

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM
283 W. 5TH STREET
SAFFORD, AZ 85546**

The regular board meeting of the Southeastern Arizona Community Action Program was held at Benson City Hall Benson, Arizona on March 30, 2017.

REGULAR BOARD MEETING

I. CALL TO ORDER:

A. President

Board President, Mr. Skeete called the meeting to order at 10:23 a.m.

II. IDENTIFICATION OF BOARD MEMBERS:

A. Roll Call – Secretary

Shirley Ross, Cochise County/Low Income
Craig Smith, Graham County/Private
Horatio Skeete, Graham County/Public
Gina M. Grove, Greenlee County/Low Income
Donamaria McKenzie, Santa Cruz County/ Low Income
Amanda Rivero, Santa Cruz County/Private
Mauricio Chavez, Santa Cruz County/ Public (appeared telephonic)

BOARD MEMBERS ALTERNATES PRESENT:

Dorothy Elizabeth Hester, Cochise County/Low Income
Nancilee Hill Waits, Greenlee County/Low Income
Norma Lucero, Santa Cruz County/ Private

BOARD MEMBERS NOT PRESENT:

Steve Rutherford, Greenlee County/Public
Roland Knox, Cochise County/ Public

BOARD MEMBERS ALTERNATES NOT PRESENT:

Julie Rodriguez, Graham County/Public
Yvonne Pearson, Greenlee County/Public
Judy McKinley, Greenlee County/Private
Juanita Gonzalez, Santa Cruz County/Low Income

SPECIAL GUEST:

Randy Heiss, SEAGO

STAFF PRESENT:

Librado M. Ramirez, Executive Director
Yvette Ramirez, Program Manager
Diana Merino, Fiscal Contract Manager

Alexia Hurtado, Secretary

III. ESTABLISH QUORUM:

A. Secretary

Mrs. Merino took roll call and a quorum was established after identification of all voting Board Members.

Mr. Ramirez request that item XI (C) on the agenda be moved up so that the Cochise County Public Representative be voted on thus allowing her to participate in the meeting.

Mrs. Ross makes a Motion to Accept the Recommendation.

Mrs. Grove Seconds.

Motion Passes Unanimously.

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.

None was declared.

V. CALL TO THE PUBLIC:

No Public Present.

VI. CONSENT AGENDA:

A. Consideration of Approval of Minutes of meeting for December 8th, 2016. (I.D.A)

Mr. Smith Motions to Approve the Minutes as presented.

Mrs. Ross Seconds.

All In Favor.

Motion Passes Unanimously.

VII. TRANSPORTATION:

A. Future (I.D.A.)

Mr. Ramirez explains the expenditures and that SEACAP does not have the funds to continue transportation.

Mrs. Ramirez goes on to explain the costs of transportation.

Mrs. Calhoun asks where do the funds come from for transportation?

Mrs. Ramirez explains where the funds come from and how much it is costing but also explains that transportation is not bringing any funds into the program.

Mr. Smith questions if transportation is a need for the community?

Mrs. Ramirez explains that there are other agencies that can provide transportation and that SEACAP no longer has an obligation to provide it.

Mrs. Calhoun suggests that we provide vouchers so clients can pay for other transportation services.

Mrs. Ramirez says that it wouldn't be ideal to use vouchers because clients can misuse the funds and funds would still be pulling money from the SEACAP account.

Ms. Calhoun suggest we look into the whole process of vouchers.

Mr. Skeete asks for a recommendation from staff. What is the action SEACAP is asking the Board to take?

Mr. Ramirez asks for transportation to transition over to SEAGO.

Mrs. Ramirez states that staff proposes that SEACAP end transportation in Graham & Greenlee Counties on June 30th, 2017.

Mrs. Waits questions what will happen to the employees?

Mr. Ramirez states that they have talked about it and he thinks employees would also be transferred over.

Mr. Heiss also states that SEAGO has encouraged the Blake Foundation to bring over the employees.

Mr. Skeete asks what will happen to the vehicles being used at SEACAP?

Mrs. Ramirez states they will go to where ADOT tells SEACAP to turn them over but hopes it goes to the Blake Foundation.

Mr. Skeete suggests that a similar letter of support for the Blake Foundation be sent to Greenlee County as well since it would not be economical for SEACAP to just provide transportation in Greenlee County.

Mr. Skeete requests staff to actively participate with whomever takes over the transportation services in the area so that we have a smooth transition.

Motion Moved by Mrs. Calhoun.

Mrs. Grove Seconds.

Motion Passes Unanimously.

B. ADOT (I.D)

Mrs. Ramirez explains that all reporting was submitted in December and that SECAP received the \$35,000 from ADOT for FFY15. The agency is not expecting any additional funding from ADOT but transportation reports are still being submitted because we still are using the vans until June 2015.

C. Transition (I.D)

Mr. Ramirez explains he received a letter from Mr. Heiss asking if SEACAP can assist in the transition of transportation services to the new service provider. He believes that the letter of support is a tremendous assistance and states SEAGO will do anything to try and help.

Mrs. Ramirez recommends that SEACAP work with SEAGO mobility management team and develop a plan with the Blake Foundation and SEAGO.

D. SEAGO – Transportation Assistance July – September 2017 (I.D.A.)

Mrs. Grove questions on whether the Blake Foundation will help low-income families or just the elderly and disabled.

Mr. Heiss explains that if they have the ability to help everyone they will, as long as the individual is not taking a seat away from an elderly or disabled person.

Mr. Skeete asks Mr. Heiss to read the request of support letter into the record.

Mr. Skeete thanks Mr. Heiss and states that the immediate action ahead is to act on the staff recommendation to end transportation services on June 30th, 2017 and to actively participate with whoever takes over for a smooth transition.

Mr. Skeete asks if SEAGO would like some assistance from SEACAP until federal funds become available to continue services.

Mrs. Ramirez explains that to operate transportation for a three month period it would cost \$22,000.

Mr. Heiss states that he was not asking SEACAP for financial assistance to help fund the Blake Foundation. He explains how the funding will work once the Blake Foundation is awarded the funding by ADOT.

Mr. Skeete asks for a Motion to send Letters of Support for the Blake Foundation to Graham and Greenlee.

Mrs. Rivero Motions.

Mrs. McKenzie Seconds.

Motion Passes Unanimously.

Mr. Skeete asks for SEACAP to consider putting some money aside from the SEACAP General Administrative funds to continue to assist whoever takes over transportation next year.

Mr. Ramirez explains that with any excess money left he would like to help SEACAP and hire a new Case Manager since there is only three.

VIII. SEAGO (I.D.A.)

Mr. Heiss explains he only wanted to talk about transportation and that has been done in previous items. He thanks the staff and the Board Members for their support and he looks forward to working together.

No Action was required.

IX. PROGRAM MANAGER REPORT:

A. 2nd Quarter Expenditure Report (I.D.A)

Mrs. Ramirez reviews the packet.

Mrs. Rivero questions why survey is given before the process.

Mrs. Ramirez explains why and how the surveys work.

Mrs. Grove asks if Income Tax Returns counts as income.

Mrs. Ramirez explains that it does not.

B. 2nd Quarter Client Survey Report (I.D.A)

Mrs. Mckenzie asks if there is any bad comments?

Mrs. Ramirez states that both good and bad comments are all included in report.

Mrs. Grove asks if the Duncan time frame issue has been addressed so Duncan clients have more time to get necessary paper work if needed.

Mrs. Ramirez suggests that we can change the time from 10 a.m-12 p.m. to 1 p.m. –3p.m so Duncan clients can go to the library and try to get the paper work they need.

Mr. Skeet Motions to Approve 2nd Quarter Expenditure Report.

Mrs. Mckennzie Motions to Approve.

Mrs. Grove Seconds.

Motion Passes Unanimously.

C. Procurement Policy Agency Audit (I.D.A)

1. RFP's

Mrs. Ramirez explains we received 2 RFP's and staff will review them and make a recommendation to the Board.

Mr. Skeete asks if the recommendation for the award will be at the next Board Meeting?

Mrs. Ramirez states she will be notifying the selected agency by the middle of April and presenting the award to them by the 24th of May.

Mr. Skeete asks if we have a plan for a scheduled conference call to review and get recommendation.

Mrs. Ramirez asks if the secretary can call and schedule a conference call sometime before the 24th of April.

No Action Taken item will be rescheduled at a special meeting.

C. Current Events (I.D.)

Mrs. Ramirez states there will be a CAPLAW Board Training Conference in Phoenix on the 27th and 28th of July and please let the secretary know as soon as possible so arrangements can be made. Also staff will be attending a CAPLAW Conference on June 6th- 9th, 2017 in Denver and asks if any Board members would like to attend to please let the secretary know as soon as possible.

Mrs. Ramirez also states they hope they are funded by South West Gas to do a Backpack Program in Cochise for South West Gas customers.

Mrs. Calhoun suggests some other programs that can help fund the Backpack Program.

D. Website (I.D.)

Mrs. Ramirez states that we still need a picture of the Board President Mr. Skeete for the website.

Mr. Skeete states he will provide one.

X. FINANCIAL REPORT:

A. 1st Quarter Balance Sheet (Tabled) (I.D.A.)

Mrs. Ramirez hands out the corrected balance sheet.

Mrs. Ross Motions to Approve.

Mrs. Mckenzie Seconds.

Motion Passes Unanimously.

B. 2nd Quarter Monthly Budget Analysis (I.D.A.)

Mrs. Ramirez reviews the analysis.

Mr. Skeete asks for Mrs. Ramirez to highlight any issues so the Board can better understand the sheet.

Mrs. Ramirez explains there are no major concerns. She also explains new monies were received in December and final contracts have been received and will be put in the January report.

Mrs. Rivero Moves to Approve.

Mrs. Ross Seconds.

Motion Passes Unanimously.

C. 2nd Quarter Balance Sheet (I.D.A.)

Mrs. Ramirez reviews the report and explains the percentages and percentages she also explains the monies needed in January and where these changes will be made.

Mrs. Rivero Motions to Approve.

Mrs. Ross Seconds.

Motion Passes Unanimously.

D. 2nd Quarter Statement of Revenues and Expenditures (I.D.A.)

Mrs. Ramirez reviews the revenues and expenditures.

Mrs. Rivero Motions to Accept.

Mrs. Ross Seconds.

All In Favor.

E. Agency Fiscal Policy (I.D.A)

Mrs. Ramirez reviews over the Agency Fiscal Policy.

Mrs. Ross Moves to Accept Agency Fiscal Policy.

Mr. Smith Seconds.

All In Favor.

F. Agency Cost Allocation Plan (I.D.A)

Mrs. Ramirez reviews over the packet.

Mrs. Ross Moves to Accept Agency Cost Allocation Plan.

Mr. Smith Seconds.

All In Favor.

XI. BOARD OF DIRECTORS:

A. Greenlee County Private Position (*Tabled*)

1. Removal of Board Member (I.D.A)

Mr. Ramirez explains that Mrs. McKinley has missed 3 Board meetings in a row

Mr. Skeete states that the Board does not need to vote because of the Bylaws she's required to be removed.

2. Potential Private Position (I.D)

Mr. Ramirez explains he has a person who might be interested in the position.

Mrs. Calhoun asks if recommendations can come from any one.

B. Graham County Low-Income Position (I.D.)

Mrs. Ramirez explains that Graham County is currently voting on two individuals and voting will continue until May 16th. She goes on to explain voting the process.

C. Cochise County Public Position (I.D.A.)

1. Cochise County Board of Supervisors Appointment

D. Santa Cruz County Low-Income Position (I.D.A.)

1. Low- Income Alternate Position

Mrs. Ramirez states that the Board needs to formally vote in Mrs. Gonzales as Low-Income Alternate Position.

Amanda Motions to Accept Mrs. Gonzales.

Mrs. Ross Seconds.

Motion Passes Unanimously.

Mrs. Ramirez goes on to state that Santa Cruz's Low Income Positions expires June 2017 and if are interested in another term they have to go through the election process once again and she has the forms on hand if they are interested.

E. Establish ratings of eligibility for Private Organizations pursuant to Article II, Section Subsection 3. Paragraphs a. - d. (Tabled) (I.D.A.)

Mrs. Ramirez would like the board to formally adopt it so she is able to use it.

Mrs. Calhoun asks how the matrix works.

Mr. Heiss explains how it works.

Mrs. Ross Moves to Accept it.

Mr. Smith Seconds.

Motion Passes Unanimously.

F. DES Audit Items (I.D)

Mrs. Ramirez explains that 3 have been met and 2 items have to do with Strategic Planning and with the ROMA training.

Mrs. Ross asks how we are doing on the Strategic Planning?

Mrs. Ramirez explains that another extension has been given until June 30th but she still needs training dates. She hopes to do a 2 day meeting and do the Board Meeting and the Strategic Planning on the same day.

Mrs. Ramirez asks Ms. Hurtado to pass out a letter from the lawyer stating he has reviewed and approved the SEACAP bylaws.

Ms. Hurtado passes out the letters to the board members and the board members review the letter.

Mr. Skeete Motions to Approve the Letter.

Mrs. Rivero seconds.

Motion Passes Unanimously

Mr. Skeete announces lunch is here.

Break for lunch at 12:10

Reconvene at 12:37

Mr. Heiss leaves.

XII. EXECUTIVE DIRECTORS REPORT:

A. Strategic Planning Process Update (I.D.)

Mr. Smith suggest to select 3 dates and have the Board Members choose one of the three dates to have Board Meeting.

Mrs. Ramirez suggests a Board Meeting be done in the morning and to do ROMA training in the afternoon.

XIII. FUTURE AGENDA ITEMS (I.D.)

Procurement Policy Agency Audit (I.D.A)

1. RFP's

XIV. MEETING DATE:

Secretary will wait for the Board Members to e-mail their available dates so they are tallied up and a date can be set.

XV. ADJOURNMENT

Mr. Smith Motions to Adjourn at 1:36 p.m.

Mrs. Ross Seconds.

Motion Passes Unanimously.

*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