

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE FEBRUARY 28, 2019 MEETING

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

I. CALL TO ORDER

SENDD Chair Kurt Bulgrin called the meeting to order at 12:08 p.m. 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.

Roll was taken. Quorum was present.

Name	Representing	Name	Representing
Lisa Hurley	York County Dev. Corp.	Kurt Bulgrin	York County
Erich Tiemann	Gage County	Dan Mauk	Otoe County Econ. Dev.
Walker Zulkoski	Gage Area Growth Enterprise	Dave Bruning	Thayer County

Others present were Tom Bliss, Kim Pham, Betsy Samuelson, and Jamie Mohrman and Kate Brakenhoff from Zelle H.R.

II. ADOPT AGENDA

Chair Bulgrin called for a motion to adopt the February 28, 2019 SENDD Executive Committee agenda as presented. Moved by Tiemann, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes from the January 17, 2019 SENDD Executive Committee meeting were distributed prior to the meeting. No corrections or additions to the meeting’s minutes were offered. Chair Bulgrin called for a motion. Moved by Hurley, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

Chair Bulgrin moved Discussion Item #1 under New Business forward in the agenda to accommodate guests from Zelle H.R. Discussion Item – SENDD Personnel Manual was distributed prior to the meeting along with a draft copy of the proposed SENDD Personnel Manual. Bliss provided an overview of the process to date. Mohrman and Brakenhoff explained the proposed manual and described each chapter highlighting specific options.

Section 3.11: Social Media – Option #2

Section 5.1: Accidents and Injuries – This was discussed regarding SENDD having a standard occupational health location for all staff to go to in the event of an on-the-job accident.

Section 7: Leave Policies – Capping Paid Time Off and how it corresponds with Section 7.4.

Section 7.2: Holidays – Remain at 10 paid holidays, and exchange Presidents Day with Martin Luther King, Jr. Day and Arbor Day for Christmas Eve.

Section 7.4: Maternity/Paternity/Adoption Leave – Option #2

No action was taken. The Committee will present the draft to the full SENDD Board of Directors in March.

Mohrman and Brakenhoff left the meeting.

#### IV. TREASURER'S REPORT

SEND D's January 2019 financial statements were provided. Treasurer Mauk provided an overview. Pham offered additional information. Mauk asked that a letter from SEND D sent to the Internal Revenue Service (IRS) be included as part of his report. The letter discusses a penalty due to payroll taxes being paid quarterly as opposed to bimonthly. Chair Bulgrin called for a motion. Moved by Tiemann, seconded by Hurley. Motion passed unanimously on a vote by acclamation.

#### V. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet.
2. Budget and Finance Committee Report: The committee did not meet.

#### VI. NEW BUSINESS

1. Discussion Item – SEND D Personnel Manual See above.
2. Action Item – City of Nebraska City Comprehensive Development (CD) CDBG Administration Contract: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Hurley to approve contract, seconded by Mauk. Motion passed unanimously.
3. Action Item – Preapproval City of Nebraska City CDBG CD Construction Management Contract: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Mauk to allow staff to enter into contract, seconded by Bruning. Motion passed unanimously.
4. Action Item – City of Nebraska City CDBG Tourism Development (TD) Administration Contract: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Mauk to approve the contract, seconded by Bruning. Motion passed unanimously.
5. Action Item – Preapproval City of Nebraska City CDBG TD Construction Management Contract: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Mauk to allow staff to enter into contract, seconded by Hurley. Motion passed unanimously.
6. Action Item – City of Auburn CDBG Owner-Occupied Rehabilitation Contract: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Mauk to approve the contract, seconded by Zulkoski. Motion passed unanimously.
7. Discussion Item – SEND D Strategic Planning: Betsy Samuelson presented on the discussion item, which was distributed at the January meeting. SEND D staff are proposing the agency to undergo a strategic planning process. The purpose of strategic planning is to help create public awareness and value. This is done by defining vision, mission, and goals, and by creating implementation steps to support the enhancement of life and prosperity for the region. Discussion occurred. Staff will explore options for hosting a board and staff retreat.

8. Discussion Item – New Member Orientation Content: Bliss discussed a planned new SENDD Board Member orientation and Executive Committee's expectation. Discussion occurred. No action was taken.

#### VII. OLD BUSINESS

1. Lancaster County: Bliss offered information on recent updates between SENDD and Lancaster County membership.
2. Community Development Resources (CDR) Update: Bliss discussed ongoing conversations with CDR staff regarding a potential collaboration.

#### VIII. OTHER BUSINESS

1. SENAHC Update: Bliss offered an update on SENAHC (Southeast Nebraska Affordable Housing Council). Discussion occurred.
2. SEND, Inc. Update: Bliss offered an update on SEND, Inc. Discussion occurred.

#### IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: January staff reports were distributed in the board mailing.
2. SERN/P4P Updates:
  - A. Next SERN Meeting: Dunekacke offered a report on the upcoming SERN meeting.
  - B. Next SET /P4P Meeting: Dunekacke provided a report on SET/P4P activities.

#### X. REPORT OF BOARD CHAIRPERSON

No report.

#### XI. REPORT OF EXECUTIVE DIRECTOR

Bliss reported on agency updates including USDA 502 funding. Information was distributed.

#### XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is April 18, 2019 at noon. (This may change.)
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is June 20, 2019 at 7:00 pm.

#### XIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, Chair Bulgrin adjourned the meeting at approximately 2:40 p.m.

Respectfully Submitted:

Tom Bliss  
Secretary Pro Tem