

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 18, 2018 MEETING

The January meeting of the Executive Committee of the Southeast Nebraska Development District (SEND) was held at SEND's office located at 2100 Fletcher Ave., Ste. 100, Lincoln, NE 68521.

I. CALL TO ORDER

The meeting was called to order by SEND Chair Lisa Hurley at 12:14 PM. 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 SEND Office and is available for viewing by the public. The SEND Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Roll was taken. Quorum was present.

Name	Representing	Name	Representing
Lisa Hurley	York County	Kurt Bulgrin	York County
Roger Glawatz	Seward County	Bob Mueller	Fillmore County
Eric Tiemann	Gage County	Cheryl Brandenburgh	Black Hills Energy

Staff members present were Tom Bliss, Betsy Goodman, Monica Monteros, and Crystal Dunekacke (conference call).

II. ADOPT AGENDA

Chair Hurley called for a motion to adopt the amended agenda for the January 18, 2018 SEND Executive Committee meeting as presented. Moved by Mueller, seconded by Glawatz. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes of the December 20, 2017 Special Meeting of the SEND Board of Directors meeting were distributed prior to the meeting. No corrections or additions to the previous meeting minutes were provided. Chair Hurley called for a motion. Moved to approve by Brandenburgh, seconded by Mueller. Motion passed unanimously on a vote by acclamation.

IV. TREASURER'S REPORT

Copies of the December 2017 Check Registry and October – December 2017 Quarterly Financial Report was enclosed in the meeting packet. Monteros briefed the Committee on the check registry and financial report. Discussion occurred. Brandenburgh requested additional details in future reports. Monteros discussed SEND consolidating bank accounts and banks, and developing a plan for future banking activities. The SEND/SEND, Inc. Quarterly Loan Report was presented. Chair Hurley called for a motion. Moved by Bulgrin, seconded by Tiemann. Motion passed unanimously on a vote by acclamation.

V. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet. Bliss introduced SEND's new staff members, Betsy Goodman, Community Development Specialist. Goodman discussed LB808. Bliss also updated Committee Members on Ken Edwards, a part-time staff person that works in the Humboldt location.
2. Budget and Finance Committee Report: The committee did not meet – no report was provided.

VI. NEW BUSINESS

1. Action Item – Inclement Weather Policy: Bliss presented on the action item, which was enclosed in the meeting packet. Bliss recommended a written inclement weather policy to guide staff during periods of winter weather. Discussion occurred. Chair Hurley called for a motion. Glawatz made the motion to approve the Inclement Weather Policy, Mueller seconded. Motion passed unanimously on a vote by acclimation.
2. Discussion Item – Firearms Policy: Bliss presented on the discussion item, which was enclosed in the meeting packet. SENDD does not have an established firearms and weapons policy. To avoid miscommunication, and to ensure the comfort for all staff an establishing a plan was discussed. Discussion took place. It was determined the policy would be readdressed later. No action taken.
3. Action Item – Alcohol-Free Workplace Policy: Bliss presented on the action item, which was enclosed in the meeting packet. As it stands, the current SENDD Personnel Manual includes a Drug Free Workplace (Section 4.05), but fails to discuss staff members' responsibility to avoid alcohol while performing duties. Discussion occurred. Hurley called for a motion. Bulgrin made the motion to amend the SENDD Personnel Manual (Section 4.05) to include an Alcohol-Free Workplace section. Brandenburgh seconded. Motion passed unanimously on a vote by acclimation.
4. Action Item – Maximum Accrued Personal Leave (Section 6.03) and the Recently Approved SENDD Personnel Manual: Bliss presented on the action item, which was emailed to the Executive Committee on January 16, 2018. A one-time variance for 72 hours of excess Personal Leave was granted to Jim Warrelmann. Discussion occurred. Hurley called for a motion. Brandenburgh made the motion to approve the one time variance. Glawatz seconded. Motion passed unanimously on a vote by acclimation.

VII. OLD BUSINESS

1. SEND Board Member to Fill Non-Governmental-Private Sector Vacant Board Member Position: SENDD has reached out to some candidates. Walker Zulkoski from Gage County Economic Development was identified. Tiemann and Bliss will contact Zulkoski. Dan Mauk was identified as a candidate for the vacant Executive Committee position.
2. Cass County Membership: Cass County membership and LB1019 was discussed. The Executive Committee voted to solicit Zulkoski and Weber to lobby on the agency's behalf against this bill. Conversation took place on drafting a letter to county commissioners, board members, and scheduling meetings with senators. Hurley called for a motion. Glawatz made the motion to hire Zulkowski and Weber to represent SENDD with a contract not to exceed \$7,000. Brandenburgh seconded. Motion passed unanimously on a vote by acclimation.

VIII. OTHER BUSINESS

1. Staffing update: Bliss offered a staffing update. Discussed the need to hire an additional housing specialist to assist with upcoming housing activities.

Brandenburgh left at 2:00.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Reports from staff of December activities and programs/initiatives were distributed to the SENDD Executive Committee prior to the meeting.
2. SERN/P4P Updates:
 - A. Next SERN Meeting: Dunekacke discussed the next SERN meeting scheduled to take place in

Fairbury. Information on the next quarterly meeting is forthcoming.

B. Next SET /P4P Meeting: Dunekacke updated the SENDD Board on the SET P4P process.

X. REPORT OF BOARD CHAIRPERSON

1. Hurley offered thoughts on Cass County.

XI. REPORT OF EXECUTIVE DIRECTOR

Bliss provided a short report.

XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is February 15, 2018 at noon at the SENDD-Lincoln office.
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is March 15, 2018.

XIII. EXECUTIVE SESSION REGARDING PERSONNEL MATTER – DISCUSSION OF JOB PERFORMANCE

The Executive Committee entered into Executive Session at 2:05 through roll call vote. All in favor. Job performance of a SENDD staff member was discussed. The Executive Committee voted to come out of Executive Session at 2:20 through roll call vote. All in favor.

XIV. ADJOURNMENT

There being no further business to come before the Full SENDD Board of Directors per the agenda, Chair Hurley adjourned the meeting at approximately 2:21 P.M.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem