

**CENTRAL NEBRASKA ECONOMIC DEVELOPMENT DISTRICT
Board Meeting**

March 18, 2014

This meeting was held at the Valley County Area Chamber of Commerce office in Ord. Chairperson Nikki Johnston called the meeting to order at 10:07am. Roll call was taken with the following board members present: Nikki Johnston, Lou Ann Tooker, Kristine Gale, Larry Griffith, and Trevor Lee. Staff members present: Judy Petersen, Linda Hazen and Kathy Drake. Tom Higginbotham, Executive Director of NENEDD was also present. The location of the Open Meetings Act poster was noted to all. Self-introductions followed.

A motion was called to approve the Consent Agenda which consists of the Minutes of the February 18, 2014 meeting, the financial report for February 28, 2014 and the monthly claims approval. **This motion was made by Trevor Lee and seconded by Kristine Gale. All ayes. Motion carried.**

Old Business

Credit Card Policy: This policy was presented to the board for review and discussion. The limit on the card is \$3,000 with purchases under \$100 made by any staff member not requiring prior authorization. Purchases between \$100 and \$500 must be authorized by the employee's supervisor and purchases of over \$500 must be authorized by the Board of Directors. **A motion to approve the CNEDD Credit Card Policy as presented/modified was made by Trevor Lee and seconded by Kristine Gale. All ayes. Motion carried.**

Resolution 14-01: This resolution authorizes parties to sign account documents and line of credit documents, for checking, savings, lines of credit, safe deposit box, and credit cards for the organization through the Tri-County Bank. (See resolution for exact signatures required on specific documents). **A motion was made by Trevor Lee and seconded by Kristine Gale to approve Resolution 14-01 to authorize signatures for Tri-County Bank account. All ayes. Motion carried.**

Staff Wage Scale: The wage scale presented is based on the same increments as developed in CNEDD's previous wage scale. Staff is currently on level 3 of the scale. Cost of living increases are determined by the budget. **A motion to approve the CNEDD Wage Scale as presented was made by Kristine Gale and seconded by Larry Griffith. All ayes. Motion carried.**

New Business

CNEDD Boundary Modification: Howard County has been removed from CNEDD's district and included in the South Central Economic Development District according to state statute for several years. CNEDD removed Howard County from its By-Laws on September 9, 2013 and removed the county from the district's CEDS which were previously submitted to the EDA. According to EDA, this change must be formally submitted by written permission from 51% of CNEDD's counties. **A motion was made by Trevor Lee and seconded by Kristine Gale to formally approve a Boundary Modification to remove Howard County from the Central Nebraska Economic Development District, and to seek written approval from remaining CNEDD counties for same. All ayes. Motion carried.**

CNEDD Atkinson Office: It is the general consensus, that the current office could be used as a meeting place for staff and a storage facility for documents. However, the desire would be to have only one office. Judy has spoken with Mike Fredrick, building owner, regarding this and he will check into the possibility of separating the current two offices so that CNEDD may rent only one office space. Along with office maintenance, Judy has requested that the office telephone land line be cancelled. The current calls are being forwarded to her cell phone. **A motion was made by Trevor Lee and seconded by Kristine Gale to keep one office in Atkinson and to disconnect the landline in that office with the calls from that number being forwarded to Judy's cell phone. All ayes. Motion carried.**

Further discussion took place regarding the web site hosting and email service for the staff. **A motion was made by Kristine Gale and seconded by Larry Griffith to pay \$250.95 to Network Solutions for a three year web hosting, email service and CNEDD domain name, and to discontinue email service through Connecting Point. All ayes. Motion carried.**

Membership

A handout was presented with contact information and length of terms of the CNEDD Board of Directors and committee assignments for both CNEDD and CNHD. Trevor Lee has agreed to serve as a Board of Director at least through September 2014. Also presented was a list of the Council of Officials and all current information. There is still a vacant seat on the Board of Directors. Judy will contact Tammy McGeorge in Butte to see if a business person can be appointed from the Village and perhaps they could replace Linda Hazen on the board.

Committee Reports

Finance Committee: Judy and Linda are still working on putting documents together in a format for the committee to review. They have developed a worksheet which will be attached to the staff's timesheets for documenting their work. In this way the reports for EDA will be more easily completed. Judy will report on a quarterly basis as to how we are meeting the requirements for EDA. The first drawdown has been applied for and will be just short of \$4,000. Drawdowns will be requested on a monthly basis.

Policy Committee: This committee will meet in April, prior to the next board meeting. It is Judy's plan to have the policies in place by May for the Council of Officials to vote on during their meeting.

Resource Development Committee: This committee will meet before the next scheduled board meeting.

At this time, 11:04am, John Madsen, vice-chair of the board, joined the meeting.

Information Items

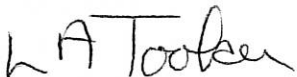
Nikki Johnston explained the Strength Finder program with Gallop that Nicole Sedlacek had the Board of Directors for Holt County Economic Development take online. For a minimal charge (less than \$10), Nicole can implement the program for CNEDD's board and staff. **A motion was made by Kristine Gale and seconded by Trevor Lee for Judy to contact Nicole and have this program set in place for the CNEDD Board of Directors and Staff. All ayes. Motion carried.**

At this time, strategic planning for CNEDD's goals and direction took place with Tom Higginbotham, Executive Director of Northeast Nebraska Economic Development District. The Organizational Assessment, Planning Assessment, and Fiscal Management & Technology Systems Assessment were reviewed and priority ranking was accomplished.

There being no further business, a motion was made by John Madsen and seconded by Kristine Gale to adjourn. This meeting adjourned at 2:05pm.

The next meeting will take place as a conference call at 9:30am on April 22, 2014, with call centers located at O'Neill, Bassett, and Loup City.

Respectfully Submitted,



Lou Ann Tooker
Secretary