

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM  
COCHISE COLLEGE BENSON CENTER BENSON, AZ  
February 20, 2020 10:00 A.M. –02:00 P.M.  
AGENDA**

**REGULAR BOARD MEETING**

**I. CALL TO ORDER: (Shirley Ross- 5 Min.)**

President

Mrs. Ross calls SEACAP Board Meeting to order at 10:06AM.

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

Roll Call – Secretary

Mrs. Valadez takes attendance.

**PRIMARY BOARD MEMBERS PRESENT:**

Shirley Ross, Cochise County, Low-Income  
Elnora Baxter, Graham County, Low-Income  
Jenny Howard, Graham County, Private  
Gwen Calhoun, Cochise County, Public  
Norma Lucero, Santa Cruz County, Private  
Haiden LaFoy, Greenlee County, Public

**ALTERNATE MEMBERS PRESENT:**

Nancilee Hill Waits, Greenlee County, Low-Income  
Raymond Hidalgo, Santa Cruz, Public

**BOARD MEMBERS NOT PRESENT:**

Paul David, Graham County, Public  
Gina Grove, Greenlee County, Low-Income  
Maritza Cervantes, Santa Cruz County, Public

**ALTERNATE BOARD MEMBERS NOT PRESENT:**

Horatio Skeete, Graham County, Public  
Steve Rutherford, Greenlee County, Public  
Mauricio Chavez, Santa Cruz County, Public

**SEACAP STAFF PRESENT:**

Virginia Avila, Graham, Greenlee, & N. Cochise Counties Regional Coordinator  
Cecilia Brown, Santa Cruz & S. Cochise Counties Regional Coordinator  
Diana Merino, Fiscal Manager  
Yvette Ramirez, Program Manager/Interim Executive Director  
Monica Valadez, Secretary

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

Secretary

Ms. Valadez confirms Quorum Established after roll call.

- IV. DECLARATION OF CONFLICT OF INTEREST: (Shirley Ross - 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. RENEW BOARD MEMBER TERM DATES: (?? – 5 Min.)**  
**A. Shirley Ross, Chairperson (Action)**

Mrs. Yvette Ramirez explains that Mrs. Ross's term is up for renewal.

Mrs. Haiden LaFoy Motions to Renew Mrs. Ross's Term as a SEACAP Board Member for three more years.

Mrs. Jenny Howard Seconds the Motion for Term Renewal.

Vote is Unanimous.

- VI. CALL TO THE PUBLIC: (Shirley Ross - 5 Min.)**

Mrs. Ross asks for the guests to introduce themselves.

Mariah Sullender Area Program Supervisor from ResCare Workforce Services.

Monica Smith Manager for ResCare Workforce Services in Graham/ Greenlee Counties.

Irlanda Lopez from Rio Rico, AZ

Shelley Morgan from DES

Edward Chien Community Action Program Manager for DES

Barbara Kennedy appointed from Cochise County Publici

- VII. CONSENT AGENDA: (Shirley Ross - 5 Min.)**

- 1. Consideration of Approval of Minutes for November 7, 2019. (Action)**

Mrs. Ross asks if anyone has any revisions/concerns to Board Meeting Minutes from November 7, 2019.

Mrs. Gwen Calhoun Motions for Approval of November 7, 2019 Board Meeting Minutes.

Mrs. LaFoy Seconds the Motion.

All in Favor.

- 2. Consideration of correction of minutes dated September 17, 2019 (Action)**

Mrs. Ramirez explains the correction is due to One AZ Credit Union requesting updated

credit card limits and why the correction needs to be made for September 17, 2019 Board Meeting Minutes.

The corrections for the One AZ Credit Union Credit Card amounts are proposed to increase Regional Coordinators' credit limit to \$7,500.00 each (V. Avila & C. Brown).

With this being completed, Mrs. Ramirez explains that we can begin the new fiscal year at One AZ Credit Union as our only banking institution.

Mrs. Calhoun Motions for approval of September 17, 2019 Board Minutes Corrections to credit card limits for Mrs. V. Avila and Mrs. C. Brown.

Ms. Elnora Baxter Seconds the Motion.

Vote is Unanimous.

### **VIII. GUEST SPEAKERS:**

#### **A. RESCare from AZDES (Monica Smith – 30 Min.)**

Mrs. Ramirez introduces Ms. Smith and the RESCare program.

Ms. Smith explains the program and what it offers to clients. ResCare Mission is to impact communities for the better, creating optimal environments for people in need of assistance, through attentive and quality service principles, so they can live their best life. They assist with cash assistance, on the job training, clothes, auto repair, etc.

Inquiries by various members made in meeting about client success rate, follow-up evaluations, mental health services for clients, etc.

Ms. Smith responds about agency's expectations, policy/procedures, and counseling services that can be set up with clients are willing to participate.

Per Ms. Smith, SEACAP could be a partnership with RESCare by giving training (community service) in the various settings SEACAP has.

Mrs. Ramirez does state that it wouldn't cost SEACAP anything and how more to help/empower clients with self-sufficiency as being a part of this opportunity for the community.

#### **B. CAP SOLAR (Steven Leitner - 30 Min.)**

Mrs. Ramirez introduces Mr. Leitner to Board.

Mr. Leitner, via telephone and Zoom presents his program and why it would be a good fit our areas of services.

Ms. Waits asks about CAP Solar's capability with FMI (Freeport McMorran Incorporated) in Greenlee County. Mr. Leitner states yes, they are willing to collaborate with other companies in the areas.

Mrs. Howard asks if this program is only for non-profits obtaining solar or is it for residential solar.

Mr. Leitner states residential solar is difficult. His agency usually works with multi-unit buildings (apartment complexes). One meter per multi-unit area.

No other questions made. Mr. Leitner made his contact information available to all Board Members.

Madam Chair Ross requests to move AZDES presentation up due to the traveling DAAS would have to do later on. General consensus among Board Members. AZDES Presentation will be completed after lunch.

**IX. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 20 Min.)**

Interim Executive Director Report

Mrs. Ramirez presents Executive Director's Report. Pictures were sent around to Board displaying most recent Census2020 participation at Duncan Elementary School on February 19, 2020.

Census bag contents explained to Board. Each Board Member will have a box of 50 bags to distribute in their communities. Mrs. Ramirez re-iterates the importance of a Complete Count of all our communities.

No questions at this time from Board.

***LUNCH BREAK AT 12:07 PM***

***MEETING RECONVENED AT 12:42 PM.***

**X. NEW BUSINESS:**

**A. LIHEAP Discussion with DES-DAAS Staff (DES staff member 15-20 Min.)**

Mr. Edward Chien discusses about SEACAP board's interest in funding opportunities to assist with self-sufficiency among the communities. He goes on to mention using LIHEAP with financial incentives and case management.

Ms. Shelley Morgan adds to Mr. Chien's statement and states that LIHEAP can be used in conjunction with other programs but cannot be used to fund another program. She continues by giving examples from Maricopa County CAP. Ms. Morgan states SEACAP can use LIHEAP funding to help families be more sustainable and not have to use the Eviction Prevention funding for them. The Incentive Plan works similarly.

Mrs. Ramirez asks who would pay for the case managers' for this service because it cannot be paid by LIHEAP.

Ms. Morgan explains that Assurance 16 may pay or SEACAP can use it in conjunction with another program so that you can benefit more. The goal is to stretch the LIHEAP funding as much as possible.

Mr. Chien asks if SEACAP receives SSBG funding.

Mrs. Ramirez answers no and that it SEACAP has attempted to get some funding however has been unsuccessful.

Mr. Chien goes on to clarify that the Supplemental Payment would be part of the incentive plan and it doesn't have to be a disconnect notice to get supplemental.

Mrs. Ramirez asks how much we can make an applicant do as part of the LIHEAP Incentives Plan.

Ms. Morgan states that as long as the contract is clear and concise. CAPs will not have the same contract statewide. DES wants to make sure that SEACAP and client agree with Incentive Plan Contract.

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

**A. 2<sup>ND</sup> Quarter Expenditure Reports (Action)**

Mrs. Ramirez presents 2<sup>ND</sup> Quarter Expenditure Reports to Board. Southern Cochise County uses 50% of funding from SEACAP. Santa Cruz is the highest poverty rate. Mrs. Ramirez and Mrs. C. Brown explain the high poverty rate in Santa Cruz County and the amount of funds spent in S. Cochise County.

Mrs. Calhoun Motions to approve the 2<sup>ND</sup> Quarter Expenditure Reports.

Ms. Baxter Seconds the Motion of approval.

All in Favor.

**B. 2<sup>ND</sup> Quarter Client Survey Reports (Action)**

Mrs. Ramirez presents 2<sup>ND</sup> Quarter Client Survey Reports. Board Members ask inquiries and Mrs. Ramirez responds.

Mrs. Howard makes the Motion to approve the 2<sup>ND</sup> Quarter Client Survey Reports.

Mrs. LaFoy Seconds the Motion of approval.

Vote in Unanimous.

**C. Current Events**

Mrs. Ramirez gives and explains #CountMeIn handout to Board Members explaining how the Census helps Community Action Programs.

No questions at this time.

**D. Website**

No changes on website.

**XII. FINANCIAL REPORT: (Diana Merino – 30 Min.)**

**A. 2<sup>ND</sup> Quarter Monthly Budget Analysis (Action)**

Mrs. Merino gives details of 2<sup>ND</sup> Quarter Monthly Budget Analysis.

Ms. Baxter Motions to approval the 2<sup>ND</sup> Quarter Monthly Budget Analysis.

Ms. Calhoun Seconds the Motion of approval.

All in Favor.

**B. 2<sup>ND</sup> Quarter Financial Statements (Action)**

Mrs. Merino presents the 2<sup>ND</sup> Quarter Financial Statements. She states everything is right on schedule financially.

Ms. Baxter Motions to approve the 2<sup>ND</sup> Quarter Financial Statements.

Ms. Lucero Seconds the Motion of approval

Vote is Unanimous.

**XIII. BOARD OF DIRECTORS REPORT: (Shirley Ross – 40 Min.)**

**A. Discussion for more frequent meetings [TABLED] (Action)**

Mrs. Calhoun discussed her reasons for a more frequent meetings. Copy of poll for more frequent meetings handed out to Board.

Mrs. Ross concurs however has some reservations about the difficulties of having Quorum for the meetings.

Discussion among board members.

Mrs. Ramirez explains the Meeting Poll sent out back in December 2019. Discussion continues.

Mrs. Ross asks how many Board Members present at the meeting would be willing to attend every other month meeting. Six members raised their hands.

Mrs. Ramirez interjects and states she thinks the meeting was overwhelming today. She continues on that SEACAP could look into every other month so we could do our reports on one meeting and alternating with an informational (round table discussion) meeting the next time.

Mrs. Ross asks the Board if they would like to vote now and have the meetings every other month starting Fiscal Year 2021.

Discussion begins about a decrease in attendance/participation if meeting frequency increases.

Mrs. Ramirez states that the Bylaws needs to be updated. If SEACAP Bylaws state we have meetings every other month, we will have to update that policy.

Mrs. Howard Motions the Approval of meetings to be every odd month on the third Thursday of the month starting fiscal year 2021 on July 1, 2020.

Ms. Baxter Seconds the Motion.

Vote is Unanimous.

**B. Santa Cruz County Low-Income Primary**

1. Approval of Low-Income Primary Representative, Irlanda M. Lopez (Action)

Mrs. Cecilia Brown introduces Mrs. Irlanda M. Lopez to Board.

Mrs. LaFoy makes the Motion to Approve Mrs. Irlanda M. Lopez as Santa Cruz Low-Income Primary Representative.

Mrs. Nancilee Hill Waits Seconds the Motion.

All in Favor.

Mrs. Lopez welcomed to the Board.

**C. Cochise County Public Alternate**

1. Approval of Alternate Public Representative, Barbara Kennedy (Action)

Mrs. Calhoun introduces Mrs. Barbara Kennedy.

Mrs. Ramirez hands out copy of letter from Cochise County Board of Supervisors appointing Mrs. Barbara Kennedy as the Cochise County Public Board Alternate.

Mrs. LaFoy Makes the Motion to Approve Mrs. Barbara Kennedy as the Alternate for Cochise County Public Board Member.

Mrs. Waits Seconds the Motion.

Vote is Unanimous.

***MRS. ROSS ASKS FOR AN EXECUTIVE SESSION WITH MRS. YVETTE RAMIREZ TO REMAIN IN THE ROOM. SEACAP STAFF LEAVES BOARD ROOM AT 02:19 PM.***

***REGUALR MEETING RESTARTS 5 MINUTES LATER. SEACAP STAFF ASKED TO RETURN TO BOARD ROOM AT 02:24 PM.***

**D. Provision of Direction on Retirement Package for Executive Director (Action)**

Mrs. Ross asks for a Motion to Accept the Retirement Package for the Executive Director, Librado Ramirez.

Mrs. Howard makes the Motion to Accept the Retirement Proposal.

Ms. Baxter Seconds the Motion.

All in Favor.

Mrs. Ross explains that the Executive Committee nominated Mrs. Howard and Mr. David to present the letter to Mr. Ramirez. She goes on to explain that we will need a Committee in the hiring of new Executive Director.

Mrs. Ross states the next step would be to get a committee started for the recruitment of the Executive Director will be begin.

The committee will have to be in contact with Mrs. Ramirez to see what the bylaws state in this situation.

Mrs. Howard concurs with Mrs. Ross's statement and adds that the committee should be formed to document everything as needed.

Once Mrs. Howard and Mr. David talk with Mr. Ramirez and finalize the contract, the committee will begin the Recruitment Process.

Recruitment of Executive Director Committee will consist of Mrs. Calhoun, Ms. Baxter, Mrs. Waits, and Mrs. Howard.

If "it comes to a certain point and Board can appoint an Executive Director", Mrs. Ross suggests for this vote to be done in May 2020 Board Meeting.

#### **XIV. NEW BUSINESS (CONTINUATION):**

**A. Arizona Department of Economic Security Community Action Partners Request for Applications (AZDES-CAPS-RFA) (Action) (Yvette Ramirez – 20 Min.)**

Mrs. Ramirez explains the five-year contract of AZDES-CAPS-RFA that's due March 15, 2020. Has copy available to Board Members.

Mrs. Calhoun Motions for the Approval of the Arizona Department of Economic Security Community Action Partners Request for Applications.

Mrs. Waits Seconds the Motion.

Vote is Unanimous.

**C. Self-Assessments (Shirley Ross – 30 Min.)**

- 1. Which Self-Assessment works best for SEACAP Board of Directors? (Action)**
- 2. How will SEACAP Board of Directors address assessment concerns?**

Discussion ensues. Board in general consensus of needing a refresher on the examples of Self-Assessments.

Mrs. LaFoy makes the Motion to Table the Self-Assessments for the next Board Meeting.

Mrs. Waits Seconds the Motion.

All in Favor. Self-Assessments will be discussed at the May 2020 Board Meeting.



**XV. FUTURE AGENDA ITEMS:**

Mrs. Calhoun mentions the CAPLAW Conference and her interest in it.

Mrs. Ramirez states she will let them know the response in May 2020.

Mrs. Calhoun mentions that the Legacy Foundation does offer grants for training staff and board.

Mrs. Ramirez and Mrs. Calhoun to continue to discuss further at a later time.

**XVI. MEETING DATE: May 14, 2020**

**XVII. ADJOURNMENT**

Mrs. LaFoy Motions for Adjournment of Board Meeting.

Mrs. Waits Seconds the Motion.

All in Favor.

Meeting adjourned at 02:41 PM.

\*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