The meeting will be held via conference call as per Gov. Pete Ricketts’ Executive Order No. 20-03, Corona Virus – Public Meetings Requirement Limited Waiver, which permits state and local governmental boards, commissions, and other public bodies to meet by videoconference, teleconference, or other electronic means through May 31, 2020.

The Chairman and Board of Directors reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Open Meetings Act.

AGENDA

I. Call to Order: Inform the public about the location of the Open Meetings Act and that it is accessible to the public (LB 898).

II. Roll Call

III. Introduction of Guests

IV. Secretary’s Report
   A. Consideration of approval of the March 25, 2020, agenda and February 26, 2020, meeting minutes.

V. Treasurer’s Report
   A. Consideration for acceptance of the February 2020 Treasurer’s Report as presented.

VI. Discussion Items
   A. Staff quarterly reports
   B. NENEDD Business Continuity Plan-COVID-19

VII. Chairman/Board Comments

VIII. Next Meeting Date: The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, April 29, 2020, at 7:15 p.m. or following the Northeast Economic Development, Inc. meeting. The meeting will be held at the following location:

   City of Norfolk Offices – Training Room, 309 N 5th St, Norfolk, NE 68701

IX. Adjournment
NENEDD Board Agenda

Object: Consideration of approval of the March 25, 2020, agenda and February 26, 2020, meeting minutes

Contact Person: Thomas L. Higginbotham Jr, Executive Director

For: Action

Explanation: The March 25, 2020, agenda has been posted on the website. The February 26, 2020, meeting minutes have been posted on the website.

Motion: Consideration for approval of the March 25, 2020, meeting agenda and the February 26, 2020, board meeting minutes.
**NENEDD Board Agenda**

**Object:** Acceptance of the February 2020 Treasurer’s Report

**Contact Person:** Kristen Rosner, Fiscal Officer

**For:** Action

---

**Background:**
Northeast Nebraska Economic Development District’s (NENEDD) February 2020 Statement of Financial Position and the Statement of Revenues and Expenditures that reflect the monthly Budget, Actual and Budget Variance. Also stated is the Fiscal Year (FY) 2020 Budget for the nonaccrual accounts, July 1, 2019 through June 30, 2020 Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2020 Budget remaining.

**Explanation:**

**Additional Information:**
- Business Loan Principal Received: 19,736.05
- Business Loan Disbursements: -

**Restate Net Income**
- Year to Date Revenue Over (Under) Expenditures: 65,591.76
- Year to date Non-Operating Revenue:
  - N/A

**Year to date Non-Operating Expenditures:**
- Donations (Loan Payments to Northeast Economic Development, Inc.): 1,539.95
- Depreciation Expense: 3,207.76
- Loans Written Off: 197.99
- Loans Forgivable Portion: 39.48
- Actual Year to date Revenue Over (Under) Expenditures: 70,576.94

**NENEDD Business Revolving Loan Funds Available for Lending (All Sources):** $307,200

**Motion:** Consideration for acceptance of the February 2020 treasurer’s report as presented.
Northeast Nebraska Economic Development District  
Statement of Financial Position - Overall - Unposted Transactions Included In Report  
As of 02/29/2020  

<table>
<thead>
<tr>
<th>Current Period Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>General Cash</td>
<td></td>
</tr>
<tr>
<td>Cash in Bank - Checking</td>
<td>3,390.29</td>
</tr>
<tr>
<td>Unrestricted CD-Stanton State Bank #2995</td>
<td>22,248.60</td>
</tr>
<tr>
<td>Unrestricted CD-BankFirst #34875</td>
<td>53,372.84</td>
</tr>
<tr>
<td>Unrestricted CD-Midwest #882523</td>
<td>27,396.73</td>
</tr>
<tr>
<td>Unrestricted CD-Midwest #881867</td>
<td>1,663.22</td>
</tr>
<tr>
<td>Unrestricted-BankFirst #1648078</td>
<td>306,157.48</td>
</tr>
<tr>
<td>Unrestricted-BankFirst #1648166</td>
<td>80,325.07</td>
</tr>
<tr>
<td>Business RLF Cash</td>
<td></td>
</tr>
<tr>
<td>Security Reserve Account CD-EVB #20832</td>
<td>27,329.48</td>
</tr>
<tr>
<td>EDA RLF-BankFirst #1648089</td>
<td>120,144.04</td>
</tr>
<tr>
<td>NE CDBG Regional RLF-BankFirst 1648111</td>
<td>198,878.91</td>
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<tr>
<td>IRP RLF-BankFirst #1648122</td>
<td>71,363.76</td>
</tr>
<tr>
<td>HUD Business RLF-BankFirst #1648133</td>
<td>115,692.64</td>
</tr>
<tr>
<td>IRP #1 Loan Loss Reserve-BankFirst #1648144</td>
<td>42,728.26</td>
</tr>
<tr>
<td>IRP #2 Loan Loss Reserve-BankFirst #1648177</td>
<td>28,038.23</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>112,161.32</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>Business RLF Loans Receivables</td>
<td></td>
</tr>
<tr>
<td>EDA RLF Loans Receivable</td>
<td>1,928,575.95</td>
</tr>
<tr>
<td>CDBG Regional RLF Loans Receivable</td>
<td>40,702.78</td>
</tr>
<tr>
<td>IRP RLF Loans Receivable</td>
<td>1,298,121.38</td>
</tr>
<tr>
<td>HUD RLF Loans Receivable</td>
<td>133,526.61</td>
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<tr>
<td>Prepaid Expenses</td>
<td></td>
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<tr>
<td>Prepaid Expense</td>
<td>7,973.60</td>
</tr>
<tr>
<td>Allowances for Uncollectible Accounts</td>
<td></td>
</tr>
<tr>
<td>Allowance for Uncollectible A/R</td>
<td>(23,700.00)</td>
</tr>
<tr>
<td>Allowance for Uncollectible Notes</td>
<td>(451,161.85)</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>183,416.02</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(163,543.48)</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>4,164,801.88</td>
</tr>
</tbody>
</table>

| **Liabilities**        |  |
| Accounts Payable       |  |
| Accounts Payable       | 1,491.42 |
| Other Payables         |  |
| Other Payables         | 302.59 |
| Lease Payable          | 10,948.50 |
| Payroll Payables       |  |
| Accrued FICA Payable   | 7,803.48 |
| Federal Tax Withheld   | 4,046.60 |
| State Tax Withheld     | 2,954.95 |
| 457 Withheld           | 833.22 |
| Health Insurance Payable| 147.99 |
| Cafeteria Premium Payable| (35.94) |
| Unreimbursed Medical Payable| 950.00 |
| Dependent Care Payable | 725.94 |
| Child Support Payable  | 1,500.00 |
| Annual Leave Payable   | 19,496.43 |
| HSA Contributions      | 537.50 |
| Accrued Unemployment   | 254.61 |

V. Treasurer's Report A
Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 02/29/2020

<table>
<thead>
<tr>
<th></th>
<th>Current Period Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Salaries</td>
<td>18,606.60</td>
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<tr>
<td>NEF Loan Payable</td>
<td>36,752.83</td>
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<tr>
<td>IRP Loan Payable</td>
<td></td>
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<tr>
<td>IRP #1 Loan Payable</td>
<td>357,712.14</td>
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<tr>
<td>IRP #2 Loan Payable</td>
<td>312,322.01</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>777,350.86</strong></td>
</tr>
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</table>

Net Assets

<table>
<thead>
<tr>
<th></th>
<th>Current Period Balance</th>
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</thead>
<tbody>
<tr>
<td>Other</td>
<td>3,387,451.02</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td><strong>3,387,451.02</strong></td>
</tr>
</tbody>
</table>

**Total Net Assets and Liabilities**

<table>
<thead>
<tr>
<th></th>
<th>Current Period Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>4,164,801.88</strong></td>
</tr>
</tbody>
</table>
# Northeast Nebraska Economic Development District

**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**

*From 02/01/2020 Through 02/29/2020*

## Revenues

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grants-EDA</td>
<td>5,833.33</td>
<td>0.00</td>
<td>(5,833.33)</td>
<td>70,000.00</td>
<td>52,500.00</td>
<td>(17,500.00)</td>
<td>(25.00)%</td>
</tr>
<tr>
<td>Dues-Community</td>
<td>13,333.33</td>
<td>0.00</td>
<td>(13,333.33)</td>
<td>160,000.00</td>
<td>161,337.00</td>
<td>1,337.00</td>
<td>0.84%</td>
</tr>
<tr>
<td>Dues-Counties</td>
<td>1,180.00</td>
<td>0.00</td>
<td>(1,180.00)</td>
<td>14,160.00</td>
<td>14,320.00</td>
<td>160.00</td>
<td>1.13%</td>
</tr>
<tr>
<td>Dues-Associates</td>
<td>1,133.33</td>
<td>0.00</td>
<td>(1,133.33)</td>
<td>13,600.00</td>
<td>11,650.00</td>
<td>(1,950.00)</td>
<td>(14.34)%</td>
</tr>
<tr>
<td>State Funding NDED</td>
<td>8,416.66</td>
<td>0.00</td>
<td>(8,416.66)</td>
<td>101,000.00</td>
<td>49,587.10</td>
<td>(51,412.90)</td>
<td>(50.90)%</td>
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<tr>
<td>Meeting Income</td>
<td>58.33</td>
<td>0.00</td>
<td>(58.33)</td>
<td>700.00</td>
<td>610.00</td>
<td>(90.00)</td>
<td>(12.86)%</td>
</tr>
<tr>
<td>NED, Inc. Management</td>
<td>16,666.66</td>
<td>18,425.19</td>
<td>1,758.53</td>
<td>200,000.00</td>
<td>141,401.34</td>
<td>(58,598.66)</td>
<td>(29.30)%</td>
</tr>
<tr>
<td>General Administration Fees</td>
<td>20,833.33</td>
<td>12,955.91</td>
<td>(7,877.42)</td>
<td>250,000.00</td>
<td>120,332.14</td>
<td>(129,667.86)</td>
<td>(51.87)%</td>
</tr>
<tr>
<td>Lead Based Paint Inspection</td>
<td>1,500.00</td>
<td>45.00</td>
<td>(1,455.00)</td>
<td>18,000.00</td>
<td>11,597.45</td>
<td>(6,402.55)</td>
<td>(35.57)%</td>
</tr>
<tr>
<td>Housing Management Fees</td>
<td>3,333.33</td>
<td>7,479.99</td>
<td>4,146.66</td>
<td>40,000.00</td>
<td>54,889.50</td>
<td>14,889.50</td>
<td>37.22%</td>
</tr>
<tr>
<td>Construction Management</td>
<td>2,500.00</td>
<td>1,575.00</td>
<td>(925.00)</td>
<td>30,000.00</td>
<td>13,017.90</td>
<td>(16,982.10)</td>
<td>(56.61)%</td>
</tr>
<tr>
<td>Local RLF Contributions</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00</td>
<td>7,200.00</td>
<td>4,800.00</td>
<td>(2,400.00)</td>
<td>(33.33)%</td>
</tr>
<tr>
<td>Loan Closing Revenue</td>
<td>104.16</td>
<td>0.00</td>
<td>(104.16)</td>
<td>1,250.00</td>
<td>1,740.00</td>
<td>490.00</td>
<td>39.20%</td>
</tr>
<tr>
<td>NPAIT Investment Income</td>
<td>100.00</td>
<td>145.38</td>
<td>45.38</td>
<td>1,200.00</td>
<td>1,192.14</td>
<td>(7.86)</td>
<td>(0.66)%</td>
</tr>
<tr>
<td>Business Loan Interest</td>
<td>13,333.33</td>
<td>15,075.94</td>
<td>1,742.61</td>
<td>160,000.00</td>
<td>111,331.69</td>
<td>(48,668.31)</td>
<td>(30.42)%</td>
</tr>
<tr>
<td>Loan Late Fees</td>
<td>50.00</td>
<td>0.00</td>
<td>(50.00)</td>
<td>600.00</td>
<td>35.00</td>
<td>(565.00)</td>
<td>(94.17)%</td>
</tr>
<tr>
<td>Loan Processing Fee</td>
<td>291.66</td>
<td>1,050.00</td>
<td>758.34</td>
<td>3,500.00</td>
<td>6,925.00</td>
<td>3,425.00</td>
<td>97.86%</td>
</tr>
<tr>
<td>Annual Servicing Fees</td>
<td>833.33</td>
<td>1,165.44</td>
<td>332.11</td>
<td>10,000.00</td>
<td>4,851.07</td>
<td>(5,148.93)</td>
<td>(51.49)%</td>
</tr>
<tr>
<td>Special Projects</td>
<td>416.66</td>
<td>15.00</td>
<td>(401.66)</td>
<td>5,000.00</td>
<td>1,833.75</td>
<td>(3,166.25)</td>
<td>(62.92)%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,583.33</td>
<td>465.03</td>
<td>(1,118.30)</td>
<td>19,000.00</td>
<td>8,176.98</td>
<td>(10,823.02)</td>
<td>(56.96)%</td>
</tr>
<tr>
<td>In-Kind Contributions</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>10,000.00</td>
<td>(5,000.00)</td>
<td>(33.33)%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>93,350.77</td>
<td>60,247.88</td>
<td>(33,102.89)</td>
<td>1,120,210.00</td>
<td>782,148.06</td>
<td>(338,061.94)</td>
<td>(30.18)%</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>51,583.33</td>
<td>54,584.53</td>
<td>(3,001.20)</td>
<td>619,000.00</td>
<td>426,639.85</td>
<td>192,360.15</td>
<td>31.08%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>12,708.33</td>
<td>13,073.13</td>
<td>(364.80)</td>
<td>152,500.00</td>
<td>103,780.68</td>
<td>48,719.32</td>
<td>31.95%</td>
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<tr>
<td>Rent In-Kind</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>10,000.00</td>
<td>5,000.00</td>
<td>33.33%</td>
</tr>
<tr>
<td>Telephone</td>
<td>791.66</td>
<td>927.17</td>
<td>(135.51)</td>
<td>9,500.00</td>
<td>7,493.24</td>
<td>2,006.76</td>
<td>21.12%</td>
</tr>
<tr>
<td>Postage</td>
<td>333.33</td>
<td>53.12</td>
<td>280.21</td>
<td>4,000.00</td>
<td>1,829.53</td>
<td>2,170.47</td>
<td>54.26%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>833.33</td>
<td>517.73</td>
<td>315.60</td>
<td>10,000.00</td>
<td>6,212.17</td>
<td>3,787.83</td>
<td>37.88%</td>
</tr>
<tr>
<td>Training</td>
<td>833.33</td>
<td>390.00</td>
<td>443.33</td>
<td>10,000.00</td>
<td>3,307.25</td>
<td>6,692.75</td>
<td>66.93%</td>
</tr>
<tr>
<td>Travel-Staff</td>
<td>2,333.33</td>
<td>3,612.10</td>
<td>(1,278.77)</td>
<td>28,000.00</td>
<td>19,468.29</td>
<td>8,531.71</td>
<td>30.47%</td>
</tr>
<tr>
<td>Printing/Publishing</td>
<td>183.33</td>
<td>0.00</td>
<td>183.33</td>
<td>2,200.00</td>
<td>1,584.00</td>
<td>616.00</td>
<td>28.00%</td>
</tr>
<tr>
<td>Copier Expense</td>
<td>100.00</td>
<td>0.00</td>
<td>(100.00)</td>
<td>1,200.00</td>
<td>1,538.56</td>
<td>(338.56)</td>
<td>(28.21)%</td>
</tr>
<tr>
<td>Gifts</td>
<td>0.00</td>
<td>1,539.95</td>
<td>(1,539.95)</td>
<td>0.00</td>
<td>1,539.95</td>
<td>(1,539.95)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>416.67</td>
<td>57.78</td>
<td>358.89</td>
<td>5,000.00</td>
<td>4,033.76</td>
<td>966.24</td>
<td>19.32%</td>
</tr>
<tr>
<td>Computer/Software Maintenance</td>
<td>1,266.67</td>
<td>652.63</td>
<td>614.04</td>
<td>15,200.00</td>
<td>6,780.30</td>
<td>8,419.70</td>
<td>55.39%</td>
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<td>Lead Testing Expense</td>
<td>1,500.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>18,000.00</td>
<td>14,392.45</td>
<td>3,607.55</td>
<td>20.04%</td>
</tr>
<tr>
<td>Loan Closing Expense</td>
<td>104.17</td>
<td>255.20</td>
<td>(151.03)</td>
<td>1,250.00</td>
<td>2,100.15</td>
<td>(850.15)</td>
<td>(68.01)%</td>
</tr>
</tbody>
</table>
Northeast Nebraska Economic Development District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 02/01/2020 Through 02/29/2020

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>550 Building Maintenance</td>
<td>287.50</td>
<td>291.00</td>
<td>(3.50)</td>
<td>3,450.00</td>
<td>2,573.00</td>
<td>877.00</td>
<td>25.42%</td>
</tr>
<tr>
<td>551 Utilities</td>
<td>600.00</td>
<td>0.00</td>
<td>600.00</td>
<td>7,200.00</td>
<td>4,562.69</td>
<td>2,637.31</td>
<td>36.63%</td>
</tr>
<tr>
<td>553 Dues/Memberships</td>
<td>750.00</td>
<td>458.33</td>
<td>291.67</td>
<td>9,000.00</td>
<td>7,282.96</td>
<td>1,717.04</td>
<td>19.08%</td>
</tr>
<tr>
<td>554 Subscriptions</td>
<td>116.66</td>
<td>0.00</td>
<td>116.66</td>
<td>1,400.00</td>
<td>384.00</td>
<td>1,016.00</td>
<td>72.57%</td>
</tr>
<tr>
<td>555 Advertising/Marketing</td>
<td>250.00</td>
<td>1,840.47</td>
<td>(1,590.47)</td>
<td>3,000.00</td>
<td>3,764.25</td>
<td>(764.25)</td>
<td>(25.48)%</td>
</tr>
<tr>
<td>556 Insurance</td>
<td>625.00</td>
<td>0.00</td>
<td>625.00</td>
<td>7,500.00</td>
<td>4,699.55</td>
<td>2,800.45</td>
<td>37.34%</td>
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<td>557 Legal Services</td>
<td>166.67</td>
<td>0.00</td>
<td>166.67</td>
<td>2,000.00</td>
<td>728.28</td>
<td>1,271.72</td>
<td>63.59%</td>
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<tr>
<td>558 Audit Fees</td>
<td>633.33</td>
<td>0.00</td>
<td>633.33</td>
<td>7,600.00</td>
<td>7,340.00</td>
<td>260.00</td>
<td>3.42%</td>
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<td>560 Other Professional Services</td>
<td>416.67</td>
<td>325.67</td>
<td>91.00</td>
<td>5,000.00</td>
<td>3,735.46</td>
<td>1,264.54</td>
<td>25.29%</td>
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<tr>
<td>561 Annual Staff Retreat Expense</td>
<td>41.66</td>
<td>0.00</td>
<td>41.66</td>
<td>500.00</td>
<td>500.00</td>
<td>0.00</td>
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<td>562 Depreciation Expense</td>
<td>500.00</td>
<td>400.97</td>
<td>99.03</td>
<td>6,000.00</td>
<td>3,207.76</td>
<td>2,792.24</td>
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<td>563 Annual Meeting Expense</td>
<td>291.67</td>
<td>0.00</td>
<td>291.67</td>
<td>3,500.00</td>
<td>2,532.64</td>
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<td>564 Board Meeting Expense</td>
<td>41.67</td>
<td>0.00</td>
<td>41.67</td>
<td>500.00</td>
<td>425.58</td>
<td>74.42</td>
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<td>565 USDA Interest Expense</td>
<td>559.16</td>
<td>0.00</td>
<td>559.16</td>
<td>6,710.00</td>
<td>0.00</td>
<td>6,710.00</td>
<td>100.00%</td>
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<td>566 Microenterprise Interest Exp.</td>
<td>125.00</td>
<td>105.46</td>
<td>19.54</td>
<td>1,050.00</td>
<td>1,210.88</td>
<td>289.12</td>
<td>29.12%</td>
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<tr>
<td>567 RLF Management Contract</td>
<td>83.33</td>
<td>273.40</td>
<td>(190.07)</td>
<td>1,000.00</td>
<td>2,348.76</td>
<td>(1,348.76)</td>
<td>(134.88)%</td>
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<tr>
<td>568 Local RLF Contribution Expense</td>
<td>833.33</td>
<td>0.00</td>
<td>833.33</td>
<td>10,000.00</td>
<td>59,909.88</td>
<td>(49,909.88)</td>
<td>(499.10)%</td>
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<td>569 Loans Written Off</td>
<td>2,083.33</td>
<td>0.00</td>
<td>2,083.33</td>
<td>25,000.00</td>
<td>197.99</td>
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<td>570 Loans Forgivable Portion</td>
<td>20.00</td>
<td>0.00</td>
<td>20.00</td>
<td>240.00</td>
<td>39.48</td>
<td>200.52</td>
<td>83.55%</td>
</tr>
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<td>571 Miscellaneous</td>
<td>416.67</td>
<td>0.00</td>
<td>416.67</td>
<td>500.00</td>
<td>20.00</td>
<td>480.00</td>
<td>96.00%</td>
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<tr>
<td>572 Vehicle Maintenance</td>
<td>500.00</td>
<td>209.09</td>
<td>290.91</td>
<td>6,000.00</td>
<td>892.96</td>
<td>5,107.04</td>
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<tr>
<td>Total Expenditures</td>
<td>83,204.13</td>
<td>80,817.71</td>
<td>2,386.42</td>
<td>998,450.00</td>
<td>716,556.30</td>
<td>281,893.70</td>
<td>28.23%</td>
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<td>Total Revenues Over (Under)</td>
<td>10,146.64</td>
<td>(20,569.83)</td>
<td>(30,716.47)</td>
<td>121,760.00</td>
<td>65,591.76</td>
<td>(56,168.24)</td>
<td>(46.13)%</td>
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V. Treasurer's Report A
Object:  Staff Reports

Contact Person:  See individual reports

For:  Discussion

Background:  Review of activities for period January-March 2020

Explanation:  See attached individual reports
To: NENEDD Board of Directors  
From: Thomas L. Higginbotham Jr. Executive Director  

- **NENEDD/NED, Inc.**
  - We put in place a COVID-19 NENEDD business continuity work plan which includes a plan for closures, quarantine and staff travel outside NE.
  - Continue to monitor COVID-19
  - Overall management of organizations, programs and budgets

- **NADO (National Association of Development Organizations)**
  - Continue to stay informed of federal legislation and federal budget and impacts on federal programs.
  - Annual policy conference was cancelled but we still communicated our priorities to our congressional staff in DC

- **EDA (Economic Development Administration)**
  - Implementing and managing our CEDS scope of work

- **DED (Nebraska Department of Economic Development)**
  - Continue communications with DED staff on community projects
  - General management & correspondence of NENEDD and NED, Inc grants
  - Working with DED management on a scope of work for potential fee for service activities
  - Continue to participate in the Governors long-term disaster recovery task force

- **Norfolk**
  - Attended Norfolk Action Council meetings regarding economic development projects
  - Continue to participate in Northeast Nebraska Growing Together initiative

- **Fremont**
  - Continue to administration of Fremont’s workforce housing funds and disaster recovery efforts.
  - Working with EDA and the Dodge County Nebraska Joint Water Management Advisory Board (JWMAB) on a possible grant for disaster resiliency planning

- **Nebraska Regional Officials Council (NROC).**
  - Continue to work with NROC on Economic Development Administration (EDA) planning grant for a disaster coordinator.
  - Participated in League of Municipalities Winter Conference
  - Participated in meeting with DED Director Tony Goins to discuss partnership opportunities between the organizations
  - Participated in NROC conference calls and quarterly board of directors’ meetings
  - Continue to work with our lobbyist on legislation.
  - Continue to support the land bank bill and new incentive bill
  - We were successful in getting an additional $230,000 for next year’s budget for the economic development districts. The new base line will be $700,000 of which NENEDD will get approximately $103,600.

VI. Discussion Items A
To: NENEDD Board of Directors
From: Tina M. Engelbart, Deputy Director
RE: Quarterly Staff Report – January/February/March 2020

- **NENEDD/NED, Inc.**
  - Tom & I created a business continuity work plan specific to COVID-19 NENEDD business continuity work plan which includes a plan for closures, quarantine and staff travel outside NE
  - Overall management of organizations, programs, budgets and staff
  - Participated in Administrative Assistant interviews
  - Participated in wrap up meeting with the auditors

- **EDA (Economic Development Administration)**
  - Implementing goals of the current Comprehensive Economic Development Strategy (CEDS) scope of work

- **DED (Nebraska Department of Economic Development)**
  - Continue communications w/DED staff on community projects
  - General management & correspondence of NENEDD and NED, Inc grants
  - Continue to participate in the Governor’s long-term disaster recovery housing task force

- **NADO (National Association of Development Organizations)**
  - Communicated our legislative priorities to our congressional staff in DC as the annual Policy Conference was cancelled
  - Kept apprised of current developments on Capitol Hill through email and the NADO newsletter

- **NHDA (Nebraska Housing Developers Association)**
  - Participated in Board of Directors meetings/Governance & Policy Committee conference calls

- **NROC (Nebraska Regional Officials Council)**
  - Participated in board meetings, conference calls/emails and discussions relating to legislation.
  - Attended the Nebraska League of Municipalities winter conference, assisted in manning the booth and fielding questions from participants
  - Participated in a meeting with DED Director Tony Goins to discuss partnership opportunities between the two organizations

- **Coldwell Banker Dover Realtors**
  - Participated in weekly agent meetings as appropriate

- **SHRM (Society for Human Resource Management)**
  - Kept apprised of current developments in human resources through newsletters and emails

- **NAHRA (Norfolk Area Human Resources Association)**
  - Participated in monthly membership and board of directors meetings

- **Fremont**
  - Continuing discussions with EDA and the Dodge County Nebraska Joint Water Management Advisory Board (JWMAB) on a possible grant for disaster resiliency planning

- **Norfolk**
  - Participated in weekly government affairs meeting at the Chamber of Commerce
  - Participated in Norfolk 19 discussions surrounding housing for interns and college students in the downtown area

VI. Discussion Items A
To: NENEDD Board of Directors

From: Lowell Schroeder, Community Planner


Meetings/Conferences/Other Activities

- Continued discussions with area Economic Developers, resource providers, and community leaders regarding NAHTF disaster housing grants, flood recovery resources, and disaster recovery strategic planning
- Provided input to other staff members regarding questions from communities

Community Projects

- Bloomfield
  - Bloomfield Nebraska Affordable Housing Program grant duplex project
    - Assisted with grant administration and requirements
- Creighton
  - Creighton Downtown Revitalization Grant
    - Completed general grant administration duties
- Crofton
  - Conducted orientation for new ED staff
- Dodge County
  - Submit environmental review documents and release of funds for NAHTF Housing Disaster Funding.
  - Coordination of project requirements with US Army Corps Engineers, HUD, DED, Dodge County, and Ames Dike District. Attended pre-construction conference.
- Fremont
  - NAHTF Fremont Area Habitat OOR/New Construction release of funds items
  - Fremont Emergent Threat CDBG application for levee repairs release of funds items.
  - Fremont Comprehensive Development (CD) Grant Year 1-Friendship Center
    - Completed general grant administration duties
    - Submitted required Project Status Reports and drawdowns
  - Fremont Downtown Revitalization Grant
    - Completed general grant administration duties including grant monitoring
- Knox County
  - Orientation meeting with new Director and new City/Village staff
  - Provide input to Knox County Development Agency and County Board on ED RLF options.
  - Met with USDA RDI grant planning group
  - Assisted with Transit Survey development
- Madison
  - Meeting with City to discuss options for repurposing OOR RLF
  - Madison 2017 CDBG Public Works Street and ADA Improvements
    - Completed general grant administration duties including elevator bids
• **Neligh**
  o Neligh Downtown Revitalization Grant
    ▪ Completed general grant administration duties including Submitted drawdowns and required Project Status Reports

• **Osmond**
  o Assist with NEMA disaster housing mitigation letter of interest

• **Pierce**
  o Assist with local housing needs survey
  o Meeting with Pierce Housing Committee to discuss NAHTF application process

• **Pierce County**
  o Prepare Pierce County Disaster Housing grant release of funds items
  o Attended board meeting

• **Plainview**
  o Assist with DTR planning grant procurement of planning services

• **Randolph**
  o Orientation meeting with new Director

• **Snyder**
  o Meeting and calls to discuss repurposing business RLF

• **Stanton**
  o Assist with DTR planning grant procurement of planning services

• **Verdigre**
  o Calls and meeting with Village to discuss disaster projects and repurpose RFL funds.

• **Walthill**
  o Calls and emails to discuss future projects and funding sources

• **Wausa**
  o Wausa Downtown Revitalization Grant
    ▪ General grant administration duties
    ▪ Conducted wage interviews with contractors
To: NENEDD Board of Directors

From: Jan Merrill, Community Planner

RE: Activity Report – January, February, March

Meetings/Conferences

Monthly Northeast Nebraska Network meetings in February and March
Webix meeting regarding NAHTF pre-application and full application

Community Projects

- Albion
  - Completed general grant administration duties for DTR grant
- Clarkson
  - Assisting with an Income Survey
- Decatur
  - Assisting with a USDA SEARCH grant
  - Assisting with a USDA Community Facilities grant
  - Assisting with Re-purposing Program Income
- Laurel
  - Completed general grant administration duties for DTR grant
  - Assisting with Re-purposing Program Income
  - Attended Laurel Community Center bi-weekly meetings
  - Writing a Peter Kiewit grant for their Community Center
  - Completed a Civic and Community Center Financing Fund grant for their Community Center
  - Assisting with a USDA Community Facilities grant
- Lyons
  - Awarded a Water/Wastewater grant
  - Completed general grant administration duties for WW grant
- Newcastle
  - Completed general grant administration duties for PP grant
- Norfolk
  - Norfolk Downtown Revitalization Grant
    - Completed general grant administration duties
  - Comprehensive Development Phase 2 Year 1 Grant
    - Completed general grant administration duties
  - Comprehensive Development Phase 2 Year 2 Grant
    - Completed general grant administration duties
  - Tourism Development Grant
    - Completed general grant administration duties
    - Attended Riverfront Development Meeting at the Chamber monthly
    - Assist with a Peter Kiewit Grant for Riverfront Development
    - Assisted with a Civic and Community Center Financing Fund grant for Johnson’s Park
    - Attended Town Hall meetings regarding Northeast Nebraska Growing Together
    - Writing a Nebraska Affordable Housing Trust Fund Grant (NAHTF) for the Grand Theater
• **Scribner**
  o Assisting with Re-purposing Program Income
  o Assisted with Strategic Planning and Town Hall meetings
  o Completed a Civic and Community Center Financing Fund grant for the Mohr Auditorium
  o Assisting with their Economic Development Certified Community Recertification Application

• **St. Edward**
  o Completed general grant administration duties for PW grant
  o Assisting with a USDA Community Facilities grant

• **Wayne**
  o **Comprehensive Development Phase 2 Year 1 Grant**
    ▪ Completed general grant administration duties
  o **Comprehensive Development Phase 2 Year 2 Grant**
    ▪ Completed general grant administration duties
  o **Public Works grant for a streets project**
    ▪ Completed general grant administration duties for PW grant
TO: NENEDD Board of Directors  
FROM: Mandy Gear, Community Planner  
DATE: March 25, 2020  
RE: Staff Report for January, February, March

Meetings/Conferences
- Attended monthly NE Nebraska network meetings
- Participated in the DED Consolidated Plan Webinar
- Participated in Analysis of Impediments to Fair Housing Webinar
- Participated in Environmental Review: Historical Preservation Webex meeting
- Participated in CDBG Program Income Zoom meeting

Housing
- Training on Housing Loan Specialist duties
- Attended DPA loan closing in Columbus and Norfolk

Community Projects:
Columbus
- Attended Columbus Taskforce Housing meetings
- Received notice of release of funds and environmental clearance for 19-DTR-101; Council approved DTR program guidelines; DTR kickoff meeting was postponed to a later date due to Coronavirus events
- NWNEN continued searching for properties for P/R/R activities for 16-CD-201
- Completed General Grant Administration duties for 16-CD-101, 16-CD-201 and 19-DTR-101 listed in scope of services
- Submitted a pre-application for NAHTF for OOR and DHA activities for $500,000

Fordyce
- Received notice of release of funds and environmental clearance for Public Works grant 19-PW-002; advised Village to proceed with project design
- Completed General Grant Administration duties for 19-PW-002 listed in scope of services

Oakdale
- Finished up Davis Bacon monitoring with certified payroll review; Budget amendment to move money from general administration to the water activity and a three-month contract extension request was approved by DED; 2nd public hearing was held; finished up final reports and submitted to DED; grant is ready for monitoring and closeout
- Completed General Grant Administration duties for 16-WW-003 listed in scope of services

Pender
- Received notice of release of funds and environmental clearance for DTR grant; Village approved DTR program guidelines at their Board meeting; conducted a DTR kick-off meeting for downtown business owners to review program guidelines, deadlines, etc.
- Completed General Grant Administration duties for 19-DTR-106 listed in scope of services
- Worked with the Village to identify a project to repurpose idle housing program income
Schuyler
- Attended monthly Schuyler Housing Development Committee meetings
- Project Planning and study is underway for 18-PP-006
- Completed General Grant Administration duties for 18-PP-006 listed in scope of services
- Began conversations with City on possible projects to repurpose Housing and ED program income

Wynot
- Worked with the Village on final reports and submitted to DED for grant 17-PW-010; grant is ready for monitoring and closeout
- Completed General Grant Administration duties for 17-PW-010 listed in scope of services

Fremont
- Completed general administration duties for 16-CD-202 listed in scope of services

Wakefield
- Bid opening was held and a contractor was selected and approved by the Council; Preconstruction meeting was held and a notice to proceed was distributed; construction start date not yet known
- Completed general administration duties for 18-PW-013 listed in scope of services

Pierce
- Attended bid opening for 18-DTR-102; One bid was received and was over budget and not within time constraints; Council to determine if the bid will be accepted and the length of contract extension request
- Completed general administration duties for 18-DTR-102 listed in scope of services

Emerson
- Worked with the Village to finish up a random income survey; Village is currently 53.31% LMI; Emerson is hoping to utilize grant funds for street improvements, DTR, and water system improvements
- Working with the Village to finalize a community attitude survey to distribute to citizens and then utilize the data collected for community planning and future grant applications
- Had discussions with Village on possible program income repurposing projects

West Point
- Worked with West Point to create a project description to repurpose their Housing and ED idle program income funds for a water system improvement project; public hearing was held and project was approved; began environmental review process

Tilden
- Submitted a pre-application and full application for a Planning grant for the construction of a new community/civic center in Tilden

VI. Discussion Items A
Martinsburg

- Receive NOA for water/wastewater project which includes construction of a new municipal well, water blending infrastructure, and a new 30,000-gallon standpipe; entered into contract with the Village for general administration services; Worked with the Village to complete Special Conditions and environmental review documents for grant 19-WW-004
- Completed General Grant Administration duties for 19-WW-004 listed in scope of services
TO: NENEDD Board of Directors
FROM: Andrea Larson, Community Planner
DATE: March 20, 2020
RE: Staff Report for January, February, March

Meetings/Conferences
- Attended the February NE Nebraska network meeting
- Attended NPZA Conference in Kearney for three days
- Attended multiple Growing Together and Riverfront meetings in Norfolk
- Attended various webinars in house, including topics on repurposing CDBG funds, SHPO, the Nebraska Consolidated Plan
- Attended strategic planning meetings in Randolph and Scribner
- Attended housing development committee meetings in Columbus, Schuyler, Osmond
- Attended meetings with Economic Development Directors in Schuyler, Pierce

Community Projects:

Norfolk
- Worked with Jan and the City of Norfolk to research and write the narrative for the CCCFF grant for the Johnson Park River Restoration project
- Attended the opening bids for the skatepark project
- Assisted Jan with wage interviews for Norfolk DTR project

Columbus
- Assisted in the completion of Release of Funds and the Environmental Review for the Columbus DTR grant

Fremont
- Assisted in the completion of the Release of Funds and the Environmental Review for the Fremont Emergency Management grant

Martinsburg
- Completed the Release of Funds and the Environmental Review for the Martinsburg Water/Wastewater grant
- Attended a scoring meeting for the WW grant Martinsburg with Jan
Dodge County

- Completed the Release of Funds and the Environmental Review for the Dodge County Emergency Management grant

Lyons

- Attended a public hearing in Lyons regarding the Water/Wastewater grant
- Assisted in research and the narrative for the Lyons Water/Wastewater grant

Laurel

- Worked with Jan and the City of Laurel to research and write the narrative for the CCCFF grant for the Laurel Civic Center
- Attended multiple CCCFF meetings in Laurel
- Worked on the narrative for a Peter Kiewit grant for the Laurel Civic Center

Scribner

- Worked with Jan and the City of Scribner to write the narrative for a CCCFF grant

Plainview

- Completed the Release of Funds and the Environmental Review for the Plainview Planning grant
- Worked on the Plainview housing trust fund grant pre-application

Stanton

- Completed the Release of Funds and the Environmental Review for the Stanton Planning grant

Pender

- Completed the Release of Funds and the Environmental Review for the Pender DTR grant
- Attended public hearing in Pender regarding DTR

Wayne

- Assisted Jan with research and writing the narrative for the Wayne CCCFF grant
- Attended a scoring meeting for the Wayne Public Works grant with Jan
West Point

- Completed the Release of Funds and the Environmental Review for the West Point reuse program

Hooper

- Assisted the City of Hooper with writing a narrative for a CCCFF grant

Assisting Planners

As part of my training, I have assisted Jan, Mandy, and Lowell with the following:

- The completion of Project Status & Compliance Reports
- The completion of Risk Analysis Compliance Checklist
- The completion of Procurement documents
- Set up files and folders for grantees
- Assisted with drafting reuse plans for Snyder and Madison
- Input data from income surveys as well as helped to set up a new income survey for Clarkson
- Worked on financial management for St. Edward, Wayne, Dodge County, Fremont, Albion, Pierce County, Martinsburg, Wausa, Creighton, Madison, Neligh, Wakefield, Columbus
- The completion of Performance Review/Risk Analysis Compliance for a 2014 Fremont grant

Continued to review the entire CDBG Administration Manual
To: Northeast Nebraska Economic Development District Board of Directors

From: Judy Joy, Housing Loan Specialist
RE: Activity Report: January – March 2020

OWNER/OCCUPIED HOUSING REHABILITATION (OOR)

NED Inc. and Community Reuse OOR Projects
- Contact applicants on regional waiting list for participation in the program.
- Process applications and determine income eligibility.
- Conduct Environmental Reviews on board approved projects.
- Monitor projects and maintain client files.
- Prepare loan documents for approved and completed projects.
- Owner/Occupied Rehabilitation projects completed, and files close this quarter: 2

Village of Walthill 16-HO-15069
- Grant has been monitored, waiting for certificate of completion.

RENTAL REHABILITATION PROJECTS

City of Madison 17-TFRH-15050
- Prepare drawdowns and submit to Nebraska Department of Economic Development for reimbursement of grant funds.
- Monitor progress of grant.
- Correspondence and meetings with property owner.
- Income qualify tenants for rental units.
- 10 Units rented to date.

City of Bloomfield 18-TFRH-35006
- Monitor progress of grant.
- Prepare drawdowns and submit to Nebraska Department of Economic Development.
- Assist with marketing materials to promote the program for interested tenants.
- Meet with developers regarding rules and regulations of the program and to discuss lease documents.
- Income qualification of tenants.
- 4 units rented to date.

DIRECT HOMEOWNERSHIP ASSISTANCE (DHA)

NED Inc. Regional Reuse Funds – Funds have been expended
- Interviews with interested persons.
- Process applications and prepare for board presentation
- Prepare loan documents and attend loan closings
- Direct Homeownership Assistance loans closed in this quarter: 2
Fremont Area Habitat for Humanity – 19-TFHP-15062 (OOR and New Construction Activities)
  • Waiting for Release of Funds

NEBRASKA AFFORDABLE HOUSING TRUST FUND DISASTER GRANTS

Pierce County 19-TFDR-15094
  • Waiting for Release of Funds

Greater Fremont Development Foundation 19-TFDR-15092
  • Prepare housing guidelines for direct homebuyer assistance, owner/occupied housing rehabilitation, rental rehabilitation, for Release of Funds.
  • Waiting for Release of Funds

GENERAL HOUSING ACTIVITIES
  • Reorganize files and delete files from server.
  • Update Community reuse account budget sheets with information from bank statements.
  • Revisions to direct homebuyer assistance guidelines.
  • Mail monthly housing administration invoices to communities.
  • Compare fiscal officer’s element code balances to open grant budget balances.
  • Provide updates to housing department’s project list.
  • Correspondence with communities regarding idle housing revolving loan fund accounts.
  • Assist communities with preparation of documents to discontinue housing revolving loan funds.
  • Training

MEETINGS/CONFERENCE CALLS
  • NED, Inc. monthly board meetings.
  • Conference calls and webinars for re-purposing of housing revolving loan funds.
  • Webinar for History Nebraska Historic Preservation.
To: NENEDD Board of Directors

From: Martin Griffith, Housing Specialist

RE: Activity Report – January, February, March

Meetings/Conferences

- Attended National Association of Home Builders local chapter monthly General and Board meetings
- Attended Ned, Inc and NENEDD board of Directors meetings
- Attended Community and Housing Board meetings
- Attended Schuyler Housing Development Committee meetings representing NENEDD as a consultant
- Attended Town Hall meetings
- Attended City of Norfolk Planning Commission & sub-committee meetings
- Attended NPZA Conference in Kearney
- Attended SHPO webinar

Owner Occupied

- Sent application packets to interested individuals
- Processed applications
- Performed initial Housing Quality Standards inspections
- Prepared initial work and board write-ups
- Presented applicants to Board for approval/denial
- Conducted Tier II Environmental Reviews
- Ordered Title Searches
- Ordered Lead Based Paint Audits/Risk Assessments and Clearances
- Reviewed Lead Based Paint Risk Assessments and revised work write-ups accordingly
- Prepared bid specifications
- Filed and evaluated bids
- Conducted Pre-construction Conferences
- Prepared and issued construction contracts
- Conducted interim and final inspections of repairs
- Reviewed contractor invoices, verified work completed and authorized payment to contractors
- Maintained project files and budgets

Down Payment Assistance program

- Performed initial Housing Quality Standards inspections
- Prepared list of required repairs
- Performed verification of repairs

Ned, Inc Regional Reuse Program

- Completed rehabilitation of homes in Columbus and Cedar Rapids
• Initiated one project in the community of Genoa, Albion and Columbus
• Monitored progress on six projects
• Verified work completed and authorized payments to contractors

Community Reuse Programs

• Completed rehabilitation of homes in Verdigre, and Pierce
• Initiated project in the communities of Verdigre and Emerson
• Monitored progress on four projects
• Verified work completed and authorized payments to contractors

Madison Rental Rehabilitation Grant

• Verified work completed for Drawdowns
• Monitored progress on project
• Attended monthly construction meetings
• Verified completion of ten apartments

Bloomfield New Rental Construction Grant

• Monitored progress
• Verified work completed for Drawdowns
• Verified completion of four duplexes (8 rental units)
To: NENEDD Board of Directors

From: Jeff Christensen, Business Loan Specialist


- CDBG General Grant Administration Duties
  - 10-ED-009 (Business Park – Fremont)
  - 17-ED-005 (Columbus Hydraulics – Columbus)
- Directed Northeast RLF Committee Monthly Meetings
- Annual Site Visits
- Attended Greater Fremont Development Council Annual Meeting
- Attended the following public meetings
  - Stanton County Public Power District – loan approval (ASQ Promotional Products, Inc.)
  - Platte County – loan approval (C & C Machine, L.L.C.)
  - Village of Tekamah – loan approval (M&R Holdings, LLC d/b/a Second Chance Boutique)
  - Village of Dodge – RLF Guideline Amendments
  - City of Columbus – 2nd Public Hearing for CDBG 17-ED-005 (Columbus Hydraulics)
- Meetings with banks to discuss business RLF program
- Participated in Midwest Renewable Capital Advisory Committee meeting
- Met with Village of Snyder Mayor & Clerk to discuss repurposing of ED funds
- Participated in webinar regarding Historical Preservation & Flood Plain Management

Four Loans were closed:

- Retail Reclamers, LLC, d/b/a Ace Hardware & Home Store – Wayne ($200,000 – NED, Inc. NDO)
- ASQ Promotional Products, Inc. – Norfolk ($55,000 NED, Inc. DED Micro & $50,000 SCPPD)
- M & R Holdings, LLC, d/b/a Second Chance Boutique – Tekamah ($65,700)
- Nebraska Land Tiling, LLC – Hartington ($140,000)

Four Loans for Approval Tonight:

- Allen Car Wah – Allen ($23,000 Allen RLF)
- Parkview Home, LLC – Dodge ($120,000 Dodge RLF)
- C & C Machine, L.L.C. – Humphrey ($42,000 Platte County RLF)
- Burbach Countryside Dairy, LLC – Hartington ($40,702 NDO Loan)

Loan Approved – to be closed

- Fired Up Fitness – Fullerton (Start-up)
- Retail Reclamers, LLC – Wayne (Start-up)

VI. Discussion Items A
- Kurz & Wolfe Properties, LLC – Fullerton (Expansion)
- Land P Monument and Design, LLC – Colfax County (Start-up)
- HK Industries, LLC – Bancroft (Retention)
- Todd’s BBI International, Inc. – Madison (Expansion)

**Potential Business Loan Projects:**

| Bar/Restaurant – Retention (2), Startup (1) | Web Design - Expansion |
| Food Manufacturing - Expansion | Industrial Manufacturing (3) – Expansion |
| Magazine Publication – Retention | Boutique – Startup (1), Retention (1) |
| Meat Locker – Retention | Auto Parts – Expansion |
| Coffee Shop – Retention | Car Wash – Startup |
| Nursing Home – Retention | Ice Cream Shop – Startup |
| Café (2) – Retention | Small Engine Repair - Expansion |

**Abbreviations:**

- **CDBG** – Community Development Block Grant
- **DED** – Department of Economic Development
- **ED** – Economic Development
- **NDO** – Non-profit Development Organization
- **RLF** – Revolving Loan Fund
- **SCPPD** – Stanton County Public Power District
To: NENEDD Board of Directors

From: Kristen Rosner, Fiscal Officer

RE: Activity Report – January, February, March

• Meetings/Conferences
  o Webinars for MIP accounting system
  o Attending class: Intermediate Accounting I
  o Webinar for EDA GrantsOnline functions and closeout process

• Reporting as required
  o NED, Inc.
    ▪ RMAP Quarterly report
    ▪ NDO semi-annual report
    ▪ Housing program income reports: HOME Funds, HUD/NENEDD Funds
    ▪ 1099s for vendors
    ▪ 1098s for loan clients
  o NENEDD
    ▪ Payroll quarterly reports including 941, 941N, unemployment
    ▪ W2s
    ▪ 1099s for vendors
    ▪ 1098s for loan clients
    ▪ Housing program income report: HUD funds
    ▪ Economic Development program income reports on behalf of communities in regional pool
    ▪ 1098s for loan programs that NENEDD administers

• Monthly and daily tasks of accounts payable, accounts receivable, payroll, loan payments, follow-up with loan clients, financial statements, invoicing for services, etc.
• Assisting Housing Department with review of community Deeds of Trust.
• Budget preparation.
TO: NENEDD Board of Directors  
FROM: Grace Petersen, Administrative Assistant  
DATE: March 25, 2020  
RE: Staff Report for January, February, March

Activities Completed:

• Completed office procedures, which included, but not limited to, ordering office supplies as needed; directing phone calls to appropriate staff members; process mail and deliver to appropriate staff members; switch vehicle mileage sheets at the beginning of each month; coordinate scheduled to have vehicles detailed

• Completed daily bank deposits

• Composed and sent email blasts as needed; updated NENEDD website with news as needed

• Updated NENEDD brochures

• Produced and dispersed monthly board meeting agendas

• Prepared conference room and attended monthly board meetings

• Produced and dispersed monthly board meeting minutes

• Reviewed insurance for housing loan clients by contacting their insurance agents

• Corresponded with housing loan clients regarding delinquent property taxes and canceled homeowner’s insurance

• Updated insurance records for both housing loan and business loan clients

• Updating and inputting data into membership database

• Compose Deeds of Reconveyance for both housing loan clients and business loan clients

• Updated the GMS Revolving Loan Servicing System

• Updated guaranty releases for a business loan client

• Exposed to completing a loan subordination

VI. Discussion Items A
VI. Discussion Items

- Entered data on job creation/retention reports for business loan clients
- Completed an Introduction to Excel class for professional growth
- Entered data onto an Income Survey for a member community
- Started preparing for the Annual Meeting and Annual Report, which included sending and receiving quotes for the Annual Report, RSVPs and Invitations; selecting a company to design the Annual Report; and securing the Annual Meeting date, speaker, and site
Object: To inform the board of directors of the Covid 19 Business Continuity Work Plan for NENEDD

Contact Person: Thomas L. Higginbotham/Tina M. Engelbart

For: Discussion

Background: Due to the COVID-19 virus, NENEDD is taking steps to protect the health of our employees, clients and partners. The following business continuity work plan has been established.

Explanation:

Northeast Nebraska Economic Development District
Covid 19 Business Continuity Work Plan

Good prevention planning begins with a threat assessment and an outline for action, if needed. The following is in response to the Coronavirus outbreak but follows good business continuity practices. This will provide guidance to employees on what to do for Coronavirus concerns, but also works for any pandemic disease, such as the flu. The guidelines below are subject to change as circumstances change.

General Information
Symptoms of Covid 19:
Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. The following symptoms may appear 2-14 days after exposure:
- Fever
- Cough
- Shortness of breath

For more information visit the Coronavirus website:

http://dhhs.ne.gov/Pages/Coronavirus.aspx

https://coronavirus.jhu.edu/map.html

Phase I:
1. Communication to Employees
   - Preparation and Information-Preventative
   - We do not want to over-react
   - Emphasize to employees the importance of hand washing and staying home if sick. Make sure products are available for hand washing, hand sanitizer and wiping down common work areas as appropriate
2. Enhanced monitoring of sick leave for employees. Standard sick leave policies apply. If numbers start to increase, adopt Phase II.
3. Monitor closures that might impact employees and our business continuity. For example, closures of schools and/or daycares may impact employee’s ability to be at work.

VI. Discussion Items B

Phase II:
Triggers: More workers getting sick with symptoms related to Covid-19 or influenza or something changes with external environment, i.e. School/day care closings or some sort of quarantine.

1. Restricting internal (not having clients, community partners come to our office)
2. Restricting external meeting activity

Phase III:
Triggers: All of Phase II triggers plus more widespread sickness at work or in community.

1. Close office and have only essential personal working, to what degree depends on the circumstances.
2. Work from home as appropriate

Closures/Quarantine/Travel Outside of Nebraska (Phase II & III):
- Employees with any signs of sickness will be sent home immediately
- Employees that have traveled outside the state of Nebraska will be required to self-quarantine for 14 calendar days

Leave Plans:

FEDERAL:
H.R. 6201 - Federally authorized paid leave plans effective April 2 through December 31, 2020

Emergency Family & Medical Leave Act:
Refer to Division E – Emergency Paid Sick Leave Action, Section 5102, Paid Sick Time Requirement.

10 days (80 hours) will be provided to each employee for the following reasons:
1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
4) The employee is caring for an individual who is subject to an order as described above in #1 or #2
5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions
6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

Emergency Family Leave and Medical Expansion Act:
Refer to Division C – Emergency Family and Medical Leave Expansion Act, Section 110, Public Health Emergency Leave.

In general, an employer shall provide paid leave for each day of leave under section 102 (a)(1)(F) that an employee takes after taking leave under such section for 10 days. The paid leave shall be calculated based on:
I) an amount that is not less than two-thirds of an employee’s regular rate of pay
II) the number of hours the employee would otherwise be normally scheduled to work
   i) Clarification – In no event shall such paid leave exceed $200 per day and $10,000 in the aggregate

Leave under the Emergency Family Leave and Medical Expansion Act may be taken for the following reasons:

1) Qualifying need related to a public health emergency - The term “qualifying need related to a public health emergency” with respect to leave, means the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
2) Public health emergency - The term `public health emergency' means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
3) Childcare provider--The term `childcare provider' means a provider who receives compensation for providing childcare services on a regular basis, including an `eligible childcare provider' (as defined in section 658P of the Childcare and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).
4) School – The term `school' means an `elementary school' or `secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

**STATE:**
Currently available:

Nebraska Department of Labor Short Time Compensation (STC)
If an employee is temporarily impacted by COVID-19, this will be treated as a “lay-off.” This change will apply to employees that are in unpaid status because of a shutdown (partial or full), quarantine, or because they are caring for a family member because of illness or a facility closure.

This program should be utilized if you do not have enough sick leave. Employees will be required to expend their available sick leave prior to accessing the STC program. (Please see the attached information from the Nebraska Department of Labor).

NOTE: It is unclear whether this applies to employees who are voluntarily not working because of self-quarantine, etc. Such employees are still encouraged to file.
What is Short-Time Compensation?

The Short-Time Compensation (STC) Program preserves jobs and an employer’s skilled workforce during declines in regular business. Rather than being laid off, eligible employees work a reduced number of hours in the work weeks and receive a portion of their weekly unemployment compensation payment based on the percentage of the reduction in hours. STC cushions the adverse effect of the reduction in business activity and keeps employees on the job for when business demand increases.

Employee Benefits

- STC allows an employee to maintain their health and retirement benefits,
- Employees are able to continue working rather than being completely laid off, and
- Employees retain the connection with their current employer and remain ready for when times and business gets better.

Example:

John Smith normally works 40 hours per week and earns $20 an hour in regular pay. Under the Short-Time Compensation Program, John's hours are reduced by 20 hours a week, a 50% reduction. How does this compare to a total layoff?

<table>
<thead>
<tr>
<th>100% LAYOFF UNEMPLOYMENT COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee works 20 hours x $20</td>
</tr>
<tr>
<td>Total Weekly Unemployment Insurance Payment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>50% WORK REDUCTION SHORT-TIME COMPENSATION PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee works 20 hours x $20</td>
</tr>
<tr>
<td>Weekly Short-Time Compensation payment</td>
</tr>
<tr>
<td>Total Weekly Income</td>
</tr>
</tbody>
</table>

Key Items

- Must be available for all your usual hours of work with your STC employer, and are not required to look for other work.
- Your employer submits a weekly claim for benefits, reporting the number of hours of work offered, hours worked + any approved leave for the prior week. Employees do not need to file weekly claims.
- Your benefits will be paid based on a percentage equal to the percentage by which your hours have been reduced.