

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE APRIL 17, 2014 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, April 17, 2014. 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 4 SENDD Executive Committee members were present: Leroy Hanson, Saunders Co.; Mary Koci, Seward Co.; Bill Wenz, At Large Representative; and Nick Harling, American National Bank.

Executive Committee members absent (3): Robert Mueller, Fillmore Co.; Tim McDermott, Saline Co.; and Cheryl Brandenburg, Black Hills Energy.

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

**II. MINUTES**

The previous Full SENDD Board meeting minutes (March 20, 2014) 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 Executive Committee, Vice Chair Hanson called for a motion. Moved by Harling, seconded by Hanson to approve the minutes of the March 20, 2014 Full SENDD Board Meeting as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

**III. AGENDA ADJUSTMENTS**

SENDD Executive Director Taladay presented one agenda adjustment to the SENDD Executive Committee. This agenda adjustment is to be included under the IV. New Business section (Agenda Item A). The agenda adjustment is to be titled: *Response to Inquiry from Attorney General: Complaint on Housing Rehabilitation Program*. A copy of the agenda adjustment was distributed to the Executive Committee members prior to the meeting. A formal motion on this agenda adjustment will be sought. Vice Chair Hanson called for motion. Moved by Koci, seconded by Harling to approve the agenda adjustment as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

**IV. FINANCIAL**

A. Check Registry: A copy of the March 2014 Check Registry report was sent out with the meeting agenda. Taladay briefed the SENDD Executive Committee on the check registry report. He indicated that checks paid out and received were typical for the month. Upon conclusion of the briefing by Taladay, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Koci to approve the March 2014 Check Registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: Taladay provided an overview of the March 2014 Revenue/Expense Report. He stated that this report represents 75% of the 2014 SENDD fiscal year. On the far right hand column of the report is listed the percentage of SENDD revenues/expenditures to budgeted amounts through 3-31-14. Most of these items are in line with FY 2013-2014 budgeted percentages. Revenues are less than expenditures for the month of March due in part to SENDD staff writing grant applications to meet upcoming deadlines. Due to the required time needed for these grant applications, SENDD staff are not spending as much time processing

drawdowns for billable activities. This is reducing the amount of accounts receivable currently being processed by SENDD staff. Upon conclusion of the Executive Committee discussion, Vice Chair Hanson called for a motion. Moved by Koci, seconded by Wenz to approve the March 2014 Revenue/Expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

C. Dorchester – Contract for Nuisance Ordinance Enforcement: SENDD staff has assisted the Village of Dorchester in two previous contracts for Nuisance Ordinance Enforcement. The Village is considering a third contract for assistance from SENDD. The Executive Director is requesting authorization to negotiate and enter into a contract with the Village of Dorchester for a contract with a maximum, not to exceed, of \$9,000 for Nuisance Ordinance Enforcement

Taladay reported to the Executive Committee on this Dorchester contract for nuisance ordinance enforcement. He stated that this will be the third consecutive project for the Village of Dorchester. This contract would cover a new area in the village. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Wenz, seconded by Koci to authorize the Executive Director to negotiate and enter into a maximum not-to-exceed contract in the amount of \$9,000 with the Village of Dorchester for Nuisance Ordinance Enforcement. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

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

## V. OLD BUSINESS

A. SENDD Personnel Policies Review: At the request of SENDD Board members, SENDD staff have collected copies of Personnel Policies from several of the other Districts in Nebraska. The purpose is to review and compare policies of Personal Leave and Flex Time. We have received information from: MAPA, WCNEEDD, NENEEDD and SCEDD. Copies of the sections dealing with Personal Leave, PTO/Flex time and Compensatory time are being compiled and will be distributed prior to the Executive Committee meeting.

Taladay briefed the SENDD Executive Committee on these personnel policies. He directed everyone to the personnel policy comparison spreadsheet that was distributed with the meeting agenda. This spreadsheet was prepared based on information obtained from four other development districts in the state. Taladay indicated that personnel policies vary greatly from one district to another. Every district has different criteria regarding flex time, personal leave, sick leave, holidays and insurance. A brief discussion by the SENDD Executive Committee followed the overview by Taladay. No formal action was required on the SENDD Personnel Policies Review agenda item and none taken.

B. SENDD Equipment Upgrades: Taladay provided the SENDD Executive Committee with an update on proposed SENDD equipment upgrades. He indicated that the SENDD-Lincoln office recently had some issues with connectivity to the SENDD server and e-mail. This caused the Lincoln office to be down at times over the past couple of weeks, which was not good timing for grant applications. This connectivity issue has now been resolved. Taladay received a proposal from Infinite Systems (SENDD's current IT support) on various equipment upgrades. This initial estimate came in rather high. He is currently working with Infinite Systems to reduce some of the upgrade costs. Taladay anticipates sending out a review of equipment upgrade proposals to the designated SENDD equipment committee. No formal action was required on the SENDD Equipment Upgrades agenda item and none taken.

## VI. NEW BUSINESS

A. Agenda Adjustment – Response to Inquiry from Attorney General: Complaint on Housing Rehabilitation Program: SENDD received a letter from the Nebraska Attorney General's Office on Friday, April 14, 2014. The correspondence requested a "response" to a complaint concerning a housing rehabilitation project in Prague, Nebraska. The complaint is from the son of a project homeowner and refers to supposed poor

workmanship and other items. The complaint is inaccurate in several instances. The contract for housing rehabilitation is actually with the regional housing corporation, SENAHC, under a previous multi-county program HOME #008-OEHO-1164. SENDD did have a contract to provide Housing Management Services and so is certainly part of the project.

Staff are presently detailing all the documentation for the project and will provide a written response to the Attorney General's office within the 10-business day term. Our position is that the project was moving ahead until the son of the homeowner made allegations about poor workmanship and was able to stop all work on the project. The contractor was not allowed back on the site to "redo" any alleged workmanship issues, nor allowed to complete installation of new windows and new roofing, which were the major items in the rehabilitation project. The homeowner did pass away then and the project was terminated. SENAHC will probably release the lien on the property, upon a written request from the estate, which has not been received.

Taladay addressed this agenda adjustment with the SENDD Executive Committee. He stated that the written complaint submitted to the Nebraska Attorney General's Office includes many inaccuracies. The complaint was to SENDD, however this is actually a SENAHC project. SENDD is involved in this project due to SENDD staff providing administration for SENAHC's programs. SENAHC agreed last April to release their lien on the property upon written request from the estate. Taladay advised the SENDD Board that they have not yet received a written request from the estate. Currently SENDD staff are working on compiling documents for a response to the Nebraska Attorney General on this issue. No formal action was required on the SENDD Agenda Adjustment/Response to Inquiry from Attorney General: Complaint on Housing Rehabilitation Program agenda item and none taken.

## **VII. STAFF REPORTS AND REMINDERS**

A. Newsletter: Taladay informed the SENDD Executive Committee that the April 2014 SENDD newsletter was sent out last week. The front page newsletter article discussed National Fair Housing Month in April.

B. SEND D Staff – Potential Project Applications: Taladay directed the SENDD Executive Committee to the potential 2014 SENDD applications spreadsheet that was distributed with the meeting agenda. He advised the Executive Committee that a couple of these projects have already been funded. These projects are tax credits for the opera house in Friend and library in Deshler. SENDD staff are currently busy packaging NAHTF applications for OOR and DPA programs. These applications are due April 30, 2014.

C. NROC – 2<sup>nd</sup> Annual Conference: An agenda for this meeting was sent out with the SENDD Executive Committee meeting agenda. Taladay informed the Executive Committee that he came down with the flu and was unable to attend the conference in Kearney. SENDD staff member Eberle briefed the Executive Committee about the conference. He stated that the conference was not as well attended as last year, but participation was still very good and feedback was positive. This conference provided a good opportunity to network with staff from development districts to discuss best practices and programs/services offered by the other districts. Eberle indicated that he attended sessions dealing with Davis Bacon policy, CDBG administration and fiscal operations. He also attended the Executive Director's meetings. The next NROC conference was scheduled for September 2015 in Kearney.

D. SERN Meeting: Minutes of the February 20, 2014 Southeast Nebraska Regional Network (SERN) were sent out with the meeting agenda. This meeting included roundtable discussions, program presentations, and a tour of the SCC Entrepreneurship center. The next SERN meeting will be held in Beatrice in May.

E. Next SENDD Meeting: Taladay noted that next SENDD Executive Committee meeting is currently scheduled for May 15, 2014. This meeting will include review and discussion of the proposed SENDD budget for FY 2014-2015, as well as for nomination of officers. The SENDD Executive Committee has been designated to serve as both the SENDD Budget Committee and Nominating Committee at the May meeting. To allow more time for development of the SENDD FY 2014-2015 budget, this meeting has typically been rescheduled as a face-to-face meeting held later in May. Taladay asked the SENDD Executive Committee if Thursday, May 29<sup>th</sup> in Lincoln would work to have this meeting. After some discussion by the SENDD

Executive Committee, it was agreed to reschedule the next SENDD Executive Committee meeting for Thursday, May 29 in Lincoln. This meeting will also serve as the SENDD Budget Committee and Nominating Committee for FY 2015. Taladay informed the Executive Committee members that further details of the meeting location and time will be sent out with the meeting agenda. He reminded the SENDD Executive Committee that the next Full SENDD Board meeting is scheduled for June 19, 2014. This meeting is to be held at the Club Room of the Hy-Vee Store at 84<sup>th</sup> and Holdrege St. in Lincoln.

**VIII. ADJOURNMENT**

There being no further business to come before the SENDD Executive Committee, Vice Chair Hanson called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Koci, seconded by Wenz. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 6:53 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem