

SEND D

Southeast Nebraska Development District

AMENDED AGENDA

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
THURSDAY, MAY 27, 2021
NOON AT THE SENDD LINCOLN OFFICE
2100 FLETCHER AVE., STE. 100, LINCOLN, NE 68521

- I. CALL TO ORDER
- II. ADOPT AGENDA
- III. APPROVAL OF MINUTES – APRIL 22, 2021 SENDD EXECUTIVE COMMITTEE MEETING
- IV. TREASURER’S REPORT
 1. CHECK REGISTRY REPORT
 2. FINANCIAL STATEMENTS
- V. COMMITTEE REPORTS:
 1. PERSONNEL COMMITTEE REPORT
 2. BUDGET AND FINANCE COMMITTEE REPORT – PROPOSED FY21/22 SENDD BUDGET
- VI. NEW BUSINESS:
 1. **DISCUSSION ITEM** – NEW LOCATION EXPENSES (MOVING, IT, FURNITURE)
 2. **DISCUSSION ITEM** – DRAFT SENDD FY 21-22 SENDD BUDGET
 3. **ACTION ITEM** – WAVERLY CHILD DEVELOPMENT CENTER, LLC LOAN IN THE AMOUNT OF \$135,000
 4. **ACTION ITEM** – NOMINATING COMMITTEE
 5. **ACTION ITEM** – NATIONAL LEAD FOR AMERICA, INC. FELLOWSHIP AGREEMENT
- VII. OLD BUSINESS:
 1. BUILDING UPDATE
 2. **DISCUSSION ITEM** – FINAL DRAFT SENDD PROCUREMENT POLICY
 3. NUISANCE ABATEMENT
- VIII. OTHER BUSINESS:
 1. SENAHC UPDATE
 2. SEND, INC. UPDATE
 3. SENDD CONTRACTING
- IX. STATUS/STAFF REPORTS:
 1. COMMUNITY AND REGIONAL PLANNING ACTIVITIES (SEE ATTACHED)
 2. SERN UPDATES – JUNE 10, 2021 IN NEBRASKA CITY AT 10:00
- X. REPORT OF BOARD CHAIRPERSON

LINCOLN OFFICE
2100 Fletcher Ave., Ste. 100
Lincoln, NE 68521-5862
Office: 402-475-2560

www.sendd.org

HUMBOLDT OFFICE
PO Box 308
Humboldt, NE 68376
Office: 402-862-2201

SEND D

Southeast Nebraska Development District

- XI. REPORT OF EXECUTIVE DIRECTOR

- XII. NEXT MEETING
 - 1. FULL SENDD BOARD MEETING (BUSINESS MEETING AND DINNER): JUNE 17, 2021 AT 6:30 P.M. IN LINCOLN
 - 2. EXECUTIVE COMMITTEE MEETING: MAY 27, 2021 AT NOON IN LINCOLN

- XIII. ADJOURN

LINCOLN OFFICE
2100 Fletcher Ave., Ste. 100
Lincoln, NE 68521-5862
Office: 402-475-2560

www.sendd.org

HUMBOLDT OFFICE
PO Box 308
Humboldt, NE 68376
Office: 402-862-2201

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE MAY 27, 2021 MEETING

The April 2021 meeting of the Executive Committee of the Southeast Nebraska Development District (SEND) was held at SEND's Lincoln office located at 2100 Fletcher Ave., Ste. 100, Lincoln, NE.

I. CALL TO ORDER

SEND Chair Kurt Bulgrin called the meeting to order at 12:04 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 and was 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 with a sign-in sheet. Quorum was present.

Name	Representing	Name	Representing
Kurt Bulgrin	York County	Erich Tiemann	Gage County
Lisa Hurley	YCDC	Dan Mauk	Otoe County Econ. Dev.

Others present were Tom Bliss, Kelly Gentrup, John Weimer, and Jim Warrelmann.

II. ADOPT AGENDA

Chair Bulgrin presented the May 27, 2021 amended agenda. Moved by Hurley to approve the amended agenda that includes Action Item #5, seconded by Tiemann. Roll call vote. Motion carried 4 yes and 0 no.

III. APPROVAL OF MINUTES

Minutes from the April 22, 2021 SEND 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 Tiemann to approve the April 22, 2021 Executive Committee Meeting minutes as presented, seconded by Hurley. Roll call vote. Motion carried 4 yes and 0 no.

IV. TREASURER'S REPORT

Treasurer Mauk and Bliss provided an overview of the balance sheet, profit and loss statement, and check register for the month ending April 2021. These documents were distributed prior to the meeting. Chair Bulgrin called for a motion. Moved by Hurley to approve the April 2021 financial statements, seconded by Mauk. Roll call vote. Motion carried 4 yes and 0 no.

V. COMMITTEE REPORTS

1. Personnel Committee Report: Bliss discussed a personnel issue involving Ashley Larsen transitioning to part-time and Kelechi Chibuikem's immigration status. Chair Bulgrin amended the agenda under Emergency Item to include this discussion.
2. Budget and Finance Committee Report: Bliss discussed the proposed FY21-22 SEND Budget.

VI. NEW BUSINESS

1. Discussion Item – New Location Expenses (Moving, IT, Furniture): Warrelmann gave a 7407 O Street update on renovations. Gentrup presented on the discussion item, which was not

distributed prior to the meeting by providing Committee members information on possibly acquiring new furniture for the new location. Warrelmann discussed moving expenses. Committee members recommended including the purchase of up to \$30,000 in new furniture (office, conference and board room, and work stations) into the current FY20-21 Budget. No action was taken.

2. Discussion Item – Draft SENDD FY21-22 Budget: Bliss presented on the discussion item, which was distributed prior to the meeting. Recommendations included increasing Line Item 7210 to add an additional staff, increasing Line Item 7540 to align with the remaining balance in the Economic Development Administration (EDA) CARES grant, and adding Line Item 8199 – Marketing in the amount of \$5,000. Discussion occurred. No action taken.

Warrelmann presented SENDD Contracting draft FY21-22 Budget. Discussion occurred. No action taken.

3. Action Item – Waverly Child Development Center, LLC Loan in the Amount of \$135,000: Gentrup presented on the action item, which was distributed to the Executive Committee members prior to the meeting. Chair Bulgrin asked for a motion on the action item. Moved by Hurley to allow Gentrup to coordinate with Waverly Child Development Center to ensure the project cash flows with the proposed state licensing regulations and allow the Executive Board to approve via email. Tiemann seconds. Motion carried 4 yes and 0 no.
4. Discussion Item – Nominating Committee: Bliss presented the slate of proposed nominees. Discussion occurred. No action taken.
5. Action Item – National LEAD for America, Inc. Fellowship Agreement: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin asked for a motion. Moved by Hurley to grant Bliss permission to enter into a Host Agreement with the National LEAD for America, Inc. (LFA) for the deployment of two (2) LFA Fellows for a two (2) year commitment in the amount of \$60,000 (\$15,000 per year per fellow). Tiemann seconds. Motion carried 4 yes and 0 no.
6. Action Item – Contract with the University of Nebraska-Lincoln (UNL) for Disaster Recovery Planner: Chair Bulgrin asked for a motion to include Action Item #6 as an Emergency Item due to time sensitivity. Moved by Hurley to include Action Item #6 as an Emergency Item due to time sensitivity. Tiemann seconds. Motion carried 4 yes and 0 no. Bliss presented on the action item, which was not distributed prior to the meeting. The item focused on transitioning Kelechi Chibuikem's employment status as a SENDD employee to a contract employee with UNL as his employer. Bliss noted this is not due to performance but is tied to immigration status. Funding would be covered by an existing EDA grant. Chair Bulgrin called for a motion. Moved by Hurley to allow SENDD to enter into a contract with UNL for the purposes to completing the Disaster Recovery Planner Scope of Work. Tiemann seconded. Motion carried 4 yes and 0 no.

VII. OLD BUSINESS

1. Building Update – Warrelmann provided an update previously under Discussion Item #1. No action taken.
2. SENDD Procurement Policy: Bliss reminded SENDD Executive Committee members to review the draft procurement policies that were previously distributed. This is essential as the organization's

budget grows and programs, such as the PRR become more active. No action taken. (*Mauk left the meeting at 2:45 pm*)

3. Nuisance Abatement: Bliss gave an update on Nuisance Abatement services. Discussion took place on this program and the difficulties associated with it, particularly safety concerns. No official action occurred.

VIII. OTHER BUSINESS

1. SENAHC Update: Bliss provided an update on SENAHC activities.
2. SEND, Inc. Update: Bliss provided an update on SEND, Inc. activities.
3. SENDD Contracting: Warrelmann gave a report on SENDD Contracting activities.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Staff reports were sent with board packets prior to meeting.
2. SERN Updates: Bliss gave a brief update on SERN.

X. REPORT OF BOARD CHAIRPERSON

No report.

XI. REPORT OF EXECUTIVE DIRECTOR

Bliss reported that the owner of the SENDD Humboldt office located at 804 3rd Street inquired if the SENDD Board would be interested in purchasing the property for \$38,000. Discussion occurred. No action taken.

XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is July 22, 2021 at noon at 7407 O Street in Lincoln.
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is June 17, 2021 a location to be determined.

XIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, Chair Bulgrin adjourned the meeting at approximately 3:05 p.m.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem