

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE APRIL 20, 2017 MEETING

The monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, April 20, 2017. This meeting was held at the SENDD-Lincoln office, 2100 Fletcher Ave, Ste. 100, Lincoln, NE 68521, and also by teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:32 P.M at the SENDD-Lincoln office located at 2100 Fletcher Ave, Ste. 100 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. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

B. Roll call: Roll call was taken with the following 4 Executive Committee members present: Lisa Hurley, York County Development Corp.; Roger Glawatz, Seward Co.; Cheryl Brandenburgh, Black Hills Energy; and Bob Mueller, Fillmore County.

Executive Committee members absent (3): Kurt Bulgrin, York Co.; Erich Tiemann, Gage Co.; and Paul Lambert, Jeff Henry Chevrolet

SEND D Staff members present were Tom Bliss and Craig Eberle, Lincoln.

C. Board Membership: Eberle and Bliss informed the SENDD Executive Committee that there are currently two vacant spots on the SENDD Board of Directors.

Filling of Open SENDD Board Member Vacancy: Paul Lambert has submitted his letter of resignation to the SENDD Board of Directors. SENDD now has one Non-Governmental Representative position to fill on the SENDD Board of Directors. There was some discussion about inviting someone representing manufacturing or industry in the region to come on the SENDD Board. No formal action on Filling of Open SENDD Board Member Vacancy agenda item and none taken.

Filling of Open SENDD Executive Committee Vacancy: Paul Lambert also held an At-Large position on the SENDD Executive Committee. There was some discussion about inviting someone on the Executive Committee who has a financial background. Bliss and Eberle indicated they would reach out to a couple of candidates and have someone for them to consider at the May 25, 2017 SENDD Executive Committee meeting. No action needed on the Filling of Open SENDD Executive Committee Vacancy agenda item and none taken.

II. MINUTES

A. Minutes of the March 16, 2017 SENDD Board of Directors meeting were enclosed in the meeting packet that was sent out to the SENDD 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 additional corrections or additions from the Executive Committee, Chair Hurley called for a motion on the minutes of the March 16, 2017 SENDD Board of Directors meeting. Moved by Glawatz, seconded by Mueller to approve the minutes of the March 16, 2017 SENDD Board of Directors meeting as presented. Motion passed unanimously on a vote by acclimation.

III. AGENDA ADJUSTMENTS

Two agenda adjustments were presented as new items under VI. New Business: E. Electronic Meetings Correspondence and F. SENDD Board Training. Moved by Brandenburgh, seconded by Glawatz to add the new agenda items to the agenda as presented. Motion passed unanimously on a vote by acclimation.

IV. FINANCIAL

A. Check Registry: A copy of the March 2017 Check Registry report was sent out with the meeting packet. Eberle briefed the Executive Committee on the check registry report. Upon conclusion of the briefing by Eberle, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Glawatz to approve the March 2017 Check Registry report as presented. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: Eberle went over the Revenue/Expense report for February 2017. The March 2017 numbers are still in process. The numbers show a deficit for the month, which is not uncommon for this time of year. After a brief discussion by the SENDD Executive Committee, Chair Hurley called for a motion. Moved by Mueller, seconded by Glawatz to approve the February 2017 Revenue/Expense report as presented. Motion passed unanimously on a vote by acclamation.

C. SENDD/SEND, Inc. Quarterly Loan Report: Eberle discussed the status of the SENDD/SEND, Inc. loan portfolio with the SENDD Executive Committee. They received two payoffs during the last quarter. One client was allowed to skip a loan payment due to limited cash flow for the month, but they are back on track in April. No action needed on the SENDD/SEND, Inc. Quarterly Loan Report agenda item and none taken.

C. Requests for Proposals: Financial Audit for SENDD: Eberle and Bliss addressed the SENDD Executive Committee about the SENDD Financial audit. SENDD has been under contract with HBE Meyer Love, LLC for the past six years to prepare our fiscal year-end financial audit. This was through an initial three year contract, with negotiable terms for up to three additional years. After some discussion, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Glawatz to send out a request for proposals for the SENDD Financial Audit for a three year period. Motion passed unanimously on a vote by acclamation.

D. Contracts: The Chair has requested the ability to have a consent vote to authorize the Executive Director to negotiate and enter into final contracts for the following proposed contracts between SENDD, organizations and/or communities/counties for services as identified. Anticipation of only seeking one motion for authorizing the SENDD Executive Director to negotiate and enter into final contracts for the following programs:

Deshler CDBG OOR #16-HO-36062 – Owner-Occupied Housing Rehabilitation: Deshler was awarded CDBG funding through the Owner-Occupied Housing Rehabilitation program from the Nebraska Department of Economic Development (DED). As part of this award to the City, there is a separate contract for Housing Management and Lead Based Paint compliance. Proposed SENDD contract for Housing Management (\$26,500) and Lead Based Paint (\$12,000) not to exceed an amount of \$38,500.

Fairmont CDBG OOR #16-HO-36063 – Owner-Occupied Housing Rehabilitation: Fairmont was awarded CDBG funding through the Owner-Occupied Housing Rehabilitation program from the Nebraska Department of Economic Development (DED). As part of this award to the Village, there is a separate contract for Housing Management and Lead Based Paint compliance. Proposed SENDD contract for Housing Management (\$43,062.50) and Lead Based Paint (\$19,500) not to exceed an amount of \$62,562.50.

Fairbury CDBG OOR #16-HO-36064 – Owner-Occupied Housing Rehabilitation: Deshler was awarded CDBG funding through the Owner-Occupied Housing Rehabilitation program from the Nebraska Department of Economic Development (DED). As part of this award to the City, there is a separate contract for Housing Management and Lead Based Paint compliance. Proposed SENDD contract for Housing Management (\$33,125) and Lead Based Paint (\$15,000) not to exceed an amount of \$48,125.

Crete CDBG DTR #15-DTR-102 – Downtown Revitalization (Phase II): Crete was awarded Phase II CDBG funding through the Downtown Revitalization program from the Nebraska Department of Economic Development (DED). As part of this award to the City, there is a separate contract for Construction Management. Proposed SENDD contract for Construction Management not to exceed an amount of \$8,000.

Brownville CDBG DTR #15-DTR-107 – Downtown Revitalization (Phase II): Brownville was awarded Phase II CDBG funding through the Downtown Revitalization program from the Nebraska Department of Economic

Development (DED). As part of this award to the Village, there is a separate contract for Construction Management. Proposed SENDD contract for Construction Management not to exceed an amount of \$8,000.

Brownville CDBG TD #16-TD-001 – Tourism Development: Brownville was awarded CDBG funding through the Tourism Development program from the Nebraska Department of Economic Development (DED). As part of this award to the Village, there is a separate contract for Construction Management. Proposed SENDD contract for Construction Management not to exceed an amount of \$8,000.

Thayer County Economic Development Alliance (TCEDA) – Housing Program Income: Thayer County Economic Development Alliance (TCEDA) has some housing program income available, and has identified a project. Consideration of a contract with SENDD to perform general administration, per-unit management including lead-based paint screening for identified projects. Cost will be on a not-to-exceed amount of \$1,500 per client. There is no housing rehabilitation associated with this project. The Executive Director is requesting consideration to negotiate and enter into a professional services contract with TCEDA to provide these services.

Eberle and Bliss informed the SENDD Executive Committee about these contracts. After a brief discussion by the SENDD Executive Committee, Chair Hurley called for a motion. Moved by Glawatz, seconded by Mueller to authorize the SENDD Executive Director to negotiate and enter into final contracts as presented. Motion passed unanimously on a vote by acclamation.

V. OLD BUSINESS

No old business to discuss at this time.

VI. NEW BUSINESS

A. Bank Resolutions/Signature Cards: The new Executive Director will need to be added to the SENDD bank signature cards. Currently the only signors on the accounts are the Interim Director and Board Chair. After some discussion, Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Glawatz to approve resolutions adding the SENDD Executive Director, Vice Chair and Treasurer to the SENDD bank account signature cards. The current signors on the accounts will also remain as signors, with a change in title for the Interim Director. Motion passed unanimously on a vote by acclamation.

B. Community Development Specialist Position: With the resignation of Judi Meyer, SENDD has distributed a job notice to fill a Community Development Specialist position at the SENDD-Lincoln office. A date of April 21st has been set to begin reviewing resumes. They have received about 15 resumes at this time. It is their intent to schedule interviews in early May, so that they can have a final candidate determined by the May 25, 2017 SENDD Executive Committee meeting. No action needed on the Community Development Specialist position agenda item and none taken.

C. Discussion of Officers – SENDD Board of Directors: The SENDD Executive Committee, acting as the Nominating Committee, will review existing Officer positions for the SENDD Board of Directors, with the intent to discuss a potential slate of nominees for consideration at the May 25, 2017 SENDD Budget/Nominating Committee meeting. At this meeting a final slate of nominees will be considered for elections to take place at the June 15, 2017 Full SENDD Board meeting. Current SENDD Officers are: Lisa Hurley, Chair; Kurt Bulgrin, Vice Chair; Roger Glawatz, Secretary; and Cheryl Brandenburgh, Treasurer. Bliss indicated that all of the existing SENDD Officer's agreed to continue serving in their current Officer positions for the upcoming fiscal year. No formal action was required on the Discussion of Officers – SENDD Board of Directors agenda item and none taken.

D. SENDD 2017-2022 Certified Economic Development Strategy (CEDs) Extension Request: Eberle and Bliss indicated that they have requested a six month extension of the CEDs submittal to the Economic Development Administration (EDA). This would extend the CEDs deadline to December 31, 2017. Eberle indicated that they has not yet received a formal response from EDA, however their program representative at

EDA indicated that they would grant the extension. No action needed on the SENDD 2017-2022 Certified Economic Development Strategy (CEDS) Extension Request agenda item and none taken.

E. Electronic Meetings Correspondence: Distributed prior to the meeting was a review by the SENDD attorney about holding SENDD Board and Executive Committee meetings by electronic communications or telephone conference. The review indicates that no more than half of the meetings can be held by conference call. There was discussion about moving the SENDD Executive Committee meetings to noon in Lincoln, with the possibility of setting up a couple sites in the region that are accessible to Executive Committee members and the general public. No action needed on the Electronic Meetings Correspondence agenda item and none taken.

F. SENDD Board Training: Bliss distributed a handout from the National Association of Development Organizations (NADO) that discussed the Regional Council Self-Assessment and Resource Kit. This is an involved Board training program with a proven track record of success. During this discussion Bliss also discussed a basic Board training on financials and meeting procedures, etc. This would also involve new Board members coming into the office and visiting with staff about their daily duties and programs they are working with. He wants to improve dialogue between Board and staff, thus arming Board members with information to go back to their counties and communities and promote SENDD programs and services. No action needed on the SENDD Board Training agenda item and none taken.

VII. STAFF REPORTS AND REMINDERS

A. SENDD Spring Newsletter: The SENDD Spring newsletter was recently distributed. The next quarterly newsletter will be sent out toward the end of June 2017.

B. SERN Meeting – March 23, 2017: The most recent Southeast Nebraska Resource Network (SERN) meeting was held on March 23, 2017 in Nebraska City. Approximately 30 people attended the meeting. Minutes of the meeting were distributed with the meeting agenda.

C. Southeast Nebraska Partners for Progress (SE P4P): The next SE P4P meeting will be held on May 5, 2017 in Nebraska City. SENDD is serving as the Fiscal Agent for the implementation phase of the Strategic Economies Together (SET) grant.

D. Nebraska Regional Official Council (NROC): The Nebraska Regional Officials Council (NROC) held conference calls on April 14th and April 19th. These conference calls were held to discuss some NROC marketing materials through the National Association of Development Organizations (NADO), as well as a legislative update. Bliss will be attending the Special NROC Board meeting on April 26, 2017 in Kearney.

E. Future SENDD Board Meetings: The next SENDD Executive Committee meeting is scheduled for May 25, 2017. This meeting will serve as the Budget/Nominating Committee meeting for Fiscal Year 2017-2018. The next Full SENDD Board meeting is scheduled for June 15, 2017.

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 Brandenburgh, seconded by Glawatz. Motion passed unanimously on a vote by acclamation. The meeting was adjourned at approximately 8:18 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem