

The monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled for Thursday, May 25, 2017. The meeting also served as the SENDD Budget/Nominating Committee meeting for Fiscal Year 2017-2018. The meeting will be at the SENDD-Lincoln Office, 2100 Fletcher Ave, Ste. 100; Lincoln, NE 68521,

I. CALL TO ORDER

- a. The meeting was called to order by SENDD Chair Lisa Hurley at 12:15PM. 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** was taken by sign-in sheet. (See attached). Five executive committee members were present: Lisa Hurley, York Cty. Development Corp.; Kurt Bulgrin, York Cty.; Roger Glawatz, Seward Cty.; Cheryl Brandenburgh, Black Hills Energy; and Bob Mueller, Fillmore Cty.

Executive Committee members-Budget/Nominating Committee members absent (one): Erich Tiemann, Gage Cty.

SEND D staff members present: Tom Bliss and Craig Eberle.

- c. **Filling of Open SENDD Board Member Vacancies:** SENDD currently has two At-Large Representative positions to fill on the SENDD Board of Directors. Tom Bliss reported that he contacted Dan Mauk from the Nebraska City Area Economic Development Corporation to fill the vacated seat of Jeff Reynolds. Mr. Mauk has served in a variety of local, regional and statewide economic development capacities. He would occupy a Stakeholder Organization Representative position. Mr. Mauk is considering this opportunity. Committee members made additional suggestions and discussion followed.
- d. **Filling of Open SENDD Executive Committee Vacancy:** Craig Eberle informed the SENDD Executive Committee that SENDD Board Member Matt Raber, has expressed interest in becoming a member of the SENDD Executive Committee. Discussion followed. Brandenburgh made the motion to nominate Matt Raber to fill the vacancy on the SENDD Executive Committee. Bulgrin seconded the motion. Motion passed unanimously on a vote by acclamation.

II. MINUTES

- a. Minutes of the April 20, 2017 SENDD Executive Committee meeting were included in the meeting packet that was sent to the Executive Committee. No corrections or additions to the previous meeting were offered. Chair Hurley called for a motion. Moved to approve by Mueller, seconded by Brandenburgh. Motion passed unanimously on a vote by acclamation.

III. AGENDA ADJUSTMENTS

One agenda adjustment was presented as a new item under VI. New Business: E. Employee Contracts (See attached Action Item). Moved to approve by Mueller, seconded by Glawatz, to add the new agenda item as presented. Motion passed unanimously on a vote by acclimation.

IV. FINANCIAL

- a. **Check Registry:** A copy of the April 2017 check registry report was enclosed in the meeting packet. Eberle briefed the Executive Committee on the check registry. Chair Hurley called for a motion. Moved to approve by Bulgrin, seconded by Glawatz. Motion passed unanimously on a vote by acclimation.
- b. **Revenue/Expense Report:** Eberle provided an overview of the March 2017 revenue/expense report. After discussion, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Mueller to approve the March 2017 Revenue/Expense report as presented. Motion passed unanimously on a vote by acclimation.
- c. **Hourly Rate Implementation:** Bliss presented an Agenda Action Item proposing establishing a standardized SENDD hourly billing rate. (See enclosed Action Item.) Discussion followed. Chair Hurley called for a motion. Moved by Brandenburgh, seconded by Mueller to approve the proposed SENDD hourly rate. Motion passed unanimously on a vote by acclimation.
- d. **Staff Credit Cards:** Bliss presented an Agenda Action Item proposing SENDD obtaining staff credit cards for staff for eligible, out of the office expenditures. (See enclosed Action Item.) Following discussion followed. Chair Hurley called for a motion. Bulgrin made the motion that SENDD secure business credit cards with credit limits of \$5,000 for Bliss and Eberle, and \$2,500 for remaining staff, seconded by Mueller to approve the proposed motion. Motion passed unanimously on a vote by acclimation.
- e. **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. Formal Action is requested.

Crete CDBG #16-PP-006 – Planning: CDBG award of \$30,000 for a planning project to conduct a city-wide Street Evaluation Study, with a local match of \$11,000, for a total project of \$41,000. SENDD contract for CDBG Administration not to exceed an amount of \$3,000.

Fall City CDBG #16-ED-004 Administration: SENDD staff assisted the City of Falls City and a local business in preparation and submittal of an application to the Economic Development category of the Community Development Block Grant (CDBG) Program at the Nebraska Department of Economic Development (NDED). NDED should announce shortly award of a grant in the amount of \$305,000 (out of a total project of \$1,705,000) to leverage loans (including \$125,000 of local program income), for the establishment of a for-profit business in the community. The funds will

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be awarded to the City and then sub-granted to the SEND, Inc. Non-Profit Development Organization (NDO), which will then lend the funds to the business. SENDD is proposing a contract in the amount of \$5,000 for General Administrative services.

Following the overview by Eberle, Chair Hurley called for a motion. Moved to authorize the Executive Director to negotiate and enter into final contracts for the above mentioned projects as presented by Mueller, seconded by Brandenburgh. Motion passed unanimously on a vote by acclimation.

V. OLD BUSINESS

- a. **Request for Proposals: Financial Audit for SENDD:** Bliss offered an update on the request for proposals for financial audit services under a three year plan will be provided. No formal action was taken.
- b. **Electronic Meetings Correspondence:** Further discussion about policies regarding holding Board and Executive Committee meetings by electronic communications or telephone conference occurred. No formal action was taken.

VI. NEW BUSINESS

- a. **Budget Committee (for SENDD FY 2017-2018 Budget Review and Recommendation at June SENDD Board meeting):** The Executive Committee has been appointed to act as the Budget Committee for FY 2017-2018. Eberle presented SENDD's proposed 2017-2018 Budget, which was distributed prior to the meeting for review. Discussion followed. Upon completion of the discussion by the SENDD Budget Committee, Chair Hurley called for a motion. Moved by Brandenburgh to approve and recommend to the full SENDD Board of Directors at the June 15, 2017 meeting the SENDD FY 2017-2018 Draft Budget as proposed, seconded by Glawatz. This budget includes a proposed 3% average wage increase for SENDD staff to be implemented on July 1, 2017. Motion passed unanimously on a vote by acclimation. **Formal action by the Executive Committee is requested as a recommendation to the Full SENDD Board for the June 15, 2017 scheduled meeting.**
- b. **Nominating Committee (for Elections at June 15, 2017 Full SENDD Board Meeting):** The Executive Committee has been appointed to act as the Nominating Committee. Included in the meeting packet was an update on SENDD Membership, which identified the non-elected members and their terms of membership. The Executive Committee reviewed membership, terms for non-elected members and officers, and developed a slate of nominees for the following positions: Chair; Vice Chair; Secretary; and Treasurer for presentation at the full SENDD Board meeting in June.

At the conclusion of the discussion by the Nominating Committee regarding these nominations, Chair Hurley called for a motion. Moved by Mueller to recommend to the full SENDD Board that the following officers: Chair (Lisa Hurley); Vice Chair (Kurt Bulgrin); Secretary (Roger Glawatz); and

Treasurer (Cheryl Brandenburgh) be nominated as officers of the SENDD Board of Directors for the 2017-2018 Fiscal Year, seconded by Glawatz. Motion passed unanimously on a vote by acclimation.

Glawatz offered that additional nominations will be accepted at SENDD's June Board meeting.

- c. **Community Development Specialist Position:** Bliss updated the Committee on efforts to fill the Community Development Specialist position at the SENDD-Lincoln office.
- d. **EDA – Amendment for Fiscal Year 2017-2018:** Eberle noted that SENDD is currently in the first year of a three year Partnership Planning Program grant. This program started on July 1, 2016 and will run through June 30, 2019. The initial award included 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 Economic Development Administration has advised us of an increase in funding for FY 2017-2018 to \$70,000. A copy of the e-mail was enclosed with the meeting agenda. Chair Hurley called for a motion. Bulgrin made the motion to amend the EDA 302 Planning Grant budget in the amount of \$70,000, seconded by Mueller to approve the proposed motion. Motion passed unanimously on a vote by acclimation.
- e. **Employee Contracts:** Distributed prior to the meeting was an Agenda Action Item proposing a discussion on eliminating contractual employment. (See enclosed Action Item.) Bliss addressed this item to the Executive Committee. Discussion followed. Chair Hurley called for a motion. Bulgrin made the motion to approve eliminating contractual employment for full-time staff as proposed, seconded by Mueller to approve the proposed motion. Motion passed unanimously on a vote by acclimation.

VII. STAFF REPORTS AND REMINDERS

- a. **Southeast Nebraska Partners For Progress (SE P4P)/Strategic Economies Together (SET):** Bliss gave an update on the Strategic Economies Together (SET) process that is being facilitated through Southeast Partners for Progress (SE P4P).
- b. **SEND D Staff Retreat:** Bliss gave an update on the planned SENDD staff retreat scheduled for June 2017. Discussion occurred.
- c. **Southeast Nebraska Regional Network (SERN) Meeting:** Eberle discussed the next Southeast Nebraska Resource Network (SERN) meeting scheduled for June 29, 2017 in Beatrice.
- d. **Nebraska Regional Official Council (NROC):** Bliss gave an update on the Nebraska Regional Officials Council (NROC). A series of email correspondence was shared with the Executive Committee from the NROC Board.

- e. **Next SENDD Meeting:** The next meeting of the Full SENDD Board is scheduled for June 15, 2017 in Lincoln.

VIII. ADJOURNMENT

Chair Hurley called for a motion to adjourn. Bulgrin made the motion, Mueller seconded. Motion passed unanimously on a vote by acclamation.