

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE
November 19, 2020 9:30 A.M. –12:00 P.M.
AGENDA**

ANNUAL MEETING

- I. CALL TO ORDER: (Shirley Ross - 5 Min.)**
A. President
Mrs. Ross calls meeting to order at 09:44AM.
- II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**
A. Roll Call – Secretary

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Gwen Calhoun, Cochise County, Public
Elnora Baxter, Graham County, Low-Income
Paul David, Graham County, Public
Nancilee Hill Waits, Greenlee County, Low-Income
Haiden LaFoy, Greenlee County, Public
Norma Lucero, Santa Cruz, Private

ALTERNATE MEMBERS PRESENT:

Raymond Hidalgo, Santa Cruz, Private

BOARD MEMBERS NOT PRESENT:

Irlanda Lopez, Santa Cruz County, Low-Income
Maritza Cervantes, Santa Cruz County, Public
Jenny Howard, Graham County, Private

ALTERNATE BOARD MEMBERS NOT PRESENT:

Barbara Kennedy, Cochise County, Public
Gina Grove, Greenlee County, Low-Income

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal Manager
Virginia Avila, Regional Coordinator, Graham, Greenlee & N. Cochise Counties
Monica Valadez, Administrative Assistant

- III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)**
A. Secretary

Quorum is established.

- IV. DECLARATION OF CONFLICT OF INTEREST: (Shirley Ross - 5 Min.)**
Board Members and staff will declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which a Board Member or staff member determines they have a conflict of interest.

None at this time.

V. ABSENTEE BOARD MEMBERS (Shirley Ross - 10 Min.)

[SEACAP BYLAWS Article II, Section I, Sub-section 4]

A. Irlanda Lopez, Santa Cruz County/ Low-Income Primary

a. Last attended meeting February 20, 2020, absent for 4 meetings (Action)

Discussion ensues on absenteeism for Mrs. Lopez. Phone call and letter to inform Board member is generalized agreement among Board present.

Mrs. Gwen Calhoun Motions for affirmative vote to be taken for removal of Mrs. Lopez as the Santa Cruz County, Low-Income Primary Board Member effective today November 19, 2020.

Mrs. Elnora Baxter Seconds the Motion.

All in Favor. Motion passes.

B. Barbara Kennedy, Cochise County Public Alternate

a. Last attended board meeting February 20, 2020, absent for 4 meetings (Action)

Discussion continues with Mrs. Kennedy's absenteeism also. Phone call and letter to inform Board member is generalized agreement among Board present.

Mrs. Gwen Calhoun Motions for affirmative vote to be taken for removal of Mrs. Kennedy as the Santa Cruz County, Low-Income Primary Board Member effective today November 19, 2020.

Mrs. Elnora Baxter Seconds the Motion.

All in Favor; Motion passes.

VI. SEATING OF BOARD OF DIRECTORS SFY21 (Shirley Ross - 15 Min.)

Nancilee Hill Waits, Greenlee County/ Low-Income Primary
Gina Grove, Greenlee County/ Low-Income Alternate
Haiden LaFoy, Greenlee County/ Public Primary
Norma Lucero, Santa Cruz County/ Private Primary
Raymond Hidalgo, Santa Cruz County/Private Alternate
Maritza Cervantes, Santa Cruz County/Public Primary
Shirley Ross, Cochise County/ Low-Income Primary
Gwen Calhoun, Cochise County/Public Primary
Elnora Baxter, Graham County/Low-Income Primary
Jenny Howard, Graham County/Private Primary
Paul David, Graham County/ Public Primary

Mr. Raymond Hidalgo calls in at 10:02 AM.

VII. ELECTION OF OFFICERS SFY21 (Shirley Ross - 15 Min.)

Nomination form for SEACAP Board Officers SFY2021 was as follows:
Board President: Jenny Howard, Norma Lucero, Raymond Hidalgo
Vice President: Shirley Ross, Paul David, Norma Lucero, Haiden LaFoy
Treasurer/Secretary: Gina Grove, Maritza Cervantes, Mauricio Chavez

Discussion among Board begins.

Mrs. Yvette explained the discrepancies on alternate members nominated and members who were completed their 2 terms prior.

Mrs. Nancilee Hill Waits Motions to nominate Jenny Howard as the SEACAP Board President SFY2021.

Mrs. Howard is not present at the meeting.

Mrs. Calhoun Seconds the Motion.

All in Favor.

Mrs. Ramirez, Executive Director will notify and confirm Board nomination and vote to Mrs. Jenny Howard.

Mr. Paul David Motions to nominate for Norma Lucero as the Vice President SFY2021.

Mrs. Norma Lucero accepts the nomination.

Mrs. Waits Seconds the Motion.

All in Favor.

Mrs. Norma Lucero is Vice President for SEACAP Board SFY2021.

Mrs. Elnora Baxter Motions to nominate Nancilee Hill Waits as the Treasurer/Secretary for SFY2021.

Mrs. Nancilee Hill Waits accepts the nomination.

Mrs. Haiden LaFoy Seconds the Motion.

All in favor.

Mrs. Waits is Treasurer/Secretary for SEACAP Board SFY2021.

VIII. PROGRAM REPORTS SFY20 (Yvette Ramirez - 15 Min)

A. SFY20 Annual Reports (Action)

Mrs. Yvette Ramirez reviews SFY20 Annual Reports with Board.

Mrs. Waits Motions to Accept the SFY20 Program Annual Reports as is.

Mrs. Lucero Seconds the Motion.

All in Favor; Motion passes.

IX. FISCAL REPORTS SFY20 (Diana Merino – 15 Min)

A. SFY20 Annual Financial Reports (Action)

Mrs. Ramirez continues to explain the SFY20 Annual Financial Reports to Board. She clarifies the glitch in the accounting software SEACAP uses. Awaiting correspondence from software company to remedy the glitch.

Mrs. Lucero Motions to Accept the SFY20 Financial Reports with pending updated information from software company.

Ms. Baxter Seconds the Motion.

All in Favor; Motion passes.

X. ADJOURNMENT

Adjournment of SFY20 Annual Meeting at 10:13 AM by Mrs. Ross.

REGULAR BOARD MEETING

Mrs. Norma Lucero to lead meeting due to new Board Chair not present at this time.

I. CALL TO ORDER: (Norma Lucero- 5 Min.)

President

Mrs. Norma Lucero calls the meeting to order at 10:15AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)

Roll Call – Secretary

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Gwen Calhoun, Cochise County, Public
Elnora Baxter, Graham County, Low-Income
Paul David, Graham County, Public
Nancilee Hill Waits, Greenlee County, Low-Income
Haiden LaFoy, Greenlee County, Public
Norma Lucero, Santa Cruz, Private

ALTERNATE MEMBERS PRESENT:

Raymond Hidalgo, Santa Cruz, Private

BOARD MEMBERS NOT PRESENT:

Maritza Cervantes, Santa Cruz County, Public
Jenny Howard, Graham County, Private

ALTERNATE BOARD MEMBERS NOT PRESENT:

Gina Grove, Greenlee County, Low-Income

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal Manager
Virginia Avila, Regional Coordinator, Graham, Greenlee & N. Cochise Counties
Monica Valadez, Administrative Assistant

III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)

Secretary

Quorum is established.

IV. DECLARATION OF CONFLICT OF INTEREST: (Norma Lucero - 5 Min.)

Board Members and staff will declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which a Board Member or staff member determines they have a conflict of interest.

None called/identified at this time.

V. CALL TO THE PUBLIC: (Norma Lucero - 5 Min.)

None at this time.

VI. CONSENT AGENDA: (Board Chair - 5 Min.)

1. Consideration of Approval of Minutes for July 16, 2020. (Action)

2. Consideration of Approval of Minutes for September 30, 2020. (Action)

Mrs. Lucero asks if anyone has any changes/questions on the previous meetings' minutes.

Mrs. Gwen Calhoun Motions to Accept the Meeting Minutes for July 16, 2020 and September 30, 2020 as is.

Mrs. Ross Seconds the Motion.

All in Favor; Motion passes.

VII. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 20 Min.)

Executive Director Report

Mrs. Yvette Ramirez goes over Executive Director's Report.

Inquiries made about satellite locations and ability to serve all communities.

Mrs. Ramirez answers and updates Board.

VIII. PROGRAM REPORT: (Yvette Ramirez – 40 Min.)

A. 1st Quarter Expenditure Reports (Action)

Mrs. Ramirez explains how SEACAP has made minimal changes and is still on track with spending.

Mrs. Ross Motions to Accept the 1st Quarter Expenditure Reports as they are.

Mrs. Calhoun Seconds the Motion.

All in Favor; Motion passes.

B. 1st Quarter Client Survey Reports (Action)

Mrs. Ramirez expands on the 1st Quarter Client Survey Reports for SFY21.

Mrs. Ross Motions to Accept the 1st Quarter Client Survey Reports as they are.

Mrs. Calhoun Seconds the Motion.

All in Favor; Motion passes.

C. Current Events

SEACAP have received the carryover funds returned by DAAS (Division of Aging Adults Services) and WAP (Weatherization Assistance Program). From WAP, SEACAP received an approximate extra amount of \$233,000.00. From DAAS, SEACAP received an approximate extra \$ 218,000.00. There is another \$50,000.00 available if we request it.

SEACAP's concern is reaching out and making the public aware that there is assistance available to them. Mail-in applications are helping and SEACAP will visit sites more often.

Board members give various suggestions as advertisement changes like newspapers, free publications in rural areas, magnets, and/or pull-tab flyers.

Due to COVID-19 Pandemic, SEACAP Audit by Colby & Colby is being completed virtually and telephonic. Audit is due February 2021 and will hopefully be presented in the February 2021 by Colby & Colby.

Arizona Department of Housing for Eviction Prevention Program has allocated an additional \$36,000.00 to SEACAP.

For the Cochise County Community Project, DES and SEACAP submitted a waiver to OCS (Office of Community Services) for the soccer field and project is pending.

With the Santa Cruz County Community Project, SEACAP is in progress of purchasing 20 PCs for the Boys & Girls Club and cost approximately \$16,000.00. SEACAP may ask for an advance on the funds.

D. Website

The website is underway an update that will launch by February 2021.

IX. FINANCIAL REPORT: (Diana Merino – 30 Min.)

- A.** 1st Quarter Monthly Budget Analysis (Action)
- B.** 1st Quarter Financial Statements (Action)

Mrs. Diana Merino asks if the 1st Quarter Monthly Budget Analysis and 1st Quarter Financial Statements be tabled for February 2021 due to technical difficulties with accounting software.

Mrs. Nancilee Hill Waits Motions to Table the 1st Quarter Monthly Budget Analysis and 1st Quarter Financial Statement.

Mrs. Ross Seconds the Motion.

All in Favor; Motion passes. First Quarter Monthly Budget Analysis and first Quarter Financial Statement TABLED until February 2021 Board Meeting.

X. BOARD OF DIRECTORS REPORT: (Norma Lucero – 65 Min.)

- A.** Graham County CSBG Community Project Presentation (Jenny Howard & Paul David) (Action)

Mr. Paul David presents options for Graham County Community Projects.

The Safford Library needs newer chairs with easier sanitization for the public.

Mount Graham Safe House states having a need for a scanning thermometer for the entryway for residents and staff that reads temperatures automatically. The Safe House is also in need of new televisions and due to the curfews, size of families/residents in rooms larger televisions may be a good option.

The Boys and Girls Club needs new playground equipment.

House of Hope needs furniture and appliances for people being housed who recently out of rehab.

Mrs. Ramirez states contacting Mr. Chien from DAAS and he has a meeting scheduled with Office of Community Services November 30, 2020. He will update us shortly after.

Mrs. Shirley Ross Motions to approve all community projects contingent with approval by DAAS and OCS.

Mrs. Waits Seconds the Motion.

All in Favor; Motion passes.

B. Greenlee County CSBG Community Project Presentation (Nancilee Waits & Haiden LaFoy)
(Action)

Mrs. Waits and Mrs. LaFoy have asked to table until the next meeting. They do have basketball courts in mind for parks being updated.

Mrs. Shirley Ross Motions to TABLE Greenlee County CSBG Community Project Presentation until February 2021.

Mrs. Elnora Baxter Seconds the Motion.

All in Favor; Motion passes.

C. What is the success rate for self-sufficiency at SEACAP? (Gwen wanted presentation)

Mrs. Ramirez presents information on the success rate for self-sufficiency at SEACAP for last five years. She goes on to explain the self-sufficiency matrix completed each time an application is filled by the client, the categories they are asked to self- measure themselves and what needs they have aside from the assistance they're applying for.

After reports were ran, 7% increase in helping families becoming self-sufficient overall. Sixty-eight families were helped in last 5 years to become self-sufficient in food. Mrs. Ramirez continues to present percentages to Board.

Mrs. Calhoun asks about recidivism. Mrs. Ramirez explains what the case managers have seen being out in the field.

Mrs. Ramirez talks about a new program SEACAP is building presently with intensive case management.

Mrs. Calhoun would like an update on the program next meeting.

D. COVID-19 Long-lasting effect of SEACAP service areas discussion (Nancilee wanted presentation)

Mrs. Waits states feeling satisfied with what SEACAP has done to stay safe.

Mrs. Ramirez explains that staff is included in the safety of all staff. SEACAP is prepared to provide services to the public safely.

E. ADOH Reconstruction Project discussion (Shirley wanted to talk about this)

Mrs. Ramirez was made aware that the grant will be available again August 2021.

WILDFIRE called and asked how they could assist SEACAP. They had received funding from DES (Department of Economic Security) to hire grant writers for CAA (Community Action Agencies) to apply for grants. With WILDFIRE's assistance SEACAP may get a writer to assist with the ADOH Reconstruction Project.

F. SFY 2021 Board Retreat Discussion (Do they even want to go somewhere or discuss something special?)

Mrs. Ramirez does state SEACAP will have to complete strategic planning training through NCAA (National Community Action Agencies) online or a special training specific for the SEACAP Board. To meet organizational standards the training must be completed.

General consensus to register for the online courses and go from there.

Questions to Mrs. Ramirez about the online workshops. Mrs. Ramirez will update Board with information as its delivered.

XI. NEW BUSINESS:

None at this time.

XII. FUTURE AGENDA ITEMS:

First Quarter Financial Reports to be given by Mrs. Merino.

Greenlee CSBG Community Program

Updates on the new case management program.

XIII. MEETING DATE: *Thursday February 11, 2021 at 09:30AM.*

XIV. ADJOURNMENT

Meeting adjourned at 12:00 PM by Mrs. Lucero.

*An Executive Session may be called to address legal and/or personnel issues.

If you will not be able to attend the meeting, you may participate, via conference call, by calling the number listed below: Conference Call Telephone Number: 1-877-885-3221 Participant Passcode: 9629550