

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM
COCHISE COLLEGE BENSON CENTER BENSON, AZ
September 26, 2017 10:00 A.M. – 3:00 P.M.
AGENDA**

ANNUAL MEETING

- I. CALL TO ORDER:**
 - A. President
- II. IDENTIFICATION OF BOARD MEMBERS:**
 - A. Roll Call – Secretary
- III. ESTABLISH QUORUM:**
 - A. Secretary
- IV. DECLARATION OF CONFLICT OF INTEREST:**

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. PRESENTATION & CONFIRMATION OF NEW BOARD MEMBERS (I.D.A.)**
 - A. Graham County Public – Primary & Alternate
 - B. Graham County Low Income – Primary & Alternate
 - C. Santa Cruz County – Private Alternate
- VI. SEATING OF BOARD OF DIRECTORS SFY18 (I.D.A.)**
- VII. ELECTION OF OFFICERS SFY18 (I.D.A.)**
- VIII. PROGRAM REPORTS SFY17 (I.D.A.)**
 - A. 3rd & 4th Quarter Expenditure Reports
 - B. 3rd & 4th Quarter Client Survey Reports
 - C. SFY17 Annual Reports
- IX. FISCAL REPORTS SFY17 (I.D.A.)**
 - A. 3rd & 4th Quarter Monthly Budget Analysis
 - B. SFY17 Annual Budget Analysis
 - C. 3rd & 4th Quarter Financial Statements
 - D. SFY17 Annual Financial Statement
- X. ADJOURNMENT**

REGULAR BOARD MEETING

- I. CALL TO ORDER:**
 - A. President
- II. IDENTIFICATION OF BOARD MEMBERS:**
 - B. Roll Call – Secretary
- III. ESTABLISH QUORUM:**
 - B. Secretary

- IV. DECLARATION OF CONFLICT OF INTEREST:**
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:**
- VI. CONSENT AGENDA:**
 - A.** Consideration of Approval of Minutes of meeting March 30, 2017. **(I.D.A.)**
 - B.** Consideration of Approval of Minutes Teleconference April 24, 2017 **(I.D.A.)**
- VII. PROGRAM REPORT:**
 - A.** Agency Organizational Standards Preliminary Overview by NASCSP **(I.D.)**
 - B.** DES Audit Items **(I.D.A.)**
 - 1. Agency Mission Statement
 - 2. Agency Risk Assessment
 - 3. Executive Director Succession Plan
 - C.** CAP Plan **(I.D.)**
 - D.** Current Events **(I.D.)**
 - E.** Website **(I.D.)**
- VIII. FINANCIAL REPORT:**
 - A.** SFY18 Budget Reports **(I.D.A.)**
 - 1. SFY18 Agency Operations Spreadsheet
 - 2. SFY18 Itemized Service Budget Summary Analysis
 - B.** Umbrella Liability Insurance Cancellation **(I.D.A.)**
- IX. BOARD OF DIRECTORS:**
 - A.** Graham / Greenlee/ Cochise County Private Positions **(I.D.)**
 - B.** Greenlee / Santa Cruz County Primary Public Positions **(I.D.)**
- X. EXECUTIVE DIRECTORS REPORT:**
 - A.** Board Member Resignations **(I.D.)**
 - B.** Transportation Transition Update **(I.D.)**
 - B.** Strategic Planning Session **(I.D.)**
- XI. EXECUTIVE SESSION A.R.S. 38-431.03A.1. (I.D.A)**
 - A.** Executive Director Performance Evaluation
 - B.** Review and Approval of Executive Directors Compensation
- XII. FUTURE AGENDA ITEMS (I.D.A.)**
- XIII. MEETING DATE:**
- XIV. ADJOURNMENT**