

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
June 14, 2023 10:00 A.M. – 1:00P.M.
AGENDA**

REGULAR MEETING

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

Mrs. Jenny Howard calls the meeting to order at 10:07 A.M.

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:

Gwen Calhoun, Cochise County, Private
Jenny Howard, Graham County, Private
Peggy Judd, Cochise County, Public
Nancilee Hill Waits, Greenlee County, Low-Income
Norma Lucero, Santa Cruz County, Private
Erica Gonzalez, Greenlee County, Public
Irasema Olvera, Santa Cruz County, Public

ALTERNATE MEMBERS PRESENT:

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

SEACAP STAFF PRESENT:

Diana Merino, Fiscal/Contracts Manager
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: (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. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)

None verbalized at this time.

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

A. Consideration of Approval of Meeting Minutes (Action)

1. March 21, 2023 Board Meeting Minutes

Mrs. Gwen Calhoun Motions to Approve the March 21, 2023 Meeting Minutes.

Mrs. Peggy Judd Seconds the Motion.

All in Favor.

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

A. Employee Salary Increases (Action)

Mrs. Yvette Ramirez is requesting a fifteen percent (15%) salary increase starting July 1, 2023. Mrs. Ramirez goes into detail about papers attached to board packet and reasoning behind request.

Mrs. Calhoun Motions to Move forward with the Employee Salary Increase beginning July 1, 2023.

Ms. Irasema Olvera Seconds the Motion.

All in Favor. Motion Passes.

Mrs. Shirley Ross in the conference room at 10:13A.M.

B. SFY24 Budget Update

Mrs. Ramirez goes into detail how there were financial cuts from LIHEAP (Low-Income Home Energy Assistance Program) of approximately \$600,000.00. At the same time, WAP (Weatherization Assistance Program) gave SEACAP an increase for SFY2024.

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

A. Current Events

1. ADOH Home Rehabilitation Program Update

Mrs. Ramirez explains the complications with the contractor and availability of material. She also explains the complications of obtaining applicants due to financial leerness of putting a lien on their homes and home values at an all time high.

2. LIHEAP Program Update

Mrs. Ramirez and Mrs. Diana Merino will be attending a meeting, along with the rest of the community action agencies of Arizona, to speak with new DES Director Angie Rodgers. Board members want an update as soon as possible for the reasons behind the changes of LIHEAP and the future of LIHEAP contract renewal 2024-2029.

Board members talk about past/heard experiences with state programs being online only.

One of the other issues with LIHEAP is not being able to see previous applicants' paperwork to assist families apply for supplemental assistance.

Mrs. Ramirez agrees to email a brief to them all.

3. WILDFIRE Health Homes Update

SEACAP is still working with Graham County Health Department and Mariposa Health Clinic to pilot this new program.

Difficulties in starting up the program is getting contractors to come into SEACAP's service areas and provide the assistance.

Mold, asbestos and radon on hold for now. SEACAP will concentrate more on pest infestation, air quality in the home, etc. for clients/families who experience chronic respiratory illnesses.

4. WILDFIRE AZ Diaper Bank Update

Diapers have been difficult to distribute to SEACAP's service areas. Clients have signed up but then don't come back to pick up the diapers and wipes. Mrs. Ramirez explains the process briefly and how the families can receive up to 150 diapers a month for the next 2 years.

Discussion among the Board begins. Multiple ideas from board will be discussed to make sure SEACAP spreads the word on the Diaper Program.

Mr. Paul David calls into meeting at 10:33A.M.

5. LIHWAP Program Update

SEACAP just began this program recently. SEACAP had asked for training on the program, instead was given a desk aid, policy manual and an invitation to an open chat with DCAD about the program.

Mrs. Ramirez explains the program and how some clients may qualify for up to \$3,000.00 in their lifetime.

It is supposed that LIHWAP funding will end December 2023.

6. WAP BIL Update

For the next four years, SEACAP is approximated to receive 3 million dollars for the next 3-4 years.

Mrs. Ramirez told the board how extra funding was given to SEACAP by ADOH (Arizona Department of Housing).

Ms. Suzanne Smith on the phone at 10:45A.M.

B. Website

The website has been updated by Mrs. Claudia Uriarte. She also has updated the SEACAP Brochure and made a Weatherization brochure.

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

A. One AZ Credit Union Credit Card Updates

Mrs. Merino states that after this meeting is transcribed, the minutes will be delivered to One AZ Credit Union who will then transfer the credit card to Alexia Hurtado from Samuel Varela.

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

Mrs. Howard goes over the responsibilities the board members and the rules of conduct for them as a board of directors. She recommends to review Sections 3 and 4 of SEACAP Board Member Manual.

XI. NEW BUSINESS:

Mrs. Ramirez notifies the board of the Bisbee SEACAP office being evicted as of December 31, 2023. Mr. Gustavo Campillo, WAP Program Manager, is searching for a new location.

The 2023 WILDFIRE Conference at AK-CHIN Casino in Maricopa, AZ will be in October. If anyone on the board is interested, please notify Ms. Valadez by July 31, 2023.

Mrs. Ramirez notifies the Board that the estimate for employees' health insurance increased. With some budget increases, SEACAP will be able to provide full health coverage for its employees SFY2024.

XII. FUTURE AGENDA ITEMS:

Ms. Valadez goes over term dates for the Board of Directors. Discussion ensues. Multiple suggestions by board.

Mrs. Ramirez will contact CAPLAW to see how we can have someone go from primary to alternate to primary.

Mrs. Ross suggests to extend Board of Directors' term dates in our policy manual.

XIII. MEETING DATE:

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

At this time, Board in consensus for future meeting date.

XIV. ADJOURNMENT

Meeting adjourned at 11:15AM by Mrs. Howard.

*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**