

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE
MARCH 21, 2023 10:00 A.M. – 12:30 P.M.
MINUTES**

REGULAR MEETING

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

President

Mrs. Jenny Howard calls the meeting to order at 10:04AM.

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

Roll Call – Secretary

Ms. Monica Valadez takes attendance and is as follows:

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Linda Valenzuela, Santa Cruz County, Low-Income
Jenny Howard, Graham County, Private
Gwen Calhoun, Cochise 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
Irasema Olvera, Santa Cruz County, Public
Suzanne Smith Graham County, Low-Income – entered at 10:29AM
Paul David, Graham County, Public - entered at 10:08AM

ALTERNATE MEMBERS PRESENT:

Ray Hidalgo, Santa Cruz County, Private
Juan Balderas, Santa Cruz County, Public

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 present.

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 at this time.

V. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)

None verbalized at this time.

VI. SEACAP BOARD UPDATES (Yvette Ramirez – 10 Min.)

A. New Santa Cruz County Public Board Members

1. Irasema Olvera- Primary Board Member (Action)

Mrs. Gwen Calhoun Motions to welcome Ms. Irasema Olvera as the Santa Cruz County Public Primary Board Member.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

2. Juan Balderas – Alternate Board Member (Action)

Mrs. Gwen Calhoun Motions to welcome Mr. Juan Balderas as the Santa Cruz County Public Alternate Board Member.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

B. Shirley Ross Second Term (March 2023 – March 2026) as Primary Board Member (Action)

Mrs. Gwen Calhoun Motions to continue Mrs. Shirley Ross's second term as the Cochise County Low-Income Primary Board Member.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

C. New Greenlee County Private Board Member

1. Monica Aguilar- Primary Board Member (Action)

Mrs. Gwen Calhoun Motions to welcome Ms. Monica Aguilar as the new Greenlee County Primary Private Board Member.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

VII. CONSENT AGENDA: (Jenny Howard - 5 Min.)

A. Consideration of Approval of Meeting Minutes (Action)

1. November 9, 2022

2. January 19, 2023

Mr. Paul David Motions to Approve the Consent Agenda Meeting Minutes for November 9, 2022 and January 19, 2023.

Mrs. Peggy Judd Seconds the Motion.

All in Favor.

VIII. EXECUTIVE DIRECTOR'S REPORT: (Yvette Ramirez - 20 Min.)

A. Executive Director Report

Mrs. Yvette Ramirez gives overview of Executive Director's Report of July 2022 through December 2022.

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

A. Semi-annual Expenditure Reports (Action)

Mrs. Ramirez explains the changes to the reports compared to last fiscal year's expenditures.

Mrs. Nancilee Hill Waits Motions to Accept the Semi-annual Expenditure Reports.

Mrs. Gwen Calhoun Seconds the Motion.

All in Favor.

B. Semi-annual Client Survey Reports (Action)

Mrs. Waits Motions to Accept the Semi-annual Client Survey Reports.

Mrs. Calhoun Seconds the Motion.

All in Favor.

C. Current Events

1. ADOH Home Rehabilitation Program Update

Mrs. Ramirez goes into detail the changes/updates on ADOH Home Rehabilitation Program.

Discussion among board. Questions on qualification asked.

Mrs. Ramirez answered questions.

2. LIHEAP Program Update

Multiple questions brought up about portal issues.

Mrs. Ramirez answers questions. She goes on to explain with the new DES Director, Angie Rodgers, all the CAAs within the state will meet with her to discuss the issues.

3. WILDFIRE Healthy Homes Update

Mrs. Ramirez explains how staff have been addressing the partnerships of Graham Health Department and Santa Cruz County Mariposa Health Clinic. She goes on to discuss that due to lack of funding, getting outside contractors to help with Lead Abatement, Mold Abatement, Radon Abatement and Asbestos Abatement; SEACAP will focus more on pest infestation, air quality, and other issues that may prevent a safe home environment for families.

4. WILDFIRE AZ Diaper Bank Update

Mrs. Ramirez talks about the AZ Diaper Bank being sponsored by the Department of Health and Human Services and WILDFIRE. SEACAP is now partnered with the AZ Diaper Bank out of Phoenix, AZ. SEACAP will begin the program in Spring 2023. She gives overview of qualifications and current plans for this pilot program.

5. WAP BIL PROGRAM

Weatherization Assistance Program Bi-Partisan Infrastructure Law (WAP BIL) has awarded a five-year contract with Arizona. SEACAP was awarded 1.2 Million dollars for the first year of program. Once the state completes 30% of the homes required, the rest of the funding will be released. It is estimated for SEACAP to receive 3.2-3.3 Million dollars for this program.

Mrs. Ramirez speaks about increasing the staff at SEACAP for a secretary and WAP crew members in the near future. SEACAP is anticipating to purchase new vehicles for WAP as they are approximately 15 years old.

Mrs. Howard asks if there is a threshold for SEACAP to keep up with the program.

Mrs. Ramirez states WAP will have to weatherize an additional 31 homes per year.

D. Website

No changes on the website at this time.

X. FINANCIAL REPORT: (Diana Merino – 15 Min.)

A. Semi-annual Budget Analysis (Action)

Mrs. Diana Merino gives overview of Semi-annual Budget Analysis.

Mrs. Calhoun Motions to Accept the Semi-annual Budget Analysis.

Mrs. Waits Seconds the Motion.

All in Favor.

B. Semi-annual Financial Statements (Action)

Mrs. Diana Merino explains the Semi-annual Financial Statements.

Mrs. Calhoun Motions to Accept the Semi-annual Financial Statements.

Mrs. Waits Seconds the Motion.

All in Favor.

C. SFY2023 Budget Updates

D. One AZ Credit Union Credit Card Updates

1. Cancel Samuel Oscar Credit Card (Action)
2. Issue Alexia Hurtado Credit Card of \$7,500.00 limit (Action)

Mrs. Merino explains what process must be done for the One AZ Credit Card Updates.

Mrs. Waits Motions to cancel Samuel Oscar's credit card and issue Alexia Hurtado a credit card with a \$7,500.00 limit.

Mrs. Peggy Judd Seconds the Motion.

All in Favor.

XI. BOARD OF DIRECTORS REPORT: (Jenny Howard – 50 Min.)

A. Update with Healthy Communities with UA funded by Legacy Foundation (Peggy Judd – 10 Min.)

Mrs. Judd explains the programs like Growing Healthy Willcox sponsored by the Legacy Foundation. SEACAP can contact Evelyn Whitmer for more information.

B. Outstanding Employee Memorial Award Discussion (Paul David 10 Min.)

Mr. David would like to keep memorialize Mrs. Virginia Avila’s hard work and dedication to the communities she served. To do this, he proposes an award to commend the recipient and to commemorate the memory of Mrs. Avila.

Mrs. Ramirez states agreeing with the idea of a memorial award however not within SEACAP and its staff. She states it isn’t a competition and feels best for the memorial award to go to a community member/organization in SEACAP’s service area to remember Mrs. Avila.

Mr. David concurs with Mrs. Ramirez’s statements.

C. Other Available Funding for SEACAP to apply for Discussion (Nancilee Hill Waits – 10 Min)

Mrs. Waits states she is currently working on a list of grants to give to Yvette.

XII. NEW BUSINESS:

None at this time.

XIII. FUTURE AGENDA ITEMS:

None at this time.

XIV. MEETING DATE:

Wednesday June 14, 2023 at 10:00 AM located at Benson Center Cochise College 1025 State Route 90 Benson, AZ 85602

A Doodle poll will be sent out to confirm the Board Meeting date and time.

XV. ADJOURNMENT

Ms. Erica Gonzalez Motions to adjourn meeting.

Mrs. Judd Seconds the Motion.

All in Favor. Meeting adjourned at 11:38AM.

*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**