

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM  
EMERGENCY BOARD OF DIRECTORS MEETING  
CONFERENCE CALL  
April 16, 2020 10:45 A.M.  
AGENDA**

**REGULAR BOARD MEETING**

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

Mrs. Shirley Ross calls meeting to order at 10:46 AM.

**II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**  
Roll Call – Secretary

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:**

Horatio Skeete, Graham County, Public  
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:**

Steve Rutherford, Greenlee County, Public  
Mauricio Chavez, Santa Cruz County, Public

**SEACAP STAFF PRESENT:**

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

None at this time.

**VI. REVISION OF PERSONNEL POLICY & PROCEDURE MANUAL: (Yvette Ramirez - 15 Min.)**

**A. Hazard Duty Pay Policy (Action)**

Mrs. Ramirez explains the policy to the Board Members received with their agenda is the revised policy. SEACAP received approval with Mr. Edward Chien from DES. He did ask for a policy to be placed for the Hazard Duty Pay. It is up to the Board to decide if Hazard Duty Pay should be considered. If it is considered, it needs to be decided if SEACAP will give 10 or 15%, if the policy will be retroactive to March 16, 2020 (the date Governor Doug Ducey shut the state down to essential workers only), and for how long the Policy should be active.

Mrs. Ramirez continues to explain that there will be an increase of funds for SEACAP after Arizona has allocated funds to all CAP agencies.

Mr. Horatio Skeete states he would like to see SEACAP staff receive retroactive pay from March 16, 2020 at 15% (3.13/hr.) until Gov. Ducey “opens Arizona state up 100%”.

Mrs. Haiden LaFoy asks if they Hazard Pay will only be for the extra hours SEACAP staff has worked or just all hours worked.

Mrs. Ramirez states all hours worked.

Mrs. Gwen Calhoun asks if there will be enough money/funding for SEACAP to keep operating as usual.

Mrs. Ramirez declares that the state of Arizona allocates funding prior to CAP agencies receiving funds. SEACAP cannot touch client services funds for any reason; it’s the law.

Mr. Skeete asks how Mrs. Ramirez came up with the amounts. Mrs. Ramirez explains formula. General agreement overheard.

Mrs. LaFoy states she has concerns over the long-term effect of the pandemic and funding. She also states the precautions SEACAP has taken by altering the offices with masks for staff and clients, procedure for assistance days and plexi-glass protecting staff are all great and otherwise effective.

Mr. Skeete states even with the best protection, SEACAP staff is still putting themselves at risk providing services when CAPs are need the most.

Additional discussion ensues among Board. Discussion concerning funds available is discussed.

Mrs. Ramirez declares that the funds are closely monitored on a regular basis and that in the Hazard Duty Pay Policy it states that funding is contingent on availability of funds.

Mrs. Calhoun states needing further clarification of how SEACAP will allocate/disperse funding among all the programs. Mrs. Ramirez explains the Hazard Duty Pay Policy would be funded by the Administrative portion from both LIHEAP and CSBG funds.

Mr. Skeete suggests to have the policy state “subject to availability of funds”.

Mrs. LaFoy verbalized agreement and to include verbiage to re-evaluate situation/funds at the end of June 2020.

Mrs. Norma Lucero and Mr. Ray Hidalgo verbalized agreement with Mr. Skeete's statement.

Mrs. Elnora Baxter Motions for the 10% (2.19/hr.) of hazard duty pay to SEACAP staff, to pay staff retroactive from March 16, 2020 and end policy June 2020.

Mrs. Calhoun Seconds the Motion.

One vote yea. Motion doesn't pass.

Mrs. Nancilee Hill Waits Motions for 15% (3.13/hr.) for SEACAP staff, pay staff retroactive from March 16, 2020 and re-evaluate the policy at the end of June 2020.

Mrs. Jenny Howard Seconds the Motion.

Vote yea with 7 board members.

Mrs. Haiden LaFoy abstained from voting.

Motion passed.

**B. Carryover of Annual Leave (Action)**

Mrs. Ramirez explains that due to the current pandemic situation, SEACAP staff have canceled their vacations. She asks if SEACAP staff may carryover annual leave to December 31, 2020.

Mrs. Calhoun Motions to allow Carryover of Annual Leave that must be used by December 31, 2020.

Mrs. LaFoy Seconds the Motion.

All in favor.

**VII. ADJOURNMENT**

Mrs. LaFoy Motions for Adjournment.

Mrs. Calhoun Seconds the Motion.

Vote is Unanimous.

Meeting adjourned at 11:45 AM.

\*An Executive Session may be called to address legal and/or personnel issues.

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Conference Call Telephone Number: 1-877-885-3221 Participant Passcode: 9629550