

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE**

June 11, 2020 9:30 A.M. –12:00 P.M.

REGULAR BOARD MEETING MINUTES

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

President

Madam Chair Shirley Ross calls the meeting to order at 09:30 A.M.

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

Roll Call – Secretary

Attendance taken with verbal confirmation by Ms. Monica Valadez. Attendance as follows:

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Jenny Howard, Graham County, Private
Gwen Calhoun, Cochise County, Public
Paul David, Graham County, Public
Gina (Bobbie) Grove, Greenlee County, Low-Income
Norma Lucero, Santa Cruz County, Private
Haiden LaFoy, Greenlee County, Public
Maritza Cervantes, Santa Cruz 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:

Elnora Baxter, Graham County, Low-Income
Irlanda Lopez, Santa Cruz County, Low-Income

ALTERNATE BOARD MEMBERS NOT PRESENT:

Barbara Kennedy, Cochise County, Public
Steve Rutherford, Greenlee County, Public
Mauricio Chavez, Santa Cruz County, Public

SEACAP STAFF PRESENT:

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

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

Secretary

Ms. Valadez confirms Quorum is established.

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. Expired Board Member Terms: (Shirley Ross – 10 Min.)

A. Steve Rutherford, Public Alternate of Greenlee County expires July 2020 (Action)

Mrs. Yvette Ramirez explains Mr. Rutherford has completed his two terms as of July 2020.

Mrs. Gwen Calhoun Motions to acknowledge Mr. Steve Rutherford completing his terms on the SEACAP Board.

Mrs. Gina Grove Seconds the Motion of acknowledgement of Mr. Rutherford's term ending July 2020.

All in Favor. Motion is passed/acknowledged.

B. Mauricio Chavez, Public Alternate of Santa Cruz County expires July 2020 (Action)

Mrs. Yvette Ramirez explains Mr. Mauricio Chavez has completed his two terms as a SEACAP Board Member as of July 2020.

Mrs. Calhoun Motions to acknowledge Mr. Mauricio Chavez completing his terms on the SEACAP Board.

Mrs. Gina Grove Seconds the Motion of acknowledgement of Mr. Chavez's term ending July 2020.

All in Favor. Motion is passed/acknowledged.

VI. RENEW BOARD MEMBER TERM DATES: (Shirley Ross – 10 Min.)

A. Gwen Calhoun

1. Approval of 2nd (3 year) term as Cochise County Public Primary (Action)

Mrs. Norma Lucero Motions for Approval of 2nd term for Mrs. Gwen Calhoun as Cochise County Public Primary Board Member.

Ms. Gina Grove Seconds the Motion.

All in Favor.

B. Elnora Baxter

1. Approval of 2nd (3 year) term as Graham County Low-Income Primary (Action)

Mrs. Norma Lucero Motions for Approval of 2nd term for Ms. Elnora Baxter as Graham County Low-Income Primary Board Member.

Ms. Gina Grove Seconds the Motion.

Vote is Unanimous.

C. Paul David

1. Approval of 2nd (3 year) term as Graham County Public Primary (Action)

Mrs. Norma Lucero Motions for Approval of 2nd term for Mr. Paul David as Graham County Public Primary Board Member.

Ms. Gina Grove Seconds the Motion.

All in Favor.

D. Nancilee Hill Waits

1. Approval of 1st (3 year) term as Greenlee County Low-Income Primary (Action)

Mrs. Norma Lucero Motions for Approval of 1st term for Mrs. Nancilee Hill Waits as Greenlee County Low-Income Primary Board Member.

Ms. Gina Grove Seconds the Motion.

Vote is Unanimous.

E. Haiden LaFoy

1. Approval of 2nd (3 year) term as Greenlee County Public Primary (Action)

Mrs. Norma Lucero Motions for Approval of 2nd term for Haiden LaFoy as Greenlee County Public Primary Board Member.

Ms. Gina Grove Seconds the Motion.

Vote is Unanimous.

F. Gina Grove

1. Approval of 1st (3 year) term as Greenlee County Low-Income Alternate (Action)

Mrs. Norma Lucero Motions for Approval of 1st term for Mrs. Gina Grove as Greenlee County Low-Income Alternate Board Member.

Ms. Gina Grove Seconds the Motion.

Vote is Unanimous.

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

None at this time.

VIII. CONSENT AGENDA: (Shirley Ross - 5 Min.)

1. Consideration of Approval of Minutes for February 20, 2020. (Action)

Mr. Paul David Motions for Approval of February 20, 2020 Meeting Minutes.

Mrs. Calhoun Seconds the Motion.

All in Favor.

2. Consideration of Approval of Minutes for April 16, 2020 (Action)

Mrs. Haiden LaFoy states that she would like verbiage to be changed in Section 6A of the minutes.

Mrs. Ramirez confirms change from “one vote abstained” to “one vote nay”.

Mrs. LaFoy Motions for Approval of Minutes for April 16, 2020 Meeting Minutes as corrected.

Mrs. Grove Seconds the Motion.

All in Favor.

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

Interim Executive Director Report

Mrs. Ramirez presents report to Board.

Mrs. Calhoun asks if SEACAP was still going to Benson and Sierra Vista and hadn't mentioned it or no longer providing services in the communities.

Mrs. Ramirez states, due to COVID-19, Benson and Sierra Vista satellite sites have yet to allow SEACAP to return to the sites to provide services in the communities. SEACAP has adapted to these changes by allowing any client, within the SEACAP regions, to attend assistance day in any location covered by SEACAP. In addition to the flexibility of traveling, SEACAP is still offering mail-in applications and allowing clients to mail, fax or email applications.

Mrs. Ross asks of the continuity of SEACAP offering mail-in applications online.

Mrs. Ramirez confirms continuation.

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

A. Changes to Personnel Policy & Procedure Manual

1. Implement Hazard Duty Pay effective retroactive to March 16, 2020 (Action)

Mrs. Ramirez states in order to add this to the Policy and & Procedure Manual and have it presented to the staff it needs to be voted in by the SEACAP Board.

Mrs. Lucero Motions for Implementation of Hazard Duty Pay retroactive March 16, 2020 to SEACAP Personnel Policy & Procedure Manual.

Mrs. Calhoun Seconds the Motion.

All in Favor.

2. Implement SEACAP Pandemic/Epidemic Policy (Action)

Mrs. Lucero Motions for Implementation SECAP Pandemic/Epidemic Policy to SEACAP Personnel Policy & Procedure Manual.

Mrs. Calhoun Seconds the Motion.

All in Favor.

B. 3rd Quarter Expenditure Reports (Action)

Mrs. Ramirez states SEACAP will likely expend 95% of LIHEAP funds given. She asks if anyone has questions.

No questions at this time.

Mr. Paul David Motions for Approval of 3rd Quarter Expenditure Reports.

Mrs. Jenny Howard Seconds the Motion.

Vote is Unanimous.

C. 3rd Quarter Client Survey Reports (Action)

Third Quarter Client Survey Reports presented by Mrs. Ramirez.

Mr. David Motions for Approval of 3rd Quarter Client Survey Reports.

Mrs. Howard Seconds the Motion.

All in Favor.

D. Uniform Guidance Policy and Procedure Requirements (Action)

Mrs. Ramirez explains it is now required to document uniform guidance in SEACAP's Policy and Procedures Manual. Uniform Guidance is required to be documented in SEACAP's policies prior to having Mr. Scott Graff complete an audit this year. SEACAP has been compliant however will also have it documented now.

SEACAP needs approval and implementation of Uniform Guidance so that Mr. Scott Graff from Colby & Powell Certified Public Accountants LLC can in return present these meeting minutes and SEACAP Policy and Procedures Manual to his supervisors.

Mrs. Calhoun Motions Approval and Implementation of Uniform Guidance to SEACAP Policy and Procedures Manual.

Mrs. Grove Seconds the Motion.

All in Favor. Motion passed.

E. Hazard Duty Pay Update (Action)

Mrs. Ramirez explains how in the previous board meeting 04-16-2020 Hazard Duty Pay was discussed and where the hazard duty pay funds came from. Mrs. Ramirez states the task at hand was when would the hazard duty pay end. She recommends to end the SEACAP Hazard Duty Pay on July 19, 2020 because that prevents any SFY 2021 affected or moved. SEACAP staff would receive last Hazard Duty Pay on June 26, 2020 with the end of Fiscal Year 2020.

Mrs. Grove asks if there will be funding available for Hazard Duty Pay if there is a need for it in the future.

Mrs. Ramirez states that she will answer this question in Financial Report SFY2021 Budget & SFY2021 CARES Act Budget.

Mr. David asks if there will be repercussions from ending Hazard Duty Pay.

Mrs. Ross asks what SEACAP's plan is if any other issues comes up.

Mrs. Ramirez explains that the reason to address these questions in the Financial Report SFY 2021 Budget & SFY 2021 CARES ACT is because she would like to request a one year increase of salary for all SEACAP employees. She continues to explain that SEACAP has done this before. Staff will sign a contract with understanding/acknowledgement that at the end of the fiscal year 2021, salaries will go back to how they were prior to the raise.

Mrs. Ramirez states to cease Hazard Duty Pay and include it as SEACAP salary.

Mrs. Howard Motions to cease Hazard Duty Pay on June 19, 2020.

Mrs. Maritza Cervantes Seconds the Motion.

Vote is Unanimous.

F. Current Events

Mrs. Ramirez states SEACAP has a renewed contract with Graham County Electric Coop. Weatherization funding is now available for clients who are GCEC customers with a total of \$49,000 funding to the end of December 2020 and another \$49,000 starting January 2021.

Mrs. Ramirez states SEACAP received funding from the Arizona Department of Housing for their Eviction Prevention Program and explains the program and requirements to the Board. The requirements are as follows:

- Show at least a 10% reduction of income from March 2020 (Pre-COVID) to April 2020 (Post-COVID)
- Provide agency with a bank statement ensuring that the client didn't have more than 3x their rent amount owed in the account and capable to paying rent
- If the client still had income, they were required to pay 30% of their rent while the agency would be responsible for 70%.

Mrs. Ramirez explains the Arizona Governor's Office instructed ADOH to change its regulations for this program. It is no longer required to show proof of reduced income, current bank statements, etc. The clients would be able to self-declare themselves in need and ADOH is to give rent payment. Governor's Office would like to assist everyone no matter their financial situation.

Mrs. Ramirez states SEACAP is against the ADOH changes. SEACAP is here to help the people who are genuinely in need and in doing so have been able to assist 17 families with this program.

Mrs. Ramirez asks with SEACAP Board Members permission to write a letter to the Director of ADOH and the Governor's Office to notify them we are no longer participating in the Eviction Prevention Program and why.

Our goal is to move people towards self-sufficiency and independence.

Mrs. Calhoun suggests to have Board Members sign the letter as well.

Mrs. Howard states to include Mission and Vision statements to further explain where SEACAP stands.

General consensus/agreement heard with Board Members.

SEACAP was recognized by the National Community Action Partnership from Washington D.C. because the Willcox, AZ office made themselves available to Census2020 completions.

We received more funding for COVID-19 and have been allocated to get new equipment and update all our servers and software.

G. Website

Mrs. Ramirez states there are no changes to the website. It is being updated as needed and has been successful up to this point.

XI. FINANCIAL REPORT: (Diana Merino – 30 Min.)

A. 3rd Quarter Monthly Budget Analysis (Action)

Mrs. Diana Merino presents the 3rd Quarter Monthly Budget Analysis. She states SEACAP is right on track and hasn't changed much. Mrs. Merino asks if anyone has questions.

Mrs. Cervantes Motions for Approval of 3rd Quarter Monthly Budget Analysis.

Mrs. Grove Seconds the Motion.

All in Favor.

B. 3rd Quarter Financial Statements (Action)

Mrs. Merino presents the 3rd Quarter Financial Statements.

No questions/comments from Board.

Mrs. Cervantes Motions for Approval of 3rd Quarter Financial Statements.

Mrs. Grove Seconds the Motion.

Vote Unanimous.

C. SFY 2020 Budget & SFY 2020 CARES ACT Budget (Action)

Mrs. Ramirez explains the SFY2020 Budget is included due to transferring of funds among items in ISBs. Totals didn't change, funds were moved around.

Mrs. Ramirez explains tables given to Board Members.

Mrs. Lucero Motions for Approval of SFY2020 Budget & SFY2020 CARES ACT Budget.

Mrs. Cervantes Seconds the Motion.

All in Favor.

D. SFY 2021 Budget & SFY 2021 CARES ACT Budget (Action)

Mrs. Ramirez continues to explicate SFY2021 Budget and SFY2021 CARES ACT Budget. She goes on to ask for the salary increase of \$7,000.00 for each SEACAP employee. She reiterates that the salary increase will end June 30, 2021.

Mrs. Ross asks for clarification of funding.

Mrs. Ramirez answers.

Mrs. Calhoun has concerns about continuing to have the pay raise available to SEACAP for the future. She wants the salary increase to remain consistent.

Mrs. Ramirez explains how salary increases have been done in the past.

Mrs. Ross states Board can accept this budget and salary increase and have a year to come up with solutions. Mrs. Ross asks what the rest of the funds are for.

Mrs. Ramirez states 70% of funding are for vouchers and the rest of the percentage is paying monthly bills.

Mr. David asks if the funds are "use or lose" or can they be carried over.

Mrs. Ramirez states yes, it's a use or lose.

Mrs. Ramirez continues to explain that kits for energy efficiency are going to be bought to assist the clients.

Mrs. Grove Motions for Approval of SFY2021 Budget & SFY2021 CARES ACT and approval of one year salary increase for SEACAP staff.

Mrs. Cervantes Seconds the Motion.

All in Favor; Motion passes.

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

A. Executive Director Position

1. Discussion/Appointment of Executive Director (Action)

Mrs. Howard explains how the process of the Executive Director Recruitment Committee was formed, what was discussed in the committee meeting and the decisions made. The committee did offer the position to Mrs. Ramirez and wrote her a letter about what information was needed to explain her suggestions given to the Executive Director Recruitment Committee.

Mrs. Ramirez in response to the committee's letter sent all the information to the SEACAP Board Members.

Mr. David asks where the funding will come from.

Mrs. Ramirez states having no extra money needed to keep the salaries.

Mrs. Lucero Motions for Approval of appointing Mrs. Yvette Ramirez as Executive Director, Ms. Monica Valadez promoted to Administrative Assistant with salary increases, and agreeing to all of Mrs. Ramirez suggestions in her letter.

Mrs. Howard Seconds the Motion.

All in Favor.

Mrs. Lucero states she must leave and that Mr. Hidalgo will be present to vote in her place at 11:09 AM. Quorum is still present.

B. Financial Institutions

1. National Bank of Arizona

a. Updated Signature Cards (Action)

Mrs. Ramirez explains what needs to happen for the Signature Cards. Mrs. Merino states SEACAP needs to update the Signature Cards due to staff and Board Members retiring. New signers need to be assigned today. Mrs. Ramirez explains that the third signer would need to be a local Board Member at the Administrative Office.

Mrs. Ross nominates Mrs. Howard as third signer.

Mrs. Calhoun Motions to have Mrs. Jenny Howard as the third signer for the Signature Cards for National Bank of Arizona.

Mrs. Grove Seconds the Motion.

All in Favor.

2. One AZ Credit Union

a. Updated Signature Cards (Action)

Mrs. Calhoun Motions to have Mrs. Jenny Howard as the third signer for the Signature Cards for One AZ Credit Union.

Mrs. Grove Seconds the Motion.

All in Favor.

XIII. NEW BUSINESS:

None at this time.

XIV. FUTURE AGENDA ITEMS:

Mrs. Howard asks to re-discuss more meetings and have something definitive.

Mrs. Ross suggests to have the agency bylaws changed/discussed in next meeting.

Mrs. Calhoun suggests for discussion on self-sufficiency and having clients moving forward.

XV. MEETING DATE: *July 16, 2020*

Mrs. Ramirez states that we need to go over the Needs Assessment and CAP Plan due to CARES Act Funding.

Mrs. Ross asks who call could do this telephonic meeting on the particular date.

Ms. Valadez asks if we will have Quorum for this meeting.

Mrs. Howard suggests Roll Call.

The following gave their responses:

Shirley Ross, Cochise County, Low-Income- Unsure

Jenny Howard, Graham County, Private - Yes

Gwen Calhoun, Cochise County, Public - Yes

Nancilee Hill Waits, Greenlee County, Low-Income - Yes

Haiden LaFoy, Greenlee County, Public - Yes

Maritza Cervantes, Santa Cruz County, Public - Yes

Horatio Skeete, Graham County, Public - Yes

Raymond Hidalgo, Santa Cruz, Public -Yes

Gina (Bobbie) Grove, Greenlee County, Low-Income Alternate – Yes

Telephonic Meeting scheduled July 16, 2020 at 09:30AM to 12:00PM.

XVI. ADJOURNMENT

Mrs. Cervantes Motions for Adjournment of meeting.

Mr. Skeete Seconds the Motion.

All in Favor.

Meeting Adjourned at 11:28 AM. Teleconference ends.

*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