

**SOUTHEASTERN ARIZONA  
COMMUNITY ACTION PROGRAM, INC.  
Cochise College Benson Center  
1025 State Route 90 Benson, AZ 85602  
September 22, 2021 10:00 A.M. – 2:00 P.M.  
AGENDA  
ANNUAL MEETING**

**I. CALL TO ORDER: (Jenny Howard - 5 Min.)**  
A. President

Meeting called to order at 10:09AM by Mrs. Jenny Howard.

**II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**  
A. Roll Call – Secretary

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

**PRIMARY MEMBERS PRESENT:**

Shirley Ross, Cochise County, Low-Income  
Linda Valenzuela, Santa Cruz County, Low-Income  
Jenny Howard, Graham County, Private  
Norma Lucero, Santa Cruz County, Private  
Nancilee Hill Waits, Greenlee County, Low-Income  
Erica Gonzalez, Greenlee County, Public  
Peggy Judd, Cochise County, Public  
Suzanne Smith Graham County, Low-Income

**PRIMARY MEMBERS NOT PRESENT:**

Paul David, Graham County, Public

**ALTERNATE MEMBERS PRESENT:**

Ray Hidalgo, Santa Cruz County, Private

**SEACAP STAFF PRESENT:**

Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator  
Alexia Hurtado, Northern Cochise, Graham & Greenlee Regional Coordinator  
Yvette Ramirez, Executive Director  
Monica Valadez, Administrative Assistant

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

Quorum is established.

**IV. DECLARATION OF CONFLICT OF INTEREST: (Jenny Howard - 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 verbalized at this time.

**V. SEATING OF BOARD OF DIRECTORS SFY23 (Jenny Howard - 15 Min.)**

**A. Seating of Present Board Members SFY23**

Shirley Ross, Cochise County/ Low-Income Primary  
Peggy Judd, Cochise County/ Public Primary  
Suzanne Smith, Graham County/Low-Income Primary  
Jenny Howard, Graham County/Private Primary  
Paul David, Graham County/ Public Primary  
Nancilee Hill Waits, Greenlee County/ Low-Income Primary  
Erica Gonzalez, Greenlee County/ Public Primary  
Linda Valenzuela, Santa Cruz County/ Low-Income Primary  
Norma Lucero, Santa Cruz County/ Private Primary  
Raymond Hidalgo, Santa Cruz County/Private Alternate

**VI. ELECTION OF OFFICERS SFY23 (Jenny Howard - 25 Min.)**

Mrs. Howards asks if there are any written nominations for SFY23 Board Officers. Nomination forms showed as followed:

Board President: Jenny Howard  
Vice President: Paul David  
Treasurer/Secretary: Nancilee Hill Waits

No verbal nominations at this time.

Discussion about officers and ADHOH members begins. Nominations discussed among board.

Mrs. Shirley Ross Motions to Accept the Nominations present.

Ms. Erica Gonzalez Seconds the Motion.

All in Favor.

Board of Directors' Executive Members are as follows:

**A. President**

Mrs. Jenny Howard will be President for SFY2023.

**B. Vice-President**

Mr. Paul David will be Vice-President for SFY23.

**C. Secretary/Treasurer**

Mrs. Nancilee Hill Waits will be Secretary/Treasurer for SFY23.

**D. ADHOC Members**

SEACAP's two at-large board members for SFY2023 are Mrs. Shirley Ross and Mrs. Peggy Judd.

**VII. PROGRAM REPORTS SFY22 (Yvette Ramirez - 15 Min)**

**A. SFY22 Annual Reports (Action)**

Mrs. Yvette Ramirez explains on the SFY22 Annual Reports.

Mrs. Waits Motions to Accept SFY22 Annual Reports.

Mrs. Ross Seconds the Motion.

All in Favor.

**VIII. FISCAL REPORTS SFY22 (Diana Merino – 15 Min)**

**A. SFY22 Annual Financial Reports (Action)**

Mrs. Ramirez continues on and explains SFY22 Annual Financial Reports.

Mrs. Judd Motions to Accept the SFY22 Annual Financial Reports as provided.

Mrs. Waits Seconds the Motion.

All in Favor.

**IX. ADJOURNMENT**

Annual Meeting adjourned at 10:26 AM.

**REGULAR BOARD MEETING**

**I. CALL TO ORDER: (Board Chair- 5 Min.)**

President

Meeting is called to Order at 10:27AM by Mrs. Jenny Howard.

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

Roll Call – Secretary

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

**PRIMARY MEMBERS PRESENT:**

Shirley Ross, Cochise County, Low-Income  
Linda Valenzuela, Santa Cruz County, Low-Income  
Jenny Howard, Graham County, Private  
Norma Lucero, Santa Cruz County, Private  
Nancilee Hill Waits, Greenlee County, Low-Income  
Erica Gonzalez, Greenlee County, Public  
Peggy Judd, Cochise County, Public  
Suzanne Smith Graham County, Low-Income

**PRIMARY MEMBERS NOT PRESENT:**

Paul David, Graham County, Public

**ALTERNATE MEMBERS PRESENT:**

Ray Hidalgo, Santa Cruz County, Private

**SEACAP STAFF PRESENT:**

Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator  
Alexia Hurtado, Northern Cochise, Graham & Greenlee Regional Coordinator  
Yvette Ramirez, Executive Director  
Monica Valadez, Administrative Assistant

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

Secretary

Quorum is established.

**IV. DECLARATION OF CONFLICT OF INTEREST: (Board Chair - 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. CALL TO THE PUBLIC: (Board Chair - 5 Min.)**

None at this time.

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

- A. Consideration of Approval of Minutes for June 8, 2022 and June 14, 2022. (Action)

Mrs. Shirley Ross Motions to Accept the Meeting Minutes for June 8, 2022 and June 14, 2022 as provided.

Mrs. Norma Lucero Seconds the Motion.

All in Favor.

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

- A. Executive Director Report

Mrs. Yvette Ramirez reviews the Executive Director Report and gives details of clean energy speech from Huachuca City and the utility assistance the case managers have provided.

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

- A. Current Events

1. DCAD SFY 2023 Updates

Mrs. Ramirez touches on Division of Community Action and Development (DCAD) and the changes with the LIHEAP program starting October 1, 2022. The LIHEAP portal workflow presented to Board. LIWAP (Low-Income Water Assistance Program) is also discussed.

Mrs. Ross asks about Mail-In Applications and availability for the clients.

Mrs. Ramirez states as long as DCAD allows it SEACAP will have it available online and in-person.

2. Healthy Homes Program Update

SEACAP is in progress with this grant in Graham County and with Mariposa Community Health in Santa Cruz County. The program is on a referral basis with income-based qualifications. With success SEACAP may spend \$25,000-\$30,000 for abatement/ replacement/repair for each home's air quality.

3. Home Rehab Program Update

SEACAP is currently waiting on ADOH (Arizona Department of Housing) to approve homes to begin the program. Five homes were approved for this program.

Mrs. Ramirez talks about the HAF (Homeowner's Assistance Fund) program that was introduced to the state. ADOH is waiting for SEACAP to complete the application to start a partnership for this grant. Approximately \$30 Million is still available to fund this program.

She gives details of the conferences case managers attending conferences (CAPLAW, NCAP).

Mrs. Ramirez explains that health insurance for employees increased approximately \$2600.00 per month for staff.

Organizational Standards were submitted with 4 items needing additional information. Needs Assessment and Strategic Planning are two items will be addressed in the coming year.

Invitation extended to SEACAP Board of Directors to WILDFIRE Annual Conference in Maricopa October 13 & 14, 2022.

CSFP distribution from SEACAP office for last fiscal year was approximately 32,000 pounds of food.

**B. Website**

No updates at this time.

**IX. FINANCIAL REPORT: (Yvette Ramirez – 5 Min.)**

**A. SFY2022 Audit**

Mrs. Ramirez explains that SFY2022 Audit is in progress at this time.

**X. BOARD OF DIRECTORS REPORT: (Board Chair – 50 Min.)**

**A. Financial Reports Discussion Bi-annual vs. Quarterly (Action)**

Mrs. Ramirez asks if reports could be presented bi-annual rather than quarterly.

Discussion ensues.

January through June reports will be presented in September and July through December will be presented in February.

Mrs. Nancilee Hill Waits Motions to have SEACAP staff present financial reports bi-annually.

Mrs. Norma Lucero Seconds the Motion.

All in Favor.

**B. SFY2022 Executive Director Evaluation**

**C. SFY2022 Board Assessment**

Items B and C will be TABLED and discussed November 2022.

**D. Board Member Updates**

**1. Gwen Calhoun as Private Sector Board Member for Cochise County (Action)**

Mrs. Ramirez explains that Mrs. Gwen Calhoun stated being interested as the private Sector Board Member for Cochise County.

Mrs. Ross Motions to Accept the Gwen Calhoun as a Private Board Member for SEACAP.

Mrs. Lucero Seconds the Motion.

All in Favor.

**2. Santa Cruz County Public Board Representative for SEACAP (Action)**

This item will be TABLED and discussed at the November 2022 meeting.

**XI. NEW BUSINESS:**

Mrs. Ramirez talks about the energy efficiency education at the elementary schools in SEACAP's service areas. The following areas will be Metcalf Elementary in Morenci October 18, 2022; Calabasas school after that, Thatcher schools, and Huachuca City this quarter.

**XII. FUTURE AGENDA ITEMS:**

Discussion to change "Low-Income Members" Title for the November 2022 meeting.

**XIII. MEETING DATE: *Thursday November 17, 2022***

After discussion the next meeting will be Wednesday November 9, 2022 at 10:00 AM at the Benson Cochise College Center.

**XIV. ADJOURNMENT**

Meeting adjourned at 11:37AM.

\*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