

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
September 14, 2023 10:00 A.M. – 2:00 P.M.**

AGENDA

ANNUAL MEETING

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

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

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

- 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.

- V. SEATING OF BOARD OF DIRECTORS SFY24 (Jenny Howard - 15 Min.)**
 - A. Board Member Changes/Updates
 1. Raymond Hidalgo Santa Cruz County Private Primary (Action)
 2. Norma Lucero, Santa Cruz County Private Alternate (Action)
 3. Nancilee Hill Waits Primary Low-Income Greenlee County Board Member (Action)
 4. Mr. Clay Mack Appointed as Public Primary Graham County Board Member (Action)

 - B. Seating of Present Board Members SFY24
Shirley Ross, Cochise County/ Low-Income Primary
Gwen Calhoun, Cochise County/ Private Primary
Peggy Judd, Cochise County/ Public Primary
Suzanne Smith, Graham County/Low-Income Primary
Jenny Howard, Graham County/Private Primary
Clay Mack, Graham County, Public Primary
Nancilee Hill Waits, Greenlee County/ Low-Income Primary
Monica A. Miller, Greenlee County/ Private Primary
Erica Gonzalez, Greenlee County/ Public Primary
Linda Valenzuela, Santa Cruz County/ Low-Income Primary
Raymond Hidalgo, Santa Cruz County/Private Primary
Norma Lucero, Santa Cruz County/ Private Alternate
Irasema Olvera, Santa Cruz County/ Public Primary
Juan Balderas, Santa Cruz County/ Public Alternate

- VI. ELECTION OF OFFICERS SFY24 (Jenny Howard - 25 Min.)**
 - A. President
 - B. Vice-President
 - C. Secretary/Treasurer
 - D. ADHOC Members
- VII. PROGRAM REPORTS SFY23 (Yvette Ramirez - 15 Min)**
 - A. SFY23 Annual Reports (Action)
- VIII. FISCAL REPORTS SFY23 (Diana Merino – 15 Min)**
 - A. SFY23 Annual Financial Reports (Action)
- IX. ADJOURNMENT**

REGULAR BOARD MEETING

- I. CALL TO ORDER: (Board President- 5 Min.)**
President
- II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**
Roll Call – Secretary
- III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)**
Secretary
- IV. DECLARATION OF CONFLICT OF INTEREST: (Board President - 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.
- V. CALL TO THE PUBLIC: (Board President - 5 Min.)**
- VI. CONSENT AGENDA: (Board President - 5 Min.)**
 - A. Consideration of Approval of Meeting Minutes (Action)
 - 1. July 14, 2023 Board Meeting Minutes
- VII. EXECUTIVE DIRECTOR’S REPORT: (Yvette Ramirez - 10 Min.)**
- VIII. PROGRAM REPORT: (Yvette Ramirez – 30 Min.)**
 - A. Current Events
 - 1. LIHWAP Update
 - 2. ADOH Home Rehabilitation Program Update
 - 3. LIHEAP Program Update
 - 4. WILDFIRE Health Home Update
 - 5. WILDFIRE AZ Diaper Bank Update
 - 6. SEACAP Bisbee Office location Update
 - 7. NBA Non-Profit Agency Display in Safford, AZ 8-21 to 8-24-2023
 - 8. Introduction to SEACAP Resource Guide within service areas
 - B. Website

- IX. FINANCIAL REPORT: (Diana Merino – 10 Min.)**
 - A. One AZ Credit Union Credit Card Update
 - B. SFY 2023 Colby & Powell Audit Update
 - C. SFY24 Agency Budget Update

- X. BOARD OF DIRECTORS REPORT: (Board President – 30 Min.)**
 - A. 2023 CAPLAW Conference Brief
 - B. WILDFIRE 2023 Conference Update
 - C. SFY24 Board Retreat Discussion
 - D. Board Term Changes Discussion/Vote (Action)
 - E. SFY 23 Executive Director Evaluation
 - F. SFY 23 Board Self-Assessment

- XI. NEW BUSINESS:**

- XII. FUTURE AGENDA ITEMS:**

- XIII. MEETING DATE:**

- XIV. ADJOURNMENT**

*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, calling the number listed below:
Conference Call Telephone Number: **1-877-885-3221** Participant Passcode: **9629550**