

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM
DESERT DIAMOND CASINO MEETING ROOM 4 TUCSON, AZ
November 7, 2019 10:00 A.M. –02:00 P.M.
AGENDA**

REGULAR BOARD MEETING

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

President

Madam President, Mrs. Ross calls Board Meeting to order at 10:04 AM.

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

Roll Call – Secretary

PRIMARY BOARD MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Jenny Howard, Graham County, Private
Gwen Calhoun, Cochise County, Public
Paul David, Graham County, Public
Gina 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:

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

BOARD MEMBERS NOT PRESENT:

Elnora Baxter, Graham County, Low-Income

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
Monica Valadez, Secretary

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

Secretary

Ms. Valadez takes attendance and confirms there is Quorum.

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 declared at this time.

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

None present.

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

Consideration of Approval of Minutes for September 17, 2019. (Action)

Mrs. Calhoun declares she will not vote due to not being present at the last meeting in September 17, 2019. Quorum is still intact.

Mrs. Ross accepts.

Mrs. Howard Motions for Approval of Minutes for September 17, 2019.

Mrs. Groves Seconds the Motion.

All in Favor.

Mrs. Ross does state wanting the minutes out sooner than they have been delivered before. The draft in one week from the Board Meeting. Mass email to all Members. Mrs. Ramirez explains the delay of minutes. She ensures that the minutes will be delivered/emailed promptly.

Mrs. Yvette Ramirez introduces Mr. Scott Graff, Auditor of Colby & Powell Certified Public Accountants LLC.

VII. AUDITOR PRESENTATION FOR SFY19: (Scott Graff – 30 Min.)

Mr. Scott Graff presents Audit SFY19. Gives out booklets and handouts of audit completed November 4, 2019. He states he also completed the 990 Tax Form. The audit takes two days of field work with two auditors come into office to complete. One part of the audit is called a Single Audit.

The Single Audit is completed for any non-profit organization that spends over \$750,000.00 of federal funds. LIHEAP (Low Income Home Energy Assistance Program) is the largest program for SEACAP and is eligible for the Single Audit. Forty sample files are selected randomly and audited thoroughly. No findings were found in the sample files pulled for audit.

Mr. Graff states, “The single audit is clean”.

“The whole audit was clean”.

The audit had a couple of non-significant errors that need to be improved prior to the next audit for SFY20. Mrs. Ramirez states the Policy and Procedures are in progress of being updated to Uniform Guidelines along with the Procurement Policy to alleviate the non-significant errors. Mr. Graff concurs with the statement and adds that the some of the errors were corrected prior to his departure from the Administrative Office.

Mrs. Ramirez states that we will have to send a copy of the 990 Tax Return for SFY 19 to all members. Signatures/ acceptance of Tax Return will be required promptly in order to have us file 990.

VIII. MORATORIUM PRESENTATION (Diane Brown – 30 Min.)

Mrs. Ramirez introduces Mrs. Diane Brown, Executive Director of Arizona Public Interest Research Group Education Fund. Mrs. Brown states the organization she works for is to protect the consumers and protect democracy. The Arizona Corporation Commission (ACC), over the last few decades, has always had a policy in place. It states that if the temperature is 32 degrees F or colder, the utility company cannot turn off the power if a client is behind in payment. However, there wasn't a policy in place for extreme hot temperatures. ACC made an emergency ruling to extend a Utility Moratorium to October 15, 2019; making it a four and half month moratorium. Many non-profit organizations were concerned with the unintended consequences.

ACC continue to hold meetings to address concerns organizations, utility companies had with Utility Moratorium. There are three areas of issues.

1. The ACC has proposed a 4 month payment plan to "catch up" and pay bills. A six month payment plan was proposed by WILDFIRE to assist customers spread the debt.
2. Extreme hot temperature policy is needing clarification for what the parameters (temperatures) will be. The ACC has been looking at different models of this around Arizona especially the Salt River Area.
3. In Person Visitation- If a customer is behind in their bill, the ACC suggest to have someone from the company go visit the residence and alert the customer personally if they are aware of their situation. Some communities have been unsuccessful due to people acting aggressive with the employees from utility companies and have even asked law enforcement for assistance.

Many questions, comments and suggestions among the Board Members and Mrs. Brown. Mrs. Brown states she is open to more ideas/ suggestions she can relay to Wildfire. Mrs. Brown expands further on what other issues have been discussed with the ACC (e.g. education of general public and which area/population).

Mrs. Waits asks to invite Mrs. Brown back to see what results with the ACC in summer 2020.

Fifteen minute break called at 11:52 AM.

Called meeting back to order at 12:10 PM

Mrs. Ross states Section IX will be skipped for now and will return to it after Section XII. Will move on to Sections X, XI & XII.

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

Executive Director Report

Mrs. Ross declares Mr. Ramirez absent and the lack of an Executive Director's Report.

Mrs. Calhoun Motions for Executive Session to discuss Executive Director's Report.

Mrs. Howard Seconds the Motion.

All in Favor.

SEACAP staff walks out of the Board Room at 01:06 PM.

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

A. 1st Quarter Expenditure Reports (Action)

Mrs. Ramirez presents the 1st Quarter Expenditure Reports. Discussion ensues among Board Members and Mrs. Ramirez.

Mrs. Calhoun Motions to approve 1st Quarter Expenditure Reports.

Mrs. Lucero Seconds the Motion.

Vote Unanimous.

B. 1st Quarter Client Survey Reports (Action)

Mrs. Ramirez explains 1st Quarter Client Survey Reports.

Mrs. Calhoun Motions to accept 1st Quarter Client Survey Reports.

Mrs. Lucero Seconds the Motion.

All in Favor.

C. Current Events

Mrs. Ramirez explains that the Discrimination Suit was dismissed and the client has since received assistance.

Mrs. Avila was asked by Cochise Credit Union in Willcox to do a Senior Workshop on Frauds/Scams. While researching and awaiting answers from Wildfire, Mrs. Ramirez received an email from Cynthia Zwick stating that the FCC from Washington D.C. is planning to visit southern Arizona. Mrs. Zwick from Wildfire would like SEACAP to demonstrate the Scam/Fraud workshop for the community leaders and general public in Benson and Willcox, AZ. SEACAP will begin this project in near future.

SEACAP was awarded with a grant from One AZ Credit Union that will be go towards the Money Bunny Management Fund.

Mrs. Brown is heading off the Rio Rico Head Start Bike Run. She has received donations from businesses like Wal-Mart and continues to raise money in order to be able to give 54 bicycles with helmets to the children at the Rio Rico Head Start Bike Run.

SEACAP and SEAGO now have a partnership with the SEAGO program called Adaptive Aids and Devices and Community Services Fund. SEAGO receives funds from DES to place adaptive aids in clients' homes and has asked if the SEACAP WAP crew would install the adaptive aids for them. No compensation for SEACAP.

Census involvement has been in progress in all four counties.

COBRA, from Florida, came and gave all SEACAP staff training on self-defense such as what to do with active shooters, how to protect ourselves from getting seriously injured, how to prevent being kidnapped, etc.

D. Website

No updates at this time.

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

A. 1st Quarter Monthly Budget Analysis (Action)

Mrs. Merino explains 1st Quarter Monthly Budget Analysis and how we are “right on schedule”.

Mrs. Calhoun Motions to approve 1st Quarter Monthly Budget Analysis.

Mrs. Howard Seconds the Motion.

Vote is Unanimous.

B. 1st Quarter Financial Statements (Action)

Mrs. Merino explains 1st Quarter Financial Statements. Mrs. Ross asks if anyone has questions.

Mrs. Calhoun Motions to approve 1st Quarter Financial Statements.

Mrs. Howard Seconds Motion.

All in Favor.

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

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

Mrs. Calhoun suggests for Committee Meetings due to increase communication with Board Members. Mrs. Calhoun prefers to do bi-monthly meetings. Discussion is open. Mrs. Ross comments, “We need to think about it.” Mrs. Ross comments concerns for time constraint issue. Mrs. Ross suggests to Table Discussion for more frequent meetings to the next meeting February 20, 2020.

Mrs. Ramirez suggests to have a Poll for Meeting Frequency, telephonic vs. live meetings, what day of the week works best, what week works best for the Board, what times are best, etc. Ms. Valadez will be making the polls for the meeting frequency.

Mrs. Waits suggests that the representatives for each of the counties get together amongst themselves, discuss needs and ideas prior to the scheduled Board Meeting. General acceptance among Board Members.

Mr. David Motions to Table Discussion for more frequent meetings for next meeting.

Mrs. LaFoy Seconds the Motion.

Vote is Unanimous.

B. Santa Cruz County Low-Income Update

Mrs. Brown explains that by doing Bike Drive in Rio Rico, AZ this December 2019, SEACAP can get candidates for a Santa Cruz Low-Income Board Member. There will be 54 kids at the Head Start and Mrs.

Brown plans to interview the parents to see if anyone is interested. The local newspaper will be invited to attend the event.

Regular Meeting Resumes at 01:27 PM.

XIII. NEW BUSINESS:

Mrs. Ross would like to receive meeting minutes and future agenda weeks in advance. Mrs. Calhoun suggests a list of agenda items rather than the agenda. Mrs. LaFoy concurs. Ms. Valadez clarifies Board Members' request. The agenda is to be delivered 6 weeks prior to Board Meeting. Board Meeting Minutes are to be delivered a week after the meeting has occurred. Mr. David comments that two weeks is plenty of time to receive and review an agenda. Mr. David suggests 10 working days prior to the meeting. Mrs. Calhoun concurs with Mr. David's statements. Mrs. Cervantes states that her thought was that the Meeting Minutes were not being received in a timely manner. Mrs. Ross concurs Mrs. Cervantes' statement. Mrs. Waits states she concurs with Mrs. Calhoun with sending an agenda items list. Mrs. Ross wants to receive the agenda well in advance to be able to address the future agenda items promptly.

Mrs. Ramirez states the Board agreed if they had suggestions/comments/ changes to the agenda prior to the meeting, they must contact the Board President who will in turn notify the SEACAP Secretary to make such changes. Mrs. Merino reiterates the attempts made by Ms. Valadez to contact Board Members about minutes/agenda.

It is a general consensus to have the Meeting Minutes to Mrs. Ross 1 week after the meeting and the Agenda to be delivered dispersed 10 working days prior to the scheduled Board Meeting.

XIV. FUTURE AGENDA ITEMS:

Mrs. Waits suggests to review Section 1 of Policy and Procedures for next Meeting. The SEACAP Bylaws need to be reviewed as well. As previously discussed, Mrs. Ross states that changes/edits needed to be made to the SEACAP Bylaws. She suggests to change who all is allowed to be elected or placed on SEACAP Board of Directors.

Mrs. Ramirez suggests for Ms. Valadez to make a Poll for the Board of Directors to see which agenda items take priority and tackle 2-3 each meeting. For example the Bylaws can be changed later in May 2020 per Mrs. Ramirez's statements.

Mrs. Waits has asked to make CSBG Compliance number 1. Mrs. Ross asks about a grant for tax preparation. Mrs. Ramirez states she will have to research and notify the Board. The Board will give guidance on further steps.

Mr. David suggests a 5-10 minute session of training for Policy and Procedures each meeting or a roundtable, if possible. General agreement in Board Room.

Mrs. Cervantes asks if the Governance Committee will still be meeting prior to the regular Board Meetings. Mrs. Ross and Mrs. Waits state yes. The Board would like to be notified about those each time they will occur.

XV. MEETING DATE: February 20, 2020

XVI. ADJOURNMENT

Mr. David Motions for Adjournment of Board Meeting.

Mrs. Lucero Seconds Motion.

Unanimous Vote.

Meeting adjourned at 01:50 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