

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 17, 2013 MEETING

The scheduled monthly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Robert Mueller at approximately 7:08 P.M. at the HYVEE Store Conference Room located near 84th and Holdrege Street (1601 N. 84th Street) in Lincoln. Items of SEND business were as follows:

I. CALL TO ORDER

A. Chair Mueller began the meeting by stating the following: 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 and is available for viewing by the public.

B. Roll call: Roll call was taken by registration, which showed the following 20 Board members present: Bob Mueller, Fillmore Co.; Mary Koci, Seward Co.; Leroy Hanson, Saunders Co.; Dave Bruning, Thayer Co.; Charles (Ron) Hauptman, Otoe Co.; Jim Peterson, Cass Co.; Brad Stake, Pawnee Co.; Brad Grummert, Jefferson Co.; Kathy Setzer, Gage Co. (alternate for Myron Dorn); Bob Hutton, Nemaha Co.; Ted Evans, Johnson County; Jim Standerford, Richardson Co.; Tim McDermott, Saline County; Stephanie Shrader, NCAEDC; Cassie Seagren, YCDC; Mark Kolterman, Kolterman Agency; Daryl Long, Peru State College; Jerry Divis, Divis Planning Services; Cheryl Brandenburg, Black Hills Energy; and Roberta Pinkerton, OPPD.

Board members absent (7) include: Kurt Bulgrin, York Co.; Jeff Reynolds, REAP; Mike Smith, Polk Co.; Doug Watts, Greater Wahoo Development; Nick Harling, American National Bank; Bill Wenz, (at large representative); and Lowell Daisley, Cedar Creek (at large representative).

Staff members present were Dave Taladay, Craig Eberle, and Emily Bausch, Lincoln; Kevin Burnison, Humboldt.

C. Board Membership: At this time introductions took place. All SEND staff members and Full SEND Board members introduced themselves to the new Full SEND Board members in attendance. A group photo of all SEND Board members in attendance was taken for the SEND Annual Report and SEND website.

Bill Wenz: SEND Executive Director Taladay informed the Full SEND Board of Directors that a potential partner has indicated a willingness to serve on the Full SEND Board of Directors and fill a newly vacant position. At the SEND Executive Committee meeting on December 20, 2012, Mr. Gus Brown, at-large representative from York County, indicated that he has moved to a new home in Lincoln. He is then not eligible for membership on the Full SEND Board. Bill Wenz, who recently retired as County Supervisor from Saline County and is no longer an elected official in Saline County, has indicated he would be available to be a member of the SEND Board as an at-large representative starting in January, 2013. Mr. Wenz could fill the position vacated by Mr. Brown for the remainder of that term.

At this time Taladay sought an appointment from the Full SEND Board of Directors for Bill Wenz to be placed on the Full SEND Board. Bill will fill a vacant at-large representative position on the Full SEND Board of Directors. His appointment will allow SEND to accomplish filling all 27 Board positions. Chair Mueller called for a motion. Moved by Divis, seconded by Koci to appoint Bill Wenz to the Full SEND Board of Directors as an at-large representative. Motion passed unanimously on a vote by acclamation.

Officers and Executive Committee: Taladay informed the Full SEND Board that Gus Brown was also the Treasurer and a member of the SEND Executive Committee. An election for Treasurer would be appropriate to fill this spot. Taladay also stated that Marvin Yost was also a member of the Executive Committee, but will no longer be a member of SEND as he was not re-elected to the Jefferson County Board. Steve Lade was also replaced as the appointed representative of Otoe County, and Bill Wenz, due to his retirement, is not the appointed representative for Saline County. An appointment of members to fill these positions on the SEND Executive Committee would be appropriate.

Taladay informed the SENDD Board of Directors that the SENDD Executive Committee consists of seven members of the Full SENDD Board. These members are made up of the four SENDD Board Officers, as well as three at-large positions. At this time Taladay sought nominations from the SENDD Board of Directors to fill the Treasurer position. The Treasurer will also serve on the SENDD Executive Committee. Bill Wenz was nominated by the SENDD Board of Directors to serve as Treasurer, since he was appointed earlier to take the place of Gus Brown (former treasurer) on the SENDD Executive Committee. Chair Mueller called for a motion. Moved by Shrader, seconded by Peterson to appoint Bill Wenz to fill the SENDD Officer position of Treasurer, and also serve on the SENDD Executive Committee. Motion passed unanimously on a vote by acclamation.

Taladay then sought nominations from the SENDD Board of Directors to fill the three vacant at-large representatives of the SENDD Executive Committee. After some discussion the following Full SENDD Board members were nominated: Cheryl Brandenburgh, Black Hills Energy; Cassie Seagren, YCDC; and Tim McDermott, Saline County. Chair Mueller called for separate motion for each nomination:

Moved by Seagren, seconded by Shrader to appoint Cheryl Brandenburgh as an at-large member of the SENDD Executive Committee. Motion passed unanimously on a vote by acclamation.

Moved by Peterson, seconded by Shrader to appoint Cassie Seagren as an at-large member of the SENDD Executive Committee. Motion passed unanimously on a vote by acclamation.

Moved by Brandenburgh, seconded by Koci to appoint Tim McDermott as an at-large member of the SENDD Executive Committee. Motion passed unanimously on a vote by acclamation.

II. MINUTES

Minutes of the September 20, 2012 Full SENDD Board Meeting, October 18, 2012 Executive Committee Meeting, November 15, 2012 Executive Committee Meeting, and December 20, 2012 Executive Committee Meeting were enclosed with the meeting agenda. Chair Mueller asked the Full SENDD Board members in attendance if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SENDD Board, Chair Mueller called for a motion on the September 20, 2012 Full SENDD Board meeting minutes, October 18, 2012 Executive Committee meeting minutes, November 15, 2012 Executive Committee meeting minutes, and December 20, 2012 Executive Committee meeting minutes. Moved by Divis, seconded by Kolterman to approve the minutes of the September 20, 2012 Full SENDD Board meeting, October 18, 2012 Executive Committee meeting, November 15, 2012 Executive Committee meeting, and December 20, 2012 Executive Committee meeting as presented. Motion passed unanimously on a vote by acclamation.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the SENDD Board of Directors at this time.

IV. FINANCIAL

A. Check Registry: A copy of the December 2012 Check Registry report was included in the meeting packet that was sent out to the Full SENDD Board. Taladay briefed the Full SENDD Board on the December 2012 Check Registry report. He stated that this report is a listing of all physical checks received and paid out during the month. All checks appeared to be in sequence. Chair Mueller called for a motion. Moved by Peterson, seconded by Hanson to approve the December 2012 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the December 2012 Revenue/Expense report was distributed to the Full SENDD Board prior to the meeting. Eberle briefed the Full SENDD Board on the December 2012 and Revenue/Expense report. He stated that the December 2012 Revenue/Expense report represent ½ of the new SENDD fiscal year (FY 2013). SENDD showed a deficit of approximately \$28,500 during the month of December. There is typically more money going out then coming in at this time of the year as all FY 2013 SENDD membership dues were collected as of October 31, 2012. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Stake, seconded by Seagren to approve the December 2012 Revenue/Expense report as previously distributed. Motion passed unanimously on a vote by acclamation.

C. Statewide District Retreat for Staff Training: At the Nebraska Regional Officials Council, Inc. (NROC) meeting on January 4, 2012, all Development District Directors approved a Director/Staff Retreat in order to provide training and cross-training for Staff and Directors. This training is scheduled for February 21, 2013 (afternoon and evening) and February 22, 2013 (morning) in Kearney, Nebraska. A portion of the training and retreat costs will be covered by a grant from the Sherwood Foundation. The proposal to the Sherwood Foundation requests costs to cover lodging, meals, mileage and training. It is expected that staff time for 7-SENDD personnel to attend for the two days will be needed.

Taladay provided an overview of this retreat for staff training to the SENDD Board of Directors. He stated that in 2005 there was a push to create Development Districts over the entire state of Nebraska. Now Development Districts cover the whole state. There never seems to be a good opportunity for staff from our organizations to see each other and network about programs and services. In the EDA work plan it talks about Districts providing continuing education to staff members, so that these staff members can provide better services to their counties and communities. NROC is a 501 (c) (6) non-profit corporation that consists of the Executive Directors of all Development Districts in the State of Nebraska. NROC has applied for grant funding from the Sherwood Foundation to pay for the training. The training retreat is to include breakout sessions on a wide variety of programs. Taladay informed the group that the Sherwood Foundation grant will pay for mileage, lodging, meals and other training expenses. SENDD and the other Development Districts participating will provide the required match by sending staff to this training, and thus paying for their time to attend these training sessions in Kearney.

A discussion by the SENDD Board of Directors then followed the presentation by Taladay. Board Member Seagren asked if SENDD had considered other training opportunities, such as through the Heartland Institute. She stated that there are scholarships available through NEDA and other organizations that can help pay for some of these other training opportunities. Taladay answered by stating that SENDD has not researched many of these other training opportunities, however they should always look into any affordable training available for staff. Taladay stated that in his thirty years with the District an opportunity for this type of training has never come up before. At the conclusion of this discussion, Chair Mueller called for a motion. Moved by Divis, seconded by Seagren to authorize the Executive Director to consider and use staff time for SENDD staff to attend this NROC statewide district retreat for staff training. Motion passed unanimously on a vote by acclamation.

D. Proposed FY 2013 SENDD Budget Amendment: Because quite a few projects have been closed out during the last six months, and a few new housing projects have recently been awarded, staff has been developing a FY2013 SENDD Amended Agencywide Budget for review. A revised budget was distributed to the Full SENDD Board for review prior to the meeting.

Taladay and Eberle provided an overview of the proposed FY 2013 SENDD Budget Amendment. They began by stating that in prior years there used to be an agencywide budget for three separate entities, SENDD, SENAHC and RCEDD. Now the agencywide budget primarily includes the SENDD organization. Taladay continued by stating that the first page of the SENDD FY 2013 Budget Amendment includes all existing projects of which funds have been awarded and contracts in place. The second page includes a listing of all pending contracts, as well as other contracts such as grants, CDBG EDLF administration contracts, membership dues and other special services contracts. SENDD is projecting approximately \$987,700 of revenues for FY 2013. This is a slight increase from what was projected in the FY 2013 SENDD Budget approved at the June 21, 2012 Full SENDD Board meeting. This increase in revenues can primarily be attributed to the number of housing grant applications that were funded in FY 2013.

Taladay continued by discussing the last two pages of the FY 2013 SENDD Agencywide Budget. These pages include the SENDD FY 2013 Amended Agencywide Draft budget, as well as comparisons between the SENDD FY 2013 Amended Agencywide Draft Budget and The FY 2013 SENDD Budget as adopted at the June 21, 2012 Full SENDD Board meeting. Taladay stated that the biggest change was the addition of a separate row labeled "personal leave bank." He then took some time to describe the SENDD personal leave policy to the Full SENDD Board. Funding for staff personal leave is placed in a personal leave account. This funding is run through as a wage expense in the SENDD financial books. By adding this row on to the FY

2013 SENDD Amended Budget, total wage costs should now be accurately reflected. Taladay informed the Full SENDD Board that total expenses for the 2013 SENDD fiscal year increased by \$22,740. This resulted in an adjusted estimated budget surplus for FY 2013 of approximately \$34,300. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Koci, seconded by Standerford to approve the FY 2013 SENDD Amended Agencywide Budget as presented. Motion passed on a vote by acclamation.

E. Other Financial: There was no other financial information to discuss at this time.

V. OLD BUSINESS

A. Other Old Business: There was no other old business to discuss at this time.

VI. NEW BUSINESS

A. Review/Approve SENDD Travel Policies: While reviewing policies for SENDD personnel, we have identified a set of Travel Policies, which have been a basis for travel and reimbursement of expenses. This set of policies was prepared in 1998 and was never fully adopted by the SENDD Board of Directors. We have updated these policies and included items reflecting Development District activities. A copy of the final draft document is enclosed. The Executive Director is requesting review and consideration of the final draft for approval of the Travel Policies.

Taladay informed the Full SENDD Board of Directors about the SENDD Travel Policies draft that was distributed to the Full SENDD Board prior to the meeting. He stated that he has been researching other District travel policies. He could not find where the SENDD Board of Directors had adopted the previously prepared SENDD Travel Policies. The travel policies are fairly straight forward. Taladay requested input from the Full SENDD Board Members in attendance on the Travel Policies. Board Member Divis asked whether SENDD is covered if staff members are transporting a client with them while traveling. He knows that this is an issue in his occupation. Board Member Kolterman added that SENDD's insurance policy should have a non-owners auto liability policy. Taladay informed the Full SENDD Board that he will contact SENDD's insurance agent to determine whether SENDD's insurance policy covers these issues. After some discussion, Chair Mueller advised the Full SENDD Board to look over the SENDD Travel Policies and consider adopting them at the next meeting. No formal action was needed by the Full SENDD Board of Directors on the SENDD Travel Policies at this time, and none taken.

B. EDA Scope of Work 2013-2014: As part of the Partnership Planning Program with the Economic Development Administration (EDA), SENDD provides a "Scope of Work" to identify measurable activities and results on an annual basis. SENDD anticipates an invitation for a new EDA grant application within the next few months. In previous programs activities have been limited to the following categories: District Coordination (contact with and reporting to EDA), External Communications (development of newsletters, website and information for the CEDS), Business Development (contact with economic development partners, business financing and promotion of lending) and Community Development (provide assistance to communities for infrastructure and community development). However, SENDD staff have been increasingly successful in assisting communities in addressing "affordable housing" issues. Staff will provide a presentation concerning "affordable housing opportunities" within the District. The Executive Director is requesting consideration/approval of developing a "housing" category as part of the potential 2013-2014 Work plan for an EDA planning grant application.

Taladay provided an overview on the EDA Scope of Work 2013-2014 agenda item. He informed the Full SENDD Board that he expects an invitation for a new EDA planning grant application in March of this year. This invitation will likely only be for one year, possibly at a reduce rate. In the past, SENDD has not included housing under their EDA Scope of Work. He directed the SENDD Board of Directors to the 2012-2013 SENDD EDA Scope of Work which was distributed with the meeting agenda. This is the work plan that SENDD is currently working under with their existing EDA Partnership Planning Grant. Taladay elaborated by stating that housing is allowed as an activity under the EDA Partnership Planning Grant Program. Taladay has

seen other Development District's include a housing component in their EDA "Scope of Work." With SENDD's recent success in obtaining grants for housing projects in the SENDD District, and the anticipated need for addressing "affordable housing issues" within the district in FY 2014, SENDD is considering adding housing as an activity to their 2013-2014 EDA Scope of Work.

At this time a power point presentation was shown to Full SENDD Board of Directors. This power point was a presentation that was recently given by SENDD staff members Emily Bausch and Jen Olds to a realtors group. This presentation discussed various funding programs such as Nebraska Affordable Housing Trust Funds, NIFA, CDBG Home funds, as well as other agencies such as USDA-RD, SENCA and SENAHC (staffed by that have or administer housing programs. The power point presentation explained the many levels of service SENDD provides to the District to assist with affordable housing issues. At the completion of the power point presentation, Chair Mueller called for a motion. Moved by Evans, seconded by Long to authorize approval for the Executive Director to consider and develop a "housing" category as part of the potential 2013-2014 "Scope of Work" plan for an EDA planning grant application. Motion passed unanimously on a vote by acclamation.

C. Invitation to State Legislators for Connection: This Nebraska Unicameral session has recently started and extends for a 90-day term. Staff proposes a discussion concerning the potential to invite State Legislators within the SENDD District to attend supper at the next full SENDD Board meeting for introductions, information about SENDD and short discussions of legislation of interest in the District. Legislative Districts and Senators in the SENDD District include: 1-Dan Watermeier, Syracuse; 2-Bill Kintner, Papillion; 23-Jerry Johnson, Wahoo; 24-Greg L. Adams, York; 30-Norm Wallman, Cortland; 32-Russ Karpisek, Wilber.

Taladay briefed the Full SENDD Board on the State Legislators invitation. He stated that a couple of the Development Districts in the state get involved with political issues through the National Association of Development Organizations (NADO). Staff have been discussing the possibility of inviting Nebraska State Legislators representing SENDD District counties to come to the March 21, 2013 Full SENDD Board of Directors meeting. A discussion by the Full SENDD Board on this topic followed the briefing by Taladay. The Full SENDD Board members in attendance felt it was a good idea to invite these Legislators to the next Full SENDD Board meeting. They added that there are many bills being introduced this year that will impact programs that affect SENDD and the membership counties/communities that this organization serves. At the conclusion of this discussion Chair Mueller called for a motion. Moved by Hanson, seconded by Koci to authorize the Executive Director to invite Legislators within the SENDD District to attend the March 21, 2013 Full SENDD Board meeting for introductions, information about SENDD and short discussions of legislation of interest in the District. Motion passed unanimously on a vote by acclamation.

D. Other New Business: At this time Board Member Shrader brought up a lawsuit in the SENDD region that could affect area organizations in economic development. Shrader brought this up for discussion as the lawsuit has the possibility of effecting certain information that may be requested from area economic development offices. She was wondering how this could affect the SENDD organization. A lengthy discussion about this lawsuit issue took place between SENDD staff members and the SENDD Board members in attendance. Taladay indicated that they will look into this and consult their legal counsel. No action needed on this other new business discussion, and none taken.

VII. STAFF REPORTS AND REMINDERS

SENDD staff present at the meeting provided updates to the Full SENDD Board on the following:

Newsletter: The January 2013 newsletter is complete, and was just sent out today. Bausch stated that she and SENDD staff member Lisa Beethe of the SENDD-Humboldt office have been working together on the SENDD newsletters. They have developed a system where she is editor one month, and Lisa the next. This helps to keep the newsletter fresh. The January 2013 newsletter is sent out through a large e-mail distribution list, as well as posted on the SENDD website.

MINK Coalition Meeting: Burnison addressed the SENDD Board of Directors on the MINK Coalition meeting. He stated that this group has been meeting more aggressively lately, with good momentum. The group is still trying to figure out what it is going to be. The next MINK Coalition meeting is scheduled for February 28th in Hiawatha, KS.

Future SENDD Meeting: Taladay stated that the next SENDD Executive Committee meeting is scheduled for February 21, 2013. The next Full SENDD Board meeting is scheduled for March 21, 2013. He plans to invite the Nebraska State Legislators representing SENDD counties and communities to attend this meeting. Board Member Brandenburg suggested that if the Legislators are invited to the next meeting, a larger venue should be considered.

NDED Program Applications: Taladay provided an overview of the schedule of applications to the Nebraska Affordable Housing Program (NAHP), and for Community Development Block Grant (CDBG) programs as administered by the Nebraska Department of Economic Development (NDED). He stated that the January 2013 SENDD newsletter shows deadlines for NDED's 2013 program funding applications. There is a demand for public works projects in the SENDD District. Unfortunately, funding for public works projects has been reduced, with only \$1,000,000 of CDBG funding available statewide for public works projects in 2013, with a maximum of \$250,000 in CDBG funding per project.

At this time, Taladay updated the Full SENDD Board of Directors on the final SENDD FY 2013 membership dues collected. He stated that 105 out of a possible 139 municipalities paid membership dues in FY 2013. All fifteen SENDD counties paid membership dues in FY 2013. This is consistent with previous years, bringing in a total exceeding \$215,000. Membership dues make up a little over 20% of the total SENDD budget.

VIII. ADJOURNMENT

There being no further business to come before the Full SENDD Board, Chair Mueller called for a motion to adjourn the meeting. This motion was moved by Shrader, seconded by Seagren and approved unanimously by the Full SENDD Board. The meeting was adjourned at approximately 8:14 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem