

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 19, 2015 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, February 19, 2015. This meeting was conducted via teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Vice Chair Leroy Hanson at approximately 6:32 P.M. at the SENDD-Lincoln office. 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 SENDD Executive Committee members were present: Leroy Hanson, Saunders Co.; Lisa Hurley, York County Development Corporation; Kurt Bulgrin, York Co.; Tim McDermott, Saline Co.; and Nick Harling, American National Bank.

Executive Committee members absent (2): Robert Mueller, Fillmore Co.; and Cheryl Brandenburgh, Black Hills Energy.

SEND D Staff members present were Dave Taladay and Craig Eberle, SENDD-Lincoln office.

II. MINUTES

The previous Full SENDD Board meeting minutes from the January 15, 2015 meeting were included in the meeting packet that was sent out to the SENDD Executive Committee. Vice Chair Hanson asked the Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Harling, seconded by McDermott to approve the minutes of the January 15, 2015 Full SENDD Board meeting as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: 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 2015 Check Registry report was sent out with the meeting agenda. SENDD Executive Director David Taladay briefed the SENDD Executive Committee on the check registry report. He stated that checks issued during the month were pretty straight forward for this time of year.. Upon conclusion of the briefing by Taladay, Vice Chair Hanson called for a motion. Moved by Bulgrin, seconded by Hurley to approve the January 2015 Check Registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the January 2015 Revenue/Expense report was sent out with the meeting packet. Taladay briefed the Executive Committee on the January 2015 Revenue/Expense report. The January 2014 Revenue/Expense report represents 58% of the SENDD FY 2014-2015 operating year. Projected revenues are high due in part to receiving all of the 2014-2015 SENDD membership and housing dues early in the fiscal year. Expenses are currently under projections. After the overview by Taladay, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by McDermott to approve the January 2015 Revenue/Expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

C. City of Humboldt/Public Housing Authority Special Services: Staff have been requested to assist the Humboldt Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Humboldt and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Humboldt for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500

Taladay addressed the SENDD Executive Committee on the City of Humboldt/Public Housing Authority project. He stated that the housing authority is receiving an annual allocation of HUD funds. Upon conclusion of the overview by Taladay, Vice Chair Hanson called for a motion. Moved by Hurley, seconded by Harling to authorize the Executive Director to negotiate and enter into a special services contract with the City of Humboldt in an amount not to exceed of \$3,500 to prepare an Environmental Review Record, with the public housing authority responsible for all costs. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

D. City of Tecumseh/Public Housing Authority Special Services: Staff have been requested to assist the Tecumseh Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Tecumseh and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Tecumseh for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500.

Taladay addressed the SENDD Executive Committee on the City of Tecumseh/Public Housing Authority project. He stated that this is similar to the City of Humboldt project. Upon conclusion of the overview by Taladay, Vice Chair Hanson called for a motion. Moved by Bulgrin, seconded by Harling to authorize the Executive Director to negotiate and enter into a special services contract with the City of Tecumseh in an amount not to exceed of \$3,500 to prepare an Environmental Review Record, with the public housing authority responsible for all costs. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

E. City of Falls City/Public Housing Authority Special Services: Staff have been requested to assist the Falls City Public Housing Authority in preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Falls City and the PHA will be executing a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Falls City for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500.

Taladay addressed the SENDD Executive Committee on the City of Falls City/Public Housing Authority project. He stated that this is similar to the ERR projects in Humboldt and Tecumseh. Upon conclusion of the overview by Taladay, Vice Chair Hanson called for a motion. Moved by Harling, seconded by Hurley to authorize the Executive Director to negotiate and enter into a special services contract with the City of Falls City in an amount not to exceed of \$3,500 to prepare an Environmental Review Record, with the public housing authority responsible for all costs. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

F. SEND, Inc. Rural Microentrepreneurship Grant Technical Assistance Contract: The Southeast Nebraska Development, Inc. (SEND, Inc.), which is a 501(c)(3) non-profit corporation operated and staffed by SENDD, was awarded a \$62,500 Technical Assistance (TA) Grant through the USDA-RD Rural Microentrepreneur Assistance Program (RMAP). By previous approval of the SENDD Board, SENDD is providing a local match at 15% (\$9,375) for a total project of \$71,875. This TA grant was closed with USDA-RD on 12-11-14. In order for SENDD to be reimbursed for expenses incurred through providing technical assistance to new and emerging small businesses under this grant, SENDD will need to enter into a technical assistance contract with SEND, Inc. on this project. SENDD has already begun technical assistance work under this grant as of January 15, 2015, thus the Executive Director is requesting retroactive approval of a Technical Assistance contract with SEND, Inc. on the RMAP TA Grant.

SENDD Business Loan Officer Craig Eberle advised the Executive Committee on this TA contract with SEND, Inc. He stated that this is a requirement in order for SENDD to be reimbursed for any expenses incurred providing technical assistance under the SEND, Inc. RMAP TA Grant. They are requesting authority to negotiate and enter into a TA contract with SEND, Inc. on the RMAP TA grant. Upon conclusion of the presentation by Eberle, Vice Chair Hanson called for a motion. Moved by McDermott, seconded by Bulgrin to authorize the Executive Director to negotiate and enter into a technical assistance contract with SEND, Inc. on the RMAP TA Grant, with the start date of this contract to be retroactive to January 15, 2015. Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

G. SEND, Inc. Rural Microentrepreneurship Revolving Loan Fund Servicing Agreement: The Southeast Nebraska Development, Inc. (SEND, Inc.), which is a 501(c)(3) non-profit corporation operated and staffed by SENDD, was awarded a \$250,000 Loan through the USDA-RD Rural Microentrepreneur Assistance Program (RMAP) to establish a Revolving Loan Fund (RLF). This RLF was closed with USDA-RD on 12-11-14. In order for SENDD to provide administration to the RLF, including but not limited to, application assistance, eligibility determinations, loan committee proposals, loan closings, loan servicing, and financial management, SENDD will need to enter into a servicing agreement with SEND, Inc. for the RLF. This agreement will include terms of reimbursement of SENDD expenses incurred under SEND, Inc. RMAP loan processing and servicing fees. The Executive Director is requesting approval of a Revolving Loan Fund Servicing Agreement with SEND, Inc. on the RMAP RLF.

SENDD Business Loan Officer Eberle informed the SENDD Executive Committee about this RLF agreement. Upon conclusion of the overview by Eberle, Vice Chair Hanson called for a motion. Moved by Bulgrin, seconded by Hurley to authorize the Executive Director to negotiate and enter into a revolving loan fund servicing agreement with SEND, Inc. on the RMAP RLF. Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

H. Village of Mead Special Services Contract: The Village of Mead has requested assistance from SENDD in undertaking a "Community Assessment and Income Survey" for the Village. In order to have statistical relevancy and to meet potential requirements of the Community Development Block Grant (CDBG) program, the survey and compilation of data process may be more extensive than typical services under SENDD membership dues. The Executive Director is proposing a special services contract which identifies that SENDD staff time and costs incurred up to an amount of \$2,000 will be part of membership services. If further costs are incurred, up to a total of no more than \$3,500, the Village will commit up to that \$1,500 difference. The Executive Director requests retroactive approval for entering into this contract with the Village of Mead.

Taladay briefed the SENDD Executive Committee on this agenda item. He stated that SENDD has provided this type of assistance to communities in the past. Currently the Village is not LMI, but after conduction a direct survey those numbers often times will determine that a community is LMI. Typically this type of assistance can be done under membership dues, however if it becomes more involved the Village has agreed to reimburse SENDD for any additional costs. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by McDermott to approve retroactive approval for the Executive Director to enter into special services contract with the Village of Mead for a maximum not to

exceed amount \$1,500, of any costs incurred above \$2,000, to facilitate a Community Assessment and Income Survey. Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Hurley: Yes; Bulgrin: Yes; McDermott: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

V. OLD BUSINESS

A. SENDD Personnel Policies Committee: The SENDD Personnel Policies Committee held a meeting at the SENDD Lincoln office on January 6, 2015. A summary of the proposed revisions to the Personnel Policies and Travel Policies was sent out with the meeting agenda. Eberle provided a report on this meeting to the SENDD Executive Committee. He stated that at this meeting the Personnel Policies Committee finalized the proposed changes to the SENDD Personnel Policies and Travel Policies. These proposed changes were then summarized and submitted to the Full SENDD Board of Directors for review and comment at the January 15, 2015 Full SENDD Board Meeting. The Board was given time to review and provide feedback for discussion after the Board meeting. Eberle indicated that no comments were received from the SENDD Board of Directors.

At this time, Taladay addressed some of the procedures in the revised Personnel Policies regarding allowing borrowed leave in cases of extended leave due to serious illness. A brief discussion by the SENDD Executive Committee followed the report by Eberle. Eberle indicated that the next SENDD Personnel Policies Committee is scheduled for March 5, 2015, to be held by conference call. At this meeting, it is intended to review all comments and provide a recommendation to the SENDD Board of Directors at the March 19, 2015 Board meeting. No action needed on the SENDD Personnel Policies Committee meeting agenda item and none taken.

B. SENDD Budget Committee: Taladay briefed the SENDD Executive Committee on the status of the SENDD Budget Committee. He stated that he has not yet compiled the salary comparisons as requested by the SENDD Budget Committee in January. This should be prepared and sent out to the SENDD Budget Committee Monday or Tuesday of next week. A SENDD Budget Committee meeting will then be scheduled and held by conference call to consider a recommendation on the SENDD FY 2014-2015 Amended Budget to the Full SENDD Board. No action needed on the SENDD Budget Committee agenda item and none taken.

VI. NEW BUSINESS

There was no new business to discuss at this time.

VII. STAFF REPORTS AND REMINDERS

A. Staffing: Taladay informed the SENDD Executive Committee that SENDD has hired a new Housing Rehabilitation Specialist. They received six applications, conducting two interviews for the position. Michael Champion was then hired and began his employment with SENDD last Monday. He is currently working with Jim Warrelmann, SENDD's Senior Housing Specialist. Mr. Champion most recently worked in the City of Bellevue as a Building Inspector. He is approved as a Certified Building Inspector by the International Code Council (ICC). Mr. Champion is replacing Ben Volz, who retired on 12-31-14.

B. SENDD Newsletter: Taladay informed the SENDD Executive Committee that there will not be a newsletter for February. The next SENDD newsletter will be prepared and distributed in March.

C. SERN Meetings: Taladay directed the SENDD Executive Committee to the SERN meeting notice that was distributed with the meeting packet. He stated that the next scheduled SERN meeting is to be held on March 12, 2015 at Southeast Community College in Milford.

D. Southeast Nebraska Partners for Progress Meetings: Taladay advised the SENDD Executive Committee that the next Southeast Nebraska Partners for Progress meeting is scheduled for February 24, 2015 at the Auburn City Hall. The Southeast Nebraska Partners for Progress is a partnership of five counties in Southeast Nebraska (Nemaha, Richardson, Pawnee, Johnson and Otoe) that was formed to address some of the needs of Southeast Nebraska. A copy of the meeting agenda was distributed with the meeting packet.

E. Next SENDD Meeting: Taladay informed the SENDD Executive Committee that the next SENDD Full Board meeting is scheduled for March 19, 2015 at the Club Room of the Hy-Vee Store at 84th and Holdrege St. in Lincoln.

At this time, there was some discussion about LB318. LB318 is a proposed bill to provide funding to Development Districts in the state. Notices are being distributed by Development Districts across the State of Nebraska requesting letters of support for this bill.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Vice Chair Hanson called for a motion from the SENDD Executive Committee to adjourn the meeting. This motion was moved by McDermott, seconded by Harling. Motion passed unanimously on a vote by acclamation. The meeting was adjourned at approximately 7:00 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem