

South Central Economic Development District, Inc.
Nebraska Firefighters Museum & Education Center
2434 E 1st St., Kearney, Buffalo County, NE
5:30 PM, Thursday, November 18, 2021



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.

AGENDA

5:30 PM Board of Directors Meeting/Meal:

- 1) **Open Public Meeting Procedures**
- 2) **Call to Order/Roll Call**
- 3) **Introductions**
- 4) **Agenda Approval**
- 5) **Minutes of September 30, 2021 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, September 1 – October 31, 2021
 - b. Financial Reports as of October 31, 2021
 - c. Investment Reports:
 - i. Rural Workforce Housing
 - ii. Community Catalyst
 - iii. Operating Funds
- 8) **Information Items:**
 - a. Project Information
 - b. Housing Projects
- 9) **Discussion/Action Items:**
 - a. Museum housing funding: RWH or SCEDD
 - b. Museum house guidelines to follow
 - c. Employee Benefits
 - d. Appointment to Investment Committee
 - e. Appointment to Housing Committee
 - f. Updated Succession Plan
 - g. Conflict of Interest Policy
 - h. Adopt Strategic Plan for 2022
 - i. Discuss/Approve 2022 Budget
 - j. Evaluation of Executive Director and Wage Discussion/Motion
 - k. Hueftle, Ferguson requests for cash out of PTO
 - l. Discussion of Federal Mandate re: COVID 19 Vaccine
 - m. Election of Officers
- 10) **Ratify contract(s):**
 - a. SCEDD Construction Management Services Agreement, Hastings 20-PW-004
 - b. Amendment to the Professional Services Agreement, Shelton NAHTF 19-TFHO-34008
- 11) **Next Meeting: 5:30PM Board Meeting, Thursday, January , 2021, Buffalo County, NE**

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.

12) Adjourn

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South Central Economic Development District, Inc.
5:30 PM, Thursday, September 30, 2021
Hastings Chamber Conference Room, Hastings, Adams County, NE
Meeting Minutes

***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 ensure community sustainability.*

The Board Meeting was called to order at 5:52 PM by President Barb Barnett.

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

Roll Call

| | | | |
|------------------------|--------------------|--------------------------|------------------|
| Adams | Dale Curtis | Buffalo | Absent |
| Clay | Barb Barnett | Franklin | Absent |
| Hall | Mary Berlie | Hamilton | Roger Nunnenkamp |
| Harlan | Christian Schluntz | Howard | Absent |
| Kearney | Absent | Merrick | Edward Dexter |
| Nuckolls | David Mussmann | Phelps | Theresa Puls |
| Webster | Gene Horne | Private Business | Linda Glause |
| Stkhldr Org/CCC | Marni Danhauer | Stkhldr Org/Const | Keith Dubas |

Introductions: SCEDD Executive Director, Sharon Hueftle, and Deputy Director, LeAnn Jochum.

The **agenda** for this meeting and the **minutes** of the July 29, 2021, meeting were approved; Ed Dexter made the motion, Marni Danhauer seconded, unanimous vote with Christian Schluntz abstaining due to his absence at the previous meeting.

Public Comment: No comment.

Financial Reports:

Dale Curtis made the motion to approve the **Claims for July 1 through August 31, 2021**; Roger Nunnenkamp seconded the motion; roll call vote provided unanimous approval with Keith Dubas abstaining from the vote.

Sharon provided an overview of the August 30, 2021, year to date financial reports. Dale Curtis made the motion to accept the **Financial Reports as of August 31, 2021** for filing; Gene Horne seconded the motion; roll call vote provided unanimous approval.

The Community Catalyst Investment Report is currently out of balance by \$701.60. Theresa Puls made the motion to accept the **Investment Reports as of August 31, 2021** for filing **with the correction to the Community Catalyst Report**; Christian Schluntz seconded the motion; roll call vote provided unanimous approval.

Information Items:

Sharon Hueftle reviewed the **Project List** regarding ongoing projects, grant applications in progress, and projects in the development stage.

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Housing update report: Keith Dubas provided an update on the Blue Hill project – framing is nearing completion and wrapping is in process. The contractor provided a timeline to completion; the housing loan committee will meet to discuss the timeline.

Hueftle reported that a quote was received for rehab of the Museum house, but was extremely high due to the contractor wanting to demo the house back to roof and studs. Hueftle & Keith Dubas are working with the contractor on revisions to the quote such as leaving as much drywall in place, reusing the furnace, etc. The board discussed the prospect of moving forward with electrical and building code inspections, and then putting in the basement and moving the house prior to solidifying a rehab contractor, acknowledging that SCEDD may be able to utilize their own staff to general the project once a housing person is hired.

Hueftle provided a **staffing update:** The Deputy Director position has been filled by LeAnn Jochum. The Housing Position is still open; two candidates removed themselves from the candidate pool. Two new candidate interviews were conducted earlier today; both candidates will be asked to take the Strengths Finder assessment and interview with SCEDD's consultant. Hueftle also discussed the priority and implementation of "right person right seat."

Discussion/Action Items:

- **Employee Benefits:** Hueftle shared that health insurance available to SCEDD was not competitive for Jochum, so the amount that would have been paid for employee insurance was added to the salary. She discussed the implications of this with trying to fill a housing position. The policies available through NACO require 2 employees enroll. Hueftle also asked for an **amendment to SCEDD's Administrative and Personnel Policies** Amended May 31, 2017, Section IX: **Paid Time Off, C: Buy Back**, adding the following sentence: Recognizing that it is difficult for the Executive Director to be out of the office, any buy back for the Executive Director will be calculated using 75% of the Executive Director's current pay to determine the buyback value. During discussion it was brought up that the September 10 date to request buy back was not very realistic. Dale Curtis moved to amend the Buy Back to include the sentence regarding the executive director and to change the request date to December 10. Gene Horne seconded the motion, roll call vote provided unanimous approval. Discussion ensued regarding the PTO policy and Hueftle was directed to research the buy back policy and also bring options regarding holidays not being included in PTO, etc. to the board.
- **Rural Workforce Housing Loans and the NDO loan fund:** Hueftle stated that Rural Workforce Housing Loan applications had exceeded funds available, and asked if the board was in favor of **funding housing construction (new & rehab) loans as a working capital loans through the NDO loan fund**. Linda Glause made a motion that NDO funds may be utilized for housing; the housing committee will first approve the project, then the business loan committee will consider the loan. Mary Berlie seconded the motion, roll call vote provided unanimous approval.
 - Regarding the **Museum house**, Mary Berlie moved to **move forward** with electrical and building code inspections, basement installation and moving the house prior to solidifying a rehab contractor. Gene Horne seconded the motion, roll call vote provided unanimous approval.
- **Set November meeting:** Mary Berlie made a motion to move the November meeting to November 18, 2021 due to a conflict with Thanksgiving, Linda Glause seconded the motion; roll call vote provided unanimous approval.
- **Budget Committee, Nominating Committee & Executive Director Evaluation Committee:** The budget committee will consist of Theresa Puls & Christian Schluntz. Hueftle will act as the Nominating Committee, and the Executive Committee will conduct the Executive Director Evaluation.

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Ratify Contracts: Theresa Puls motioned to ratify the contracts listed below; Ed Dexter seconded the motion, unanimous approval.

- Professional Services Agreement, City of Red Cloud, Grant Administration, 20-EMCV-009
- Nebraska Children & Family Foundation, Bertrand C4K
- Stephanie Landin Coordinator Contract, Bertrand C4K
- Purchase Agreement, Valley Lot, Holdrege
- Consultant Services Agreement, Highpoint Journey for staff personal development
- Consultant Services Agreement, Voice of Influence for staff personal development

Meeting adjourned 7:39PM.

Next Meeting: 5:30PM Board Meeting & Meal, Thursday, November 18, 2021, Buffalo County, NE