

MINUTES OF A SPECIAL MEETING
OF THE
NEBRASKA EDUCATIONAL, HEALTH, AND
SOCIAL SERVICES FINANCE AUTHORITY
HELD

February 8, 2016

The Special Meeting

Chairperson Maryanne Stevens opened the meeting at 4:10 p.m.

1. Notice/Purpose. A Special Meeting of the Nebraska Educational, Health, and Social Services Finance Authority was held in Planning Room #148 of Walsh Hall on the College of Saint Mary Campus 7000 Mercy Road, Omaha, Nebraska 68106, beginning at 4:00 p.m. on Monday, February 8, 2016, the same being open to the public and having been preceded by advance publicized notice in the state-wide edition of the *Lincoln Journal Star* on January 25, 2016, a copy of the same being annexed to these minutes as **Attachment 1**, said advance publicized notice having been given in strict accordance with the provisions of Article 14, Chapter 84, R.R.S. Neb, 1943, as amended.

2. Call to Order/Attendance. Maryanne Stevens, Chairperson of the Nebraska Educational, Health, and Social Services Finance Authority ("Authority") and its presiding officer, called the Special Meeting to order and the Executive Director and Secretary, Linda Beaver, recorded the minutes. Each Member of the Authority had previously been furnished with a copy of the publicized notice of this Special Meeting. On

Roll Call the following Members were in attendance:

Maryanne Stevens, Chairperson
Jim Watts, Vice Chairperson
Andy Bradley
Russ Gronewold

Others in attendance at this Meeting were:

Greg Dietrich General Counsel of the Authority, Kutak Rock
Linda Beaver Executive Director of the Authority

3. Minutes. The Chairperson called upon the Secretary to review the minutes of the Authority's preceding meeting held on November 20, 2015.

Action: It was moved by Jim Watts and seconded by Andy Bradley that the Minutes of the Annual Meeting held on November 20, 2015 be approved as previously mailed to all Members and presently distributed to each Member in attendance at this Special meeting.

The Roll Call vote on this motion was as follows:

Maryanne Stevens Aye
Jim Watts Aye

Andy Bradley	Aye
Jane Erdenberger	Absent
Russ Gronewold	Aye
Cori Sampson-Vokoun	Absent
Rick Spalding	Absent

All Members present voted and no Member voted against the motion to approve the Minutes of the November 20, 2015 Meeting.

4. Operating Fund Reports. The Executive Director provided the Members with a summary of the unaudited Operating Fund through December 31, 2015. Ms. Beaver summarized the reports as found in the Members' information packets. She added that there was not any unusual activity to report.

No action was necessary on this report. The Statement of Income and Expense, and the Balance Sheet are included in these minutes as **Attachment 2**. In summary, these reports show the following:

5. Bond Fund Report. The Executive Director provided the Members with an update on the Bond Fund through December 31, 2015. No action was necessary on this report. The full text of the report is annexed to and made a part of these Minutes as **Attachment 3**.

Other Business

6. Grace University. The Executive Director informed the Board that the Authority received a notice from American National Bank that it has drawn upon the Grace University Reserve Fund for a debt service payment. After reviewing the action with Counsel, it was determined there is no action required of NEFA at this time.

7. Succession Planning.

Retirement of Ms. Beaver as NEFA's Executive Director - The Board asked its Executive Director, Linda Beaver, to present the draft of a Request for Proposals (RFP) for the position of Executive Director, included in these Minutes as **Attachment 4**. After a discussion as to how the office might function with a contract person, it was the consensus of the Board that the position would be better described as the "Executive Management" of NEFA rather than the current Executive Director. With this in mind the Board reviewed the draft RFP making a number of changes. Chairperson Stevens stated the desire for the applications to be directed to the NEFA office. The Board agreed that they would like to receive one written copy of the proposals, as well as in electronic form.

The Board asked that Ms. Beaver make the changes as discussed and distributed it to the Board as a "red-lined" marked document for their review and comment.

The Board also discussed how to publicize the opening. After considerable discussion about varying publications, it was the consensus of the Board that it would advertise the need for Management Services in the following:

- The Daily Record,
- Monthly Bar Journal,
- Society of CPA's newsletter,
- Omaha World Herald, and
- Lincoln Journal Star

13. **Adjournment.** The Chairperson asked if there was any other business to come before this meeting of the Authority. Hearing none, she declared the meeting adjourned.

Dated: Feb 22, 2016

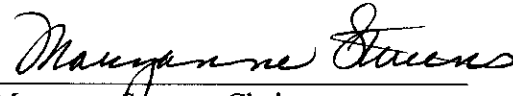
By: 
Linda Beaver, Secretary

The above and foregoing is hereby certified as a true, correct and perfect copy of the Minutes of a Special Meeting of the Nebraska Educational, Health, and Social Services Finance Authority duly called and held on the 8th day of February 2016

NEBRASKA EDUCATIONAL, HEALTH, AND
SOCIAL SERVICES FINANCE AUTHORITY

Attest:


Linda Beaver, Executive Director

By: 
Maryanne Stevens, Chairperson

AFFIDAVIT OF PUBLICATION

State of Nebraska }
LANCASTER COUNTY, } ss.

**NOTICE OF SPECIAL MEETING
OF NEBRASKA EDUCATIONAL,
HEALTH, AND SOCIAL SERVICES
FINANCE AUTHORITY**

Notice is hereby given that a Special Meeting of the Nebraska Educational, Health, and Social Services Finance Authority ("Authority") will be held pursuant to the Bylaws of the Authority and by call of the Chair, in Planning Room #148 of Walsh Hall, on the College of Saint Mary campus located at 7000 Mercy Road, Omaha, Nebraska 68108, beginning at 4:00 p.m. on Monday, February 8, 2016, which Special Meeting will be open to attendance by the public.

A complete agenda for the Special Meeting of the Authority, kept continuously current, is available for public inspection at the Authority's offices, which are located at Suite 1075, 2120 South 72nd Street, Omaha, Nebraska 68124. The agenda for the Special Meeting will include (1) hearing and taking any action deemed necessary relating to the matter of selecting a replacement for the present Executive Director who will be retiring in September 2016, (2) conducting the administrative affairs of the Authority, and (3) conducting any and all other items of business which are necessary, customary and legally permissible to come before the Special Meeting of the Authority.

**NEBRASKA EDUCATIONAL,
HEALTH, AND SOCIAL SERVICES
FINANCE AUTHORITY**
/s/Linda Beaver
By: Linda Beaver, Executive Director
#584872 11 Jan 25

The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper one successive time(s) the first insertion having been on January 25, 2016 and thereafter on _____, 20____

and that said newspaper is the legal newspaper under the statutes of the State of Nebraska. The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

Anna Mintzmyer
Subscribed in my presence and sworn to before me on Jan 27, 2016
J. Boone Notary Public



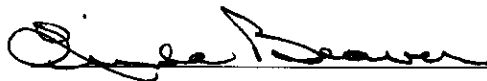
Cost \$ 25.44 Reference # 584872

NOTICE OF SPECIAL MEETING OF
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NEBRASKA EDUCATIONAL, HEALTH, AND
SOCIAL SERVICES FINANCE AUTHORITY



By: Linda Beaver, Executive Director

NEFA
Budget vs. Actual
 January through December 2015

	Jan - Dec '15	Budget	\$ Over Budget	% of Budget
Income				
ESTIMATED				
4068-1068 FHLB1%	169.44			
4067-1067 FHLB	210.00			
4066-1066 FHLB	239.58			
4065-1065 FHLMC	558.33			
4071-1071 Union Bank	226.85			
4070-1070 Farmers & Merch...	82.18			
4064-1064 Cornerstone .5%	252.06			
4063-1063 FHLB 1.5%	365.28			
4062-1062 FHLB 1 3/8%	553.82			
4061-1061 Genoa .95%	474.97			
4060-1060 Equitable	1,142.08	1,050.00	92.08	108.8%
4059-1059 Exchange Bank	1,000.00	1,000.00	0.00	100.0%
4058-1058 FNMA	0.00	1,000.00	-1,000.00	0.0%
4057-1057 Fannie Mae	725.70	850.00	-124.30	85.4%
4055-1055 Linc Fed .75	378.07			
4054-1054 FFCB	305.72	350.00	-44.28	87.3%
4053-1053 Adams 1.25	1,874.99	1,860.00	14.99	100.8%
4052-1052 First St Yutan 1.15	767.25	830.00	-62.75	92.4%
4048-1048 Nehawka 1.35%	290.55	288.00	2.55	100.9%
4044-1044 Genoa 1.45%	949.99			
401-Issuance Fee	42,605.00	19,000.00	23,605.00	224.2%
407-Qtrly Service Fee	47,434.06	50,000.00	-2,565.94	94.9%
422-103 UNION MF	86.64	40.00	46.64	216.6%
425-112 MF Smith Barney	1.50			
Total ESTIMATED	100,694.06	76,268.00	24,426.06	132.0%
Total Income	100,694.06	76,268.00	24,426.06	132.0%
Expense				
Depreciation				
580-Deprec Furniture/Equip	1,362.60	1,362.60	0.00	100.0%
Total Depreciation	1,362.60	1,362.60	0.00	100.0%
OFFICE OPERS				
502-Building Rent	22,167.63	22,455.35	-287.72	98.7%
503-Office Supplies/Postage	664.55	1,500.00	-835.45	44.3%
504-Telephone	2,636.70	3,500.00	-863.30	75.3%
505-Equipment Maintenance	723.60	750.00	-26.40	96.5%
506-Furniture/Fixture	0.00	500.00	-500.00	0.0%
507-Equipment Expense	0.00	400.00	-400.00	0.0%
508-Internet Communication	1,174.18	1,500.00	-325.82	78.3%
516-Travel	1,846.12	3,000.00	-1,153.88	61.5%
517-NAHEFFA Meeting exp	470.00	500.00	-30.00	94.0%
518-Meeting Expense	1,058.77	1,500.00	-441.23	70.6%
520-Subscriptions	1,073.36	1,300.00	-226.64	82.6%
521-Dues Expense	3,425.00	3,500.00	-75.00	97.9%
522-Docs./Books	0.00	100.00	-100.00	0.0%
523-Business Exp	0.00	750.00	-750.00	0.0%
524-Publications	0.00	500.00	-500.00	0.0%
529-Misc Office Expense	0.00	700.00	-700.00	0.0%
530-Bank Fees	338.39	400.00	-61.61	84.6%
Total OFFICE OPERS	35,578.30	42,855.35	-7,277.05	83.0%
OTHER EXPENSES				
551-Attorney Fees	5,206.24	12,000.00	-6,793.76	43.4%
552-Accounting Expenses	10,907.00	11,000.00	-93.00	99.2%
553-Consulting Fees	0.00	500.00	-500.00	0.0%
556-Ins/Falth P. Bond	494.22	500.00	-5.78	98.8%
557-Ins Workers Comp	627.99	900.00	-272.01	69.8%
558-Ins. Contents	550.34	650.00	-99.66	84.7%
559-Ins Director Liab	10,784.22	10,000.00	784.22	107.8%
560-Commerical Umbrella	348.02	400.00	-51.98	87.0%
566-Contingency	0.00	1,000.00	-1,000.00	0.0%
Total OTHER EXPENSES	28,918.03	36,950.00	-8,031.97	78.3%

NEFA
Budget vs. Actual
 January through December 2015

ATTACHMENT 2 PG 2

	Jan - Dec '15	Budget	\$ Over Budget	% of Budget
PERSONNEL				
533.1 Ex Dir. Add'l Compan...	4,800.00	4,800.00	0.00	100.0%
532-LB Ex Director	108,550.31	108,550.18	0.13	100.0%
533.2-Ex Dir Differed Income	10,854.96	10,855.02	-0.06	100.0%
534-SD Admin Assistant	6,902.32	41,413.87	-34,511.55	16.7%
535-Social Security	7,774.95	9,821.66	-2,046.71	79.2%
536-Medicare	1,831.46	2,401.48	-570.02	76.3%
537-TIAA-CREF	0.00			
Total PERSONNEL	140,714.00	177,842.21	-37,128.21	79.1%
Total Expense	206,572.93	259,010.16	-52,437.23	79.8%
Net Income	-105,878.87	-182,742.16	76,863.29	57.9%

NEFA
Balance Sheet
 As of December 31, 2015

	Dec 31, '15	Dec 31, '14
ASSETS		
Current Assets		
Checking/Savings		
WORKING ACCOUNTS		
122-Bank of the West	4,478.50	50,339.81
Total WORKING ACCOUNTS	4,478.50	50,339.81
Total Checking/Savings	4,478.50	50,339.81
Other Current Assets		
ACCRUED INTEREST		
134-1067 FHLB	210.00	0.00
134-1065 FHLMC	58.33	0.00
134-1068 FHLB	172.22	0.00
134-1063 FHLB	0.00	9.72
134-1062 FHLB	0.00	133.68
134-1054 FFCB	76.55	145.83
134-1055 Linc Fed	94.52	0.00
134-1057 Fanny Mae	0.00	224.30
Total ACCRUED INTEREST	611.62	513.53
INVESTMENTS		
1068-4068 FHLB 1%	100,000.00	0.00
1071-4071 Union Bk 1.84%	150,000.00	0.00
1070-4070 Farmers & Merch...	99,985.16	0.00
1069-4069 FFCB 1.06%	50,000.00	0.00
1067-4067 FHLB 1.0%	120,000.00	0.00
1065-4065 FHLMC 1%	100,000.00	0.00
1064-4064 Cornerstone Bank...	100,000.00	0.00
1063-4063 FHLB 1.50	0.00	50,000.00
1062-4062 FHLB 1 3/8%	0.00	100,000.00
1061-4061 Genoa .95%	49,993.15	49,993.15
1060-4060 Equitable	0.00	100,002.28
1059-4059 Exchange Bank	100,000.00	100,000.00
1057-4057 Fanny Mae	0.00	68,000.00
1055-4055 Linc Fed .75	50,000.00	50,000.00
1054-4054 FFCB	0.00	50,000.00
1053-4053 Adams 1.25	0.00	150,000.00
1052-4052 First St Yutan 1.15	0.00	100,000.00
1048-4048 Nehawka 1.35%	0.00	50,000.00
1044-4044 Genoa .95%	100,000.00	100,000.00
103-422 UNION STIFFIT	104,620.85	216,537.91
112-425 Morgan Stanley MF	669.64	384.70
Total INVESTMENTS	1,125,268.80	1,184,918.04
PREPAID EXPENSES		
142-Director Liability	1,163.59	1,057.81
144-Performance Bond	574.10	1,068.32
145-Ins. Content	58.61	60.46
146-Workers Comp	65.61	79.60
148-Commercial Umbrella	37.56	34.10
149-Misc Expenses	2,399.33	2,354.33
Total PREPAID EXPENSES	4,298.80	4,654.62
Total Other Current Assets	1,130,179.22	1,190,086.19
Total Current Assets	1,134,657.72	1,240,426.00
Fixed Assets		
FUR & EQUIP		
151-Furniture/Fixture	22,919.94	22,919.94
152-Equipment	64,313.12	64,313.12
153-Acc Deprec/Furniture	-22,919.94	-22,919.94
154-Acc Deprec/Equipment	-63,122.25	-61,759.65
Total FUR & EQUIP	1,190.87	2,553.47
MISC ASSETS		

NEFA
Balance Sheet
As of December 31, 2015

ATTACHMENT 2 PG 4

	Dec 31, '15	Dec 31, '14
171-Leasehold Improvements	7,396.73	7,396.73
172-L/H Accrued Deprec	-7,396.73	-7,396.73
Total MISC ASSETS	0.00	0.00
Total Fixed Assets	1,190.87	2,553.47
Other Assets		
RECEIVABLES		
130-Service Fee	1,646.09	394.08
Total RECEIVABLES	1,646.09	394.08
Total Other Assets	1,646.09	394.08
TOTAL ASSETS	1,137,494.68	1,243,373.55
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
OTHER LIABILITY		
251-Fed Withholding	-0.02	-0.02
252-Social Sec WH	0.09	0.09
253-Medical WH	-0.04	-0.04
Total OTHER LIABILITY	0.03	0.03
Total Other Current Liabilities	0.03	0.03
Total Current Liabilities	0.03	0.03
Total Liabilities	0.03	0.03
Equity		
Opening Bal Equity	1,659,440.75	1,659,440.75
Retained Earnings	-416,067.23	-319,920.15
Net Income	-105,878.87	-96,147.08
Total Equity	1,137,494.65	1,243,373.52
TOTAL LIABILITIES & EQUITY	1,137,494.68	1,243,373.55

NEFA
Income & Expense
 December 2015

	Dec '15	Jan - Dec '15
Income		
ESTIMATED		
4068-1068 FHLB1%	169.44	169.44
4067-1067 FHLB	210.00	210.00
4066-1066 FHLB	0.00	239.58
4065-1065 FHLMC	558.33	558.33
4071-1071 Union Bank	226.85	226.85
4070-1070 Farmers & Merch...	82.18	82.18
4064-1064 Cornerstone .5%	0.00	252.06
4063-1063 FHLB 1.5%	0.00	365.28
4062-1062 FHLB 1 3/8%	0.00	553.82
4061-1061 Genoa .95%	39.04	474.97
4060-1060 Equitable	0.00	1,142.08
4059-1059 Exchange Bank	0.00	1,000.00
4057-1057 Fannie Mae	0.00	725.70
4055-1055 Linc Fed .75	94.52	378.07
4054-1054 FFCB	76.55	305.72
4053-1053 Adams 1.25	0.00	1,874.99
4052-1052 First St Yutan 1.15	0.00	767.25
4048-1048 Nehawka 1.35%	0.00	290.55
4044-1044 Genoa 1.45%	78.08	949.99
401-Issuance Fee	0.00	42,605.00
407-Qtrly Service Fee	1,646.09	47,434.06
422-103 UNION MF	10.71	86.64
425-112 MF Smith Barney	0.00	1.50
Total ESTIMATED	3,191.79	100,694.06
Total Income	3,191.79	100,694.06
Expense		
Depreciation		
580-Deprec Furniture/Equip	1,362.60	1,362.60
Total Depreciation	1,362.60	1,362.60
OFFICE OPERS		
502-Building Rent	1,775.00	22,167.63
503-Office Supplies/Postage	3.67	664.55
504-Telephone	148.82	2,636.70
505-Equipment Maintenance	34.00	723.60
508-Internet Communication	133.33	1,174.18
516-Travel	10.86	1,846.12
517-NAHEFFA Meeting exp	0.00	470.00
518-Meeting Expense	28.75	1,058.77
520-Subscriptions	854.33	1,073.36
521-Dues Expense	1,500.00	3,425.00
530-Bank Fees	104.50	338.39
Total OFFICE OPERS	4,593.26	35,578.30
OTHER EXPENSES		
551-Attorney Fees	0.00	5,206.24
552-Accounting Expenses	142.00	10,907.00
556-Ins/Faith P. Bond	494.22	494.22
557-Ins Workers Comp	13.99	627.99
558-Ins. Contents	1.85	550.34
559-Ins Director Liab	-105.78	10,784.22
560-Commerical Umbrella	-3.46	348.02
Total OTHER EXPENSES	542.82	28,918.03

01/29/16

NEFA
Income & Expense
December 2015

	<u>Dec '15</u>	<u>Jan - Dec '15</u>
PERSONNEL		
533.1 Ex Dir. Add'l Compan...	400.00	4,800.00
532-LB Ex Director	9,045.86	108,550.31
533.2-Ex Dir Differed Income	904.58	10,854.96
534-SD Admin Assistant	0.00	6,902.32
535-Social Security	560.80	7,774.95
536-Medicare	144.28	1,831.46
537-TIAA-CREF	0.00	0.00
Total PERSONNEL	<u>11,055.52</u>	<u>140,714.00</u>
Total Expense	<u>17,554.20</u>	<u>206,572.93</u>
Net Income	<u><u>-14,362.41</u></u>	<u><u>-105,878.87</u></u>

NEFA LOANS						
December 31, 2015						
Name of Borrower	Loan Issuance	Date Due	Date Paid	Amount Drawn	Current Loan Balance	Bond Proceeds
Bellevue Sub-total				7,555,000.00	0.00	
Clarkson/04 Is.	04/00	10/31	05/07	6,200,000.00	0.00	New: Student Housing Residence Hall
Clarkson/11	05/07	06/32		5,760,000.00	5,035,000.00	
Clarkson Sub-total				6,200,000.00	5,035,000.00	
CSM Sub-total				15,863,551.00	0.00	
Concordia 13	11/09	07/25		1,689,580.00	1,610,610.11	Refunded 07
Concordia 15	01/15	10/30		20,070,000.00	19,360,311.35	
Concordia Sub-total				68,064,580.00	20,970,921.46	
Creighton Sub-total				481,070,914.65	0.00	
Dana Sub-total				30,815,000.00	0.00	
Doane Sub-total				24,670,437.50	0.00	
Goodwill Industries	10/10	07/30		20,310,000.00	19,448,270.52	Consol & refund o/s debt
Goodwill Sub-total				20,310,000.00	19,448,270.52	
Grace/99 Issue	01/95	01/15	02/07	5,000,000.00	0.00	General campus renovations Refinanced 99
Grace/10 Issue	12/06	02/15		2,900,000.00	1,401,650.40	
Grace Sub-total				5,000,000.00	1,401,650.40	
Hastings/14 Note	12/10	12/17		7,941,650.00	7,641,727.52	Refund '04, '05 & '09
Hastings Sub-total				24,521,247.31	7,641,727.52	
Midland/98 Issue	06/94	05/14		4,500,000.00	985,000.00	refin 95
Midland/03 Issue	03/99	05/26		6,300,000.00	6,225,000.00	Renovate, acquisition, payoff
Midland/04 Issue	11/00	05/26		10,500,000.00	7,920,000.00	Constr & renovate athletic fac
Midland/08 RAN	05/04	05/05	05/05	1,500,000.00	0.00	Cash Flow Needs
Midland Sub-total				32,295,000.00	15,130,000.00	
NE Methodist/07 Note	06/03	04/23		3,500,000.00	2,402,173.45	Acquisition Apt bldg,dorms
NE Methodist Sub-total				3,500,000.00	2,402,173.45	
Wesleyan Sub-total				29,355,000.00	0.00	
Union/07 Note	02/03	06/09	06/09	650,000.00	0.00	Renovations
Union/12 Note	06/08	05/18		5,500,000.00	4,786,110.78	
Union Sub-total				14,760,000.00	4,786,110.78	
York Sub-total				26,200,000.00	0.00	
TOTAL				\$790,180,730.46	\$76,815,854.13	

* Small Loan Note

**SEEKING APPLICATIONS FOR THE POSITION OF
EXECUTIVE DIRECTOR
NEBRASKA EDUCATIONAL, HEALTH, AND
SOCIAL SERVICES FINANCE AUTHORITY**

The Nebraska Educational, Health, and Social Services Finance Authority ("NEFA") located in Omaha, Nebraska, invites applications for the position of Executive Director. The mission of NEFA is to assist qualifying not-for-profit institutions of private higher education, healthcare and social service agencies in Nebraska in the financing of their capital projects. NEFA is a state instrumentality that was established in 1981, to issue tax-exempt bonds to provide economical financing alternatives to Nebraska's private college and universities, health and social services organizations.

The Executive Director is employed by and serves at the pleasure of a board of 7 persons appointed by the Governor.

The Board seeks candidates who can assume the following responsibilities:

- ❖ Interact effectively with the Board and implement board policies and procedures;
- ❖ Coordinate and maintain a leadership role in the bond financing process for the benefit of the State's private colleges and universities, and health and social services organizations; and
- ❖ *Represent NEFA with the Executive and Legislative branches of the State of Nebraska and with related national organizations.*

It is preferred that the candidate have experience in business, public finance, and education or a related field. The candidate should demonstrate sufficient knowledge, leadership and communications skills to perform the requirements and responsibilities of the position as stated above.

Salary is to be competitive and based upon competence, preparation and experience.

The Board will consider all applications received on or prior to March 28, 2016 and until the position is filled. Applications, including both a cover letter and resume or vita, should be sent to:

Dr. Maryanne Stevens
[Either to Dr. Steven's office or directly to NEFA office.]

REQUEST FOR PROPOSALS

February 29, 2016

To serve as the Executive Director of the Nebraska Educational,
Health, and Social Services Finance Authority

Issued by: Nebraska Educational, Health, and Social Services Finance Authority

**PROPOSALS ARE DUE BY:
MONDAY, MARCH 28, 2016
3:00 P.M. (CDT)**

Please submit 9 copies of your proposal to:

Dr. Maryanne Stevens, President
College of Saint Mary
7000 Mercy Road
Omaha, NE 68106

OR

Linda Beaver
Executive Director
Nebraska Educational, Health, and
Social Services Finance Authority
2120 So. 72nd Street, Suite 1075
Omaha, NE 68124
402-397-6482

INTRODUCTION & GENERAL INFORMATION

The Nebraska Educational, Health, and Social Services Finance Authority (NEFA) is a body politic and corporate and an instrumentality of the State of Nebraska created pursuant to Sections 58-801 to 58-866, Reissue Revised Statutes of Nebraska.

NEFA has, among other powers, the statutory power to make loans to not-for-profit institutions of higher education, healthcare and social service agencies in Nebraska, to finance the costs of projects and refinance outstanding indebtedness and to assign loan agreements, notes, mortgages and other securities of educational institutions to which NEFA has made loans, and the revenues therefrom, for the benefit of the holders of bonds issued to finance or refinance such projects.

Since its inception in 1981, NEFA has completed 111 financings totaling over \$790 million.

NEFA is seeking proposals to serve as Executive Director, in connection with the issuance of indebtedness and the performance of its general operations and general miscellaneous matters.

Please provide any additional information that you believe pertinent to our consideration.

REVIEW PROCESS & COSTS OF SUBMITTING

NEFA reserves the right to reject any and all proposals with or without cause and to accept proposals which it considers most favorable to NEFA and to the “participating institutions”. Those submitting proposals may be asked to make an oral presentation. NEFA is not liable for any costs incurred by respondents in replying to this request for proposals or in connection with any interview or negotiation relating to this request for proposals.

CLARIFICATION OF SPECIFICATIONS

Additional information on interpreting or clarifying the requirements of this request for proposals can be obtained from:

Linda Beaver
Executive Director
Nebraska Educational, Health, and Social Services Finance Authority
2120 So. 72nd Street, Suite 1075
Omaha, NE 68124
402-397-6482

PERIOD OF ENGAGEMENT

The appointment and engagement to provide these services will be at the pleasure of the NEFA Board. [We want to insert a period of 1 year with renewals.]

SCOPE OF SERVICES

The services to be provided by the Executive Director shall include, but are not limited to, the following:

- A. Maintaining NEFA's business office and day to day operations, including management, archival and storage of Authority Public Records.
- B. Finance management, including overseeing banking matters and investment of authority funds.
- C. Handling and responding to all outside inquiries concerning Authority operations and outstanding bond issues.
- D. Preparing or causing to be prepared all reports, financial statements, annual audits and other documents as may be required by (State) law, including assisting NEFA's accountants.
- E. Authority Meetings: scheduling and attending all regular and special meetings of NEFA and providing public notice of the same; preparation of agendas and backup materials; recommendations for proposed action by NEFA on matters coming before it; preparation of minutes of all meetings.
- F. Providing guidance to NEFA Board members on their duties and responsibilities as Board members; providing or arranging training for NEFA Board Members; recruitment of and/or review of the Qualifications of new Board members when vacancies occur; preparation of recommendations to (Office of the Governor) for Board Member retention or new appointments.
- G. Developing NEFA's programs.
- H. Serving as NEFA's representative to the National Association of Health and Higher Educational Facilities Finance Authorities (NAHEFFA) with participation in programs and other activities of the Association. Attending educational seminars offered by the Association.
- I. Coordination and management of other professionals engaged to perform services for NEFA.
- J. Considering the feasibility of potential health care related projects NEFA may be authorized to fund under current (State) law.
- K. Performing such other services as may be required in connection with the day to day operations of NEFA or as requested by NEFA Board members in furtherance of the business of NEFA.

PROPOSAL FORMAT & CONTENT

- A. Provide name and address of the individual or entity submitting the proposal.
- B. Give name and phone number of individual responsible for this proposal that may be contacted in the event of questions or for notification.
- C. If applicable, give office location at which the services to be provided hereunder will be performed. Provide any information about overall firm size and related capabilities that you feel are important to our considerations.
- D. Qualifications and Experience.
 - 1. Name of the individual who will be primarily responsible for this work. Provide a brief resume and background.
 - 2. Names of other individuals who would assist the primary individual. Provide brief resumes and background of each.
 - 3. Provide details of tax-exempt financing experience.
 - 4. Summarize the experience of the above-named individuals in working with 501(c)(3) educational, healthcare and social service borrowers, investment banking firms, private lenders, rating agencies, municipal bond insurers, letter of credit providers and bond trustees.
 - 5. List, including name, address and phone number of: (a) two investment bankers with whom you have worked and who have underwritten bond issues for current or former employer during your tenure, (b) two bond counsel firms which you have worked with, (c) two 501(c)(3) educational, healthcare or social service agency borrowers which you worked with (*Note: Prefer six difference financings referenced in this process.*)
 - 6. Identify any conflicts of interest that you believe may arise and state how they would be handled.
 - 7. If applicable, specify the type of malpractice insurance you carry and any limits of coverage.
 - 8. Detail any criminal investigation or pertinent litigation pending against you, your firm or members of your staff. State whether any individual in your firm has personally and substantially participated as a public officer or employee with regard to any Authority bond issue.
- E. Fee Proposal.
- F. Please detail the form of compensation that you would propose for serving as Executive Director.

SELECTION PROCESS

Proposals must be received by NEFA no later than 3:00 p.m. (Central Daylight time) on Monday, March 28, 2016 at the address listed on the cover of this document. NEFA will retain all materials sent in response to this request. Nine (9) copies of your proposal should be submitted. [Do you want to receive these electronically?]

Proposals will be ranked and interviews will be scheduled with the finalists. You will be contacted regarding your status by Monday, April 25, 2016.