

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE AUGUST 18, 2016 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, August 18, 2016. This meeting was held at the offices of Black Hills Energy, 1600 Windhoek Drive, Lincoln, NE 68512.

**I. CALL TO ORDER**

A. The meeting was called to order by SENDD Chair Lisa Hurley at approximately 6:35 P.M at the Black Hills Energy conference room located at 1600 Windhoek Drive 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: The following 7 Executive Committee members were present: Lisa Hurley, York County Development Corp.; Kurt Bulgrin, York Co.; Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; Roger Glawatz, Seward Co.; Erich Tiemann, Gage Co. (by conference call – later in the meeting), and Paul Lambert, Jeff Henry Chevrolet. Roll call was taken by a registration of members in attendance.

Executive Committee members absent (0): None

SEND D Staff members present were Dave Taladay and Craig Eberle, Lincoln; Pam Bourne, Attorney with Woods & Aitken, LLP (by conference call later in the meeting).

C. Board Membership: Eberle informed the SENDD Executive Committee that all 27 Board positions are currently filled. Board Chair Hurley indicated that Brook Aken with OPPD is interested in serving on the SENDD Board of Directors. Eberle indicated that they will likely reach out to her when a Board position becomes vacant. No action needed on the Board Membership agenda item and none taken.

**II. MINUTES**

Minutes of the July 21, 2016 SENDD Executive Committee meeting were enclosed in the meeting packet that was sent out to the 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 July 21, 2016 SENDD Executive Committee meeting. Moved by Glawatz, seconded by Bulgrin to approve the minutes of the July 21, 2016 SENDD Executive Committee meeting minutes as presented. Motion passed unanimously on a vote by acclamation.

**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 July 2016 Check Registry report was sent out with the meeting packet. Eberle briefed the Executive Committee on the check registry report. He stated that our bookkeeper listed payroll checks differently this time in order to assist in preparation of the report for the Board. SENDD's property, worker's compensation and Directors/Officers insurance premium for the entire year was paid during the month. After the briefing by Eberle, Chair Hurley called for a motion. Moved by Lambert, seconded by Brandenburgh to approve the July 2016 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: Eberle advised the SENDD Executive Committee about the Revenue/Expense reports for June 2016 and July 2016. He stated that the June 2016 and July 2016 bookkeeping is still being finalized at this time. They are waiting for final numbers and financial adjustments from the fiscal year 201-2016 audit. It is anticipated that the final June 2016 Revenue/Expense Report, as well as the July 2016 and

August 2016 Revenue Expense Reports will be available for consideration at the September 15, 2016 Full SENDD Board meeting. No formal action was required on the June 2016 and July 2016 Revenue/Expense Report agenda item and none taken.

C. 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:

Pawnee City – Special Services Contract for LWCF Project: SENDD staff assisted the City in development and submittal of an application to the Nebraska Game and Parks Commission for a Land and Water Conservation Fund (LWCF) project to renovate the existing community swimming pool. The total project cost is estimated at \$175,000 with a grant of \$87,500 through the LWCF. The City has requested assistance from SENDD to meet administrative requirements of the program at local costs only. The Executive Director is requesting authority to negotiate and enter into a contract with the City for a fee, not to exceed, of \$3,500.00.

Taladay advised the SENDD Executive Committee about this contract with Pawnee City. He indicated that SENDD staff assisted with this application. Upon award the City has reached out to SENDD to assist with administration of the grant. He indicated that the proposed contract amount that was stated on the agenda is incorrect, as the contract is for \$3,500 and not \$3,000.

City of Weeping Water – Special Services Contract for ERR with PHA: SENDD has been requested by the Weeping Water Public Housing Authority (PHA) to assist in completing a HUD required Environmental Review Record on the five year plan for improvements at the facility. This will require a Memorandum of Understanding (MOU) between the City and the PHA and a contract for services for SENDD with the City. The Executive Director is requesting authority to negotiate and enter into a contract with the City for a fee, not to exceed, of \$3,500.00. The MOU identifies that the PHA will be responsible for reimbursement of all costs of the ERR to the City.

Taladay informed the SENDD Executive Committee about this contract with the City of Weeping Water. He indicated that before last year Public Housing Authorities (PHA) had not been notified of the need to complete a HUD Environmental Review Record (ERR). Now that HUD is making this a requirement for PHA's in order to obtain HUD funding, SENDD has facilitated a great deal of these ERR's over the past couple of years. This contract is set up the same as prior HUD ERR's for PHA's located in SENDD member communities.

After the overview by Taladay on these two projects, Chair Hurley called for a motion. Moved by McDermott, seconded by Glawatz for retroactive approval to negotiate and enter into final contracts for the above mentioned projects as presented – with the correction of the LWCF contract amount from \$3,000 to \$3,500. Motion passed unanimously on a vote by acclamation.

D. Excess Annual Personal Leave Settlement: In accordance with policy previously established by the SENDD Board of Directors, the required settlements were made to the personal leave account as of June 30, 2016. This resulted in withdrawals from the account to satisfy excess personal leave accumulated by staff, and to cover SENDD's share of Federal and State taxes. A Personal Leave Account Status report was sent out with the meeting agenda.

Eberle addressed the SENDD Excess Annual Personal Leave Account Status report that was distributed to the SENDD Executive Committee prior to the meeting. Eberle stated that this report identifies total personal leave hours accumulated by staff, any excess personal leave paid out to staff, and the balance in the personal leave deposit accounts after disbursement. Page two of the report shows the total amount of personal leave obligated to staff, and subtracts that from the current balance available in the personal leave deposit accounts. The personal leave deposit accounts show cash deposits exceeding \$6,077.00 available above the amount needed to satisfy any current personal leave obligations to SENDD staff. A brief discussion followed the overview by Eberle. Treasurer Brandenburg questioned the hourly deposit rate for some of the SENDD staff

members on page 1 of the report. Eberle indicated that he would look into these hourly rates as stated on the page 1 personal leave spreadsheet. No formal action was required on the June 30, 2016 Excess Annual Personal Leave Settlement agenda item and none taken.

## **V. OLD BUSINESS**

At this time, Board Chair Hurley requested consideration by the SENDD Board of Directors to move agenda item A. Executive Director Reports under V. Old Business to the end of the meeting, after agenda item F. Next SENDD Meeting under VII Staff Reports and Reminders. After a brief discussion, Chair Hurley called for a motion. Moved by Bulgrin, seconded by Lambert to move agenda item A. Executive Director Reports under V. Old Business to the end of the meeting, after agenda item F. Next SENDD Meeting under VII Staff Reports and Reminders. Motion passed unanimously on a vote by acclimation.

B. SENDD Personnel Policies and Procedures Manual – Leave Accrual and Sick Leave Bank: Eberle indicated to the SENDD Executive Committee that the SENDD Personnel Policies and Procedures Manual has been reviewed by Pam Bourne, Labor Attorney with Woods & Aitken, LLP. Staff are now taking the time to make some additional changes to the personnel policies and procedures. Once these changes are finalized, a Personnel Committee meeting will be scheduled to review the proposed changes.

At this time there was a discussion about having an attorney review SENDD's current job descriptions. This was suggested by the SENDD Executive Committee in order to protect both SENDD and their employees. After some discussion, Chair Hurley called for a formal motion. Moved by Brandenburgh, seconded by Glawatz to submit SENDD's job descriptions for attorney review. Motion passed unanimously on a vote by acclimation.

## **VI. NEW BUSINESS**

There was no new business to come before the SENDD Executive Committee at this time.

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

A. Statewide Housing Consortia: Taladay advised the SENDD Executive Committee that he attended the most recent Statewide Housing Consortia meeting group. This group is looking to find solutions for affordable housing, primarily market rate housing. The next meeting is scheduled for the second week of September.

B. SENDD Membership Dues Requests FY 2016-2017: Taladay indicated that county dues packets have been sent out. They are starting to see some dues coming in from member counties. Dues packets will be sent out to communities in the next couple of weeks.

C. Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET): Eberle stated that he attended the most recent P4P meeting held on July 26, 2016 in Auburn. Crystal Dunekacke out of the SENDD-Humboldt office is scheduled to meet with Marilyn Schlake on August 12<sup>th</sup> to discuss the SET process and recently submitted economic development plan for the five county area.

D. Nebraska Business Credit Collaborative Meeting: Eberle informed the SENDD Executive Committee that he has been invited to attend the first quarterly Nebraska Business Credit Collaborative meeting on August 19, 2016. This meeting is being hosted by the Federal Reserve Bank, through a partnership with the Small Business Administration (SBA) and Nebraska Enterprise Fund. He is looking forward to being involved with this initial discussion.

E. Southeast Nebraska Regional Network (SERN) Meeting: Eberle informed the SENDD Executive Committee that the next SERN meeting is scheduled for August 25, 2016 at York College in York. A copy of the agenda was distributed with the meeting packet.

F. Next SENDD Meeting: The next Full SENDD Board meeting is scheduled for September 15, 2016. Taladay stated that they are looking to hold the meeting at Beacon Hills, as this is not too far from the new SENDD office. This would give the Board an opportunity to visit the new office space prior to the Board meeting. There was an emphasis on reaching out to all SENDD Board members to make sure they attend this meeting, as there are many action items that will need to be taken care of.

At 7:20 p.m. Pam Bourne and Erich Tiemann joined the meeting by conference call.

The following agenda item was moved to the end of the meeting, after agenda item F. Future SENDD Board Meetings under VII. Staff Reports and Reminders, by approval of a formal motion by the SENDD Board of Directors earlier in the meeting:

G. Executive Director Reports: Taladay advised the SENDD Executive Committee that he sent a report to the SENDD Executive Committee last Friday. He provided the following reports to the SENDD Executive Committee at this time:

- *Software Review*: The new software agreement with Wipfli (Abila MIP) has been signed. They are looking to start the planning phase in early September, with a go live date of November 1.
- *Office Space Review*: Taladay advised the SENDD Executive Committee that they just moved into the new office space today. They appeared to be up and running late today with the server, internet access and Wi-Fi. The new printer/fax/scanner still needs to be set-up.

There was some discussion at this time about the SENDD-Humboldt office and SENDD Building Committee. The SENDD Executive Committee wants Erich Tiemann to participate in future Building Committee meetings. That way an Executive Committee member is serving on this committee. The discussion continued regarding the lease and entering into a lease contract without Board approval. Taladay indicated that he did work with the Building Committee on the lease proposal, and sent out an e-mail the Executive Committee regarding the lease. After some discussion it was requested to place consideration of the lease proposal on the September 15<sup>th</sup> Board meeting agenda for retro-active approval.

At this time there was a lengthy discussion about Executive Director Position goals and objectives. This discussion included such topics as staff relations, marketing, financial stability and expectations.

At 8:16 p.m., Bulgrin moved to enter into executive session to discuss personnel and protect the integrity of an individual. Seconded by Tiemann. Motion passed unanimously on a vote by acclamation.

At 9:21 p.m., Brandenburgh moved to go out of executive session. This motion was seconded by Bulgrin. Motion passed unanimously on a vote by acclamation.

At 9:22 p.m., Executive Director Taladay reentered the meeting. Chair Hurley announced there would be no decision made based on discussions held during tonight's executive session. Given the late hour, this closed meeting will continue via a proposed phone conference on Tuesday, September 6, 2016 at 3:30 p.m.

## 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 Bulgrin, seconded by Lambert and approved unanimously by the SENDD Executive Committee. The meeting was adjourned at approximately 9:26 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem