

**South Central Economic Development District, Inc.**

**5:30 PM, Thursday, March 26, 2020**

**Virtual Meeting Link - [www.scedd.us](http://www.scedd.us)**

***Mission:** The South Central Economic Development District exists to develop and promote a positive economic climate, which supports regional growth.*

*Our **vision** is to be the resource businesses and communities rely on for advice and connections to programs designed to help businesses grow and insure community sustainability.*

**5:30 PM Board of Directors Meeting & Dinner:**

- 1) **Open Public Meeting Procedures**
- 2) **Call to Order/Roll Call**
- 3) **Introductions**
- 4) **Agenda Approval**
- 5) **Minutes of January 30, 2020 Meeting**
- 6) **Public Comment: *if commenting on an item not on the agenda, it will not be considered at this meeting***
- 7) **Financial Report:**
  - a. Approval of Claims
  - b. Financial Reports as of February 29, 2020
  - c. Investment Reports for RWHF & Catalyst Funds
- 8) **Information Items:**
  - a. Project Status Reports
  - b. Housing update
- 9) **Discussion/Action Items:**
  - a. Appoint 2 members to the SCEDD Business Loan Committee
  - b. Public Hearing for 2018 TFTA 34021 Technical Assistance Grant
  - c. Public Hearing for 2020 TFTA Grant Application
  - d. Approval of 2020 TFTA Grant Application
  - e. Discuss/Set Realtor Fee for Logan House
  - f. Staffing Update
  - g. Request for Proposal for Auditor
  - h. Covid-19 practices/policies
- 10) **Ratify contracts and loan amendment:**
  - a. Contract with Sherwood Foundation for Community Catalyst 2020
  - b. Contract with the City of Minden for Professional Services for a Housing Study
  - c. Contract with the City of Hastings for Professional Services, 19-DTR-103
  - d. Contract with the City of Superior for Professional Services, 18-TFHP-34091
  - e. Contract with the City of Sutton for Professional Services, 19-DTR-107
  - f. Contract with the City of Wood River for Professional Services, 19-DTR-108
  - g. Contract with the City of Wood River for Professional Services, 19-EM-003
  - h. Contract with the City of Wood River for Professional Services, 19-TFDR-34089
  - i. Contract with the City of Wood River for Construction Management, 18-PW-016
  - j. Shabri, LLC Loan Amendment

**11) Next Meeting: 5:30PM Board Meeting & Meal, May 28, 2020, Phelps County, NE**

**12) Adjourn**

The South Central Economic Development District, Inc. reserves the right to go take agenda items out of order. This body may also go in to closed session if deemed necessary.

**South Central Economic Development District, Inc.**

**5:30 PM, Thursday, March 26, 2020**

**Virtual Meeting  
Meeting Minutes**

***Mission:** The South Central Economic Development District exists to develop and promote a positive economic climate, which supports regional growth.*

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**The Board Meeting was called to order** at 5:32 PM by President Barb Barnett

**Open Public Meeting Procedures:** President Barnett indicated the open meetings law was in effect and a copy of the law was available in virtually.

**Roll Call**

<b>Adams</b>	Dale Curtis	<b>Buffalo</b>	Tim Higgins
<b>Clay</b>	Barb Barnett	<b>Franklin</b>	Raquel Felzien
<b>Hall</b>	Mary Berlie	<b>Hamilton</b>	Bobby Parks (arr 5:55)
<b>Harlan</b>	Absent	<b>Howard</b>	Michael Coghlan
<b>Kearney</b>	Robert Swanson	<b>Merrick</b>	Edward Dexter
<b>Nuckolls</b>	Absent	<b>Phelps</b>	Theresa Puls
<b>Webster</b>	Gene Horne	<b>Private Business</b>	Linda Glause
<b>Stkhldr Org/CCC</b>	Marni Danhauer (arr 5:40)	<b>Stkhldr Org/Const</b>	Keith Dubas

**Introductions:** SCEDD Executive Director, Sharon Hueftle

The **agenda** for this meeting and the **minutes** of the January 30, 2020 meeting were approved; Tim Higgins made the motion, second by Bob Swanson; unanimous approval.

No **Public Comment**.

Raquel Felzien made the motion to approve the **Claims for January 1, 2020 through February 29, 2020**; Tim Higgins seconded the motion; roll call vote provided unanimous approval.

Bob Swanson made the motion accept the **Financial Reports as of February 29, 2020** for filing; Theresa Puls seconded the motion; roll call vote provided unanimous approval.

Bob Swanson made the motion to accept the **Investment Reports as of February 29, 2020** for filing; Dale Curtis seconded the motion; roll call vote provided unanimous approval.

**Information Items:**

Sharon Hueftle reviewed the **project status report** for January 1 through February 29, 2020.

Hueftle provided the **housing update report:** Currently there is about \$247,000 available in rural Workforce funds to be loaned for projects. Projects awarded or in planning stages:

- Logan House, Holdrege: the basement has been poured and the house is scheduled for delivered next week, weather permitting. The housing loan committee extended the agreement for this project by 6 months. The loan due date is now July 31, 2020.
- Beyond Blueprints loan for spec house, St. Paul: ribbon cutting was held in December and the house is on the market. The housing loan committee extended the loan agreement for 90 days. This will come due May 19, 2020.
- Covenant LLC loan for Rehab, Holdrege: scheduled for completion this spring. Loan due date is August 26, 2020.
- Blue Hill Project: Levi was working with 2 modular companies to partner proposals; no progress since early February.

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## Discussion/Action Items:

- a. **Appoint 2 members to the SCEDD Business Loan Committee:** Two members of the Business Loan Committee are no longer on the board, creating 2 vacancies. Bobby Parks made a motion to appoint Michael Coghlan and Raquel Felzien to replace the outgoing members; seconded by Mary Berlie. Motion was unanimously approved.
- b. **Public Hearing for 2018 TFTA 34021 Technical Assistance Grant:** The Board meeting was suspended at 6:05PM and the Public Hearing regarding SCEDD's Implementation for Nebraska Affordable Housing Trust Fund for Non-Profit Operating Assistance was opened. Hueftle provided an update on activity completed with the grant funding. With no public comment received, a motion to close the public hearing was made by Bobby Parks, seconded by Tim Higgins. Motion was unanimously approved.
- c. **Public Hearing for 2020 TFTA Grant Application:** The Board meeting was suspended at 6:10PM and the Public Hearing regarding SCEDD's Application for Nebraska Affordable Housing Trust Fund for Non-Profit Operating Assistance was opened. Hueftle reported that this grant would fund staff time for SCEDD to be lead agent for HomeNE, a statewide housing learning network. With no public comment received, a motion to close the public hearing was made by Tim Higgins, seconded by Dale Curtis. Motion was unanimously approved.
- d. **Approval of 2020 TFTA Grant Application:** The grant application is for \$40,000 over 2 years to provide support for the HomeNE Learning Network. Motion was made by Theresa Puls to approve the application and give the Executive Director authority sign the application and all documents and reports associated with this grant on behalf of SCEDD; seconded by Gene Horne. Motion carried by unanimous approval.
- e. **Discuss/Set Realtor Fee for Logan House:** Discussion was held regarding the Logan Street house price and realtor fees associated with the sale. Discussion was postponed until the May meeting regarding the price and the realtor fee.
- f. **Staffing Update:** Levi's last day was March 13, Sharon conducted an exit interview and will send out the notes. Applications are being accepted and interviews conducted for an additional Community Consultant/Grant Writer. Hiring for a Deputy Director has not been considered yet.
- g. **Request for Proposal for Auditor:** Sharon informed the board that the last RFP from Auditors was for 2016-2018, this was discovered after AMGL was contracted to conduct the 2019 audit. A RFP will be sent to the same 4 auditors as in the past for 2020-2022.
- h. **Covid-19 practices/policies:** Sharon informed the board that all staff members have been given the opportunity to work from home; one staff member is doing this and 4 have chosen to continue to work in the office. The bank front doors are locked to the public and staff is disinfecting the office and practicing social distancing. Federal legislation was discussed as well as best practices and work load for the SCEDD office. Bob Swanson moved to approve, in addition to current PTO benefits, sick leave specific to COVID-19 in the amount of 80 hours for full-time employees, and for part-time employees, the average number of hours the employee works over a two-week period. This paid leave benefit is available for immediate use, regardless of how long the employee has been employed by SCED and is for employees: a) to self-isolate because the employee is diagnosed with coronavirus; b) To obtain a medical diagnosis or care if the employee is experiencing symptoms of coronavirus; c) To comply with a recommendation or order by a public official or a health care provider on the basis that the physical presence of the employee on the job would jeopardize the health of others; d) To care for or assist a family member of the employee who is self-isolating because he or she has been diagnosed with coronavirus, is experiencing the symptoms of coronavirus, or to comply with a recommendation or order by a public official or a health care provider; or e) To care for the employee's child where the child's school or place of care has been closed, or the child care provider is unavailable, due to coronavirus. This additional sick leave specific to , COVID-19 will only be available for one year, beginning March 27, 2020.

**Ratify Contracts:** Dale Curtis motioned to **ratify the contract** listed below; Bob Swanson seconded the motion, unanimous approval.

- a. Contract with Sherwood Foundation for Community Catalyst 2020
- b. Contract with the City of Minden for Professional Services for a Housing Study
- c. Contract with the City of Hastings for Professional Services, 19-DTR-103
- d. Contract with the City of Superior for Professional Services, 18-TFHP-34091
- e. Contract with the City of Sutton for Professional Services, 19-DTR-107
- f. Contract with the City of Wood River for Professional Services, 19-DTR-108
- g. Contract with the City of Wood River for Professional Services, 19-EM-003

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- h.** Contract with the City of Wood River for Professional Services, 19-TFDR-34089
- i.** Contract with the City of Wood River for Construction Management, 18-PW-016
- j.** Shabri, LLC Loan Amendment

**Next Meeting: 5:30 PM business meeting & dinner, Thursday, May 28, 2020, Phelps County, NE. Meeting location has been changed to Phelps County so the Logan House can be toured by the board.**

Meeting was **adjourned** at 7:09 PM.