kurt Bulgrin, York Co.; Tim McDermott, Saline Co.; Doug Watts, Greater Wahoo Economic Development; and Roger Glawatz, Seward Co.

Executive Committee members absent (2): Cheryl Brandenburgh, Black Hills Energy; and Erich Tiemann, Gage Co.

SENDD Staff members present were Dave Taladay and Craig Eberle, Lincoln

C. Board Membership: (Appointments to fill vacancies and non-elected positions and terms).

Filling of Open SENDD Board Member Vacancies: Taladay and Eberle briefed the SENDD Executive Committee on open SENDD Board of Director vacancies. SENDD currently has two positions to fill on the SENDD Board. Eberle informed the SENDD Board that he reached out to Suzanne Borchert with the Bank of Steinauer about filling one of the vacant position. After some consideration, she was not able to serve on the SENDD Board of Directors at this time. They will continue to work on filling these two vacant SENDD Board positions. No formal action was required on the Filling of Open SENDD Board Member Vacancies agenda item and none taken.

II. MINUTES

The previous Full SENDD Board of Directors meeting minutes (held on January 21 2016) were included in the meeting packet that was sent out to the Executive Committee. Chair Hurley asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the Executive Committee, Chair Hurley called for a motion. Moved by Glawatz, seconded by Watts to approve the minutes of the January 21, 2016 Full SENDD Board of Directors meeting as presented. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Watts: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the SENDD Executive Committee at this time.

IV. FINANCIAL

A. Check Registry: A copy of the January 2016 Check Registry report was sent out with the meeting packet. Taladay and Eberle briefed the Executive Committee on the check registry report. They stated that checks in January were for typical monthly expenses. At the request of the SENDD Board, checks paid out for staff salaries were totaled and included as one lump sum. Revenues received during the month were primarily reimbursement from counties and communities for project work performed by SENDD staff. SENDD received membership dues from Brownville and Yutan. After the overview by Taladay and Eberle, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Glawatz to approve the January 2016 Check Registry report as previously distributed. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Watts: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the January 2016 Revenue/Expense Report was distributed prior to the meeting. Taladay advised the SENDD Executive Committee about the January 2016 Revenue/Expense report. This report was updated to include the FY 2015-2016 SENDD Amended Budget numbers as approved at the January 21, 2016 Full SENDD Board meeting. There was a slight shortfall in revenues compared to expenses for the month. Most of the monthly expenses are in line, with the % of budgeted numbers catching up for expenses such as Insurance/Bonds. After the briefing by Taladay, Chair Hurley called for a motion. Moved by Watts, seconded by McDermott to approve the January 2016 Revenue/Expense report as previously distributed. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Watts: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

C. Contracts: There were no contracts presented for discussion and/or action at this meeting.

V. OLD BUSINESS

A. Executive Director Reports: Taladay reported on the status of the following performance goals and other activities:

- *Software Review*: Taladay informed the SENDD Executive Committee that there has been no GMS transfer to the server yet this month. He is working with Abila MIP to set up a demo and discussion with the company about their accounting software program.
- *Office Space Review*: Taladay informed the SENDD Executive Committee that he is getting with the landlord about the lease, as well as updates to the SENDD-Lincoln office space. Will also be contacting the IOOF about their lease and updates to the SENDD-Humboldt office.
- *LB 318 Funding*: A public hearing was held on February 1, 2016. Discussion about a pre-application/application which would start the clock for funding during the first year. An NROC meeting is scheduled for March 1, 2016 where this will be discussed further.
- *Internet/Telephone Bundle*: Taladay informed the SENDD Executive Committee that SENDD has bundled their phone and internet. A new router will be installed tomorrow which will increase their internet speed.
- *Staffing*: Taladay advised the SENDD Executive Committee that ten applications were received for the SENDD-Humboldt office Community Development Position. Four interviews were conducted, with SENDD offering the position to Crystal Dunekacke. She worked for SENDD previously. She has accepted the position, with her first day on March 1, 2016. Taladay also informed the SENDD Executive Committee that he sent out a notice today for the Office Administrator/Bookkeeper position in Lincoln.

VI. NEW BUSINESS

A. EDA – Invitation to Submit Application for Fiscal Year 2016-2017: SENDD recently received an invitation from the Economic Development Administration for a Partnership Planning Program grant. A copy of the e-mail was enclosed with the meeting agenda. This is an application for a three year program, starting on July 1, 2016 and running through June 30, 2019. This award includes a \$66,000 grant for each year of the program (\$198,000 total), with a local match at 50% (\$66,000/year), for a total project budget of \$396,000 (\$132,000/year). The application documents are due on March 4, 2016. The Executive Director is requesting approval of submitting an application and authorization for the Chair and/or Executive Director to sign all necessary documents.

Taladay informed the SENDD Executive Committee about this invitation from EDA. This will be a three year Partnership Planning Grant program, with minimal updates to be requested from EDA each fiscal year. This setup is supposed to eliminate the annual renewal process that has been required in the past. The amount of the grant was increased from \$61,000 to \$66,000. After some discussion, Chair Hurley called for a motion.

Moved by Bulgrin, seconded by Watts to approve submitting an application to EDA for the Partnership Planning Program, covering the period from July 1, 2016 through June 30, 2019, as well as authorizing the SENDD Board Chair and/or SENDD Executive Director to sign all necessary documents. Chair Hurley then proceeded with a roll call voice vote. Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Watts: Yes; Glawatz: Yes. Motion passed unanimously on the roll call voice vote.

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay informed the SENDD Executive Committee that the February 2016 newsletter was distributed earlier this month. A copy of this newsletter was included with the meeting agenda packet.

B. SENDD 2014-2015 Performance Report: Taladay indicated that there has been minimal progress on the SENDD 2014-2015 Performance Report. He is scheduled to attend the Cass County Board of Commissioners meeting in the near future to update them on projects in the county.

C. Southeast Nebraska Partners for Progress: Taladay stated that the last SET meeting was held on February 5, 2016 at the Riverboat in Brownville. He had not seen any minutes from this meeting. They are now supposed to develop an action plan. There are a small amount of implementation funds available to do this. SENDD staff will contact the SET group to see what is needed to coordinate things as this process nears completion.

D. SERN Meeting – February 18, 2016: A copy of the SERN meeting agenda was distributed with the meeting notice. Eberle attended the meeting in Plattsmouth and indicated that approximately 35 people attended. The meeting included an update from Southeast Community College on the future learning center in Plattsmouth, as well as a business spotlight on the River House Soda Fountain and Café, which is located in downtown Plattsmouth. Lynn Kohout, Business Development Consultant with the Nebraska Department of Economic Development presented on Economic Development Certified Community and Leadership Certified Community programs. The meeting concluded with a tour of Plattsmouth on Ollie the Trolly.

E. Next SENDD meeting: Taladay stated that the next Full SENDD Board meeting is scheduled for March 17, 2016 in Lincoln. HyVee does not have their meeting room available at this date and time, so he is currently working to find a location for this meeting. Board Chair Hurley asked if a schedule of future SENDD Board/Executive Committee meetings could be sent out. Eberle indicated that he would send out a schedule to the Executive Committee of all remaining SENDD meetings for this fiscal year.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Chair Hurley called for a motion from the SENDD Executive Committee to adjourn the meeting. This motion was moved by Glawatz, seconded by McDermott and approved unanimously by the SENDD Executive Committee. The meeting was adjourned at approximately 6:48 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem