

**SOUTHEASTERN ARIZONA  
COMMUNITY ACTION PROGRAM, INC.  
Cochise College Benson Center  
1025 State Route 90 Benson, AZ 85602  
November 9, 2022 10:00 A.M. – 2:30 P.M.  
AGENDA**

**REGULAR MEETING**

- I. CALL TO ORDER: (Jenny Howard- 5 Min.)**  
President
- II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**  
Roll Call – Secretary
- III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)**  
Secretary
- IV. DECLARATION OF CONFLICT OF INTEREST: (Jenny Howard - 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.
- V. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)**
- VI. SFY22 COLBY & POWELL AUDIT (Scott Graff- 30Min)**
  - A. SFY 22 Audit (Action)
  - B. Form 990 (Action)
- VII. CONSENT AGENDA: (Jenny Howard - 5 Min.)**
  - A. Consideration of Approval of Minutes for September 22, 2022. (Action)
- VIII. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 20 Min.)**
  - A. Executive Director Report
- IX. PROGRAM REPORT: (Yvette Ramirez – 40 Min.)**
  - A. Current Events
    - 1. ADOH Audit Update
    - 2. DCAD In-Person Audit
    - 3. LIHEAP Program Update
    - 4. Wildfire Conference Update
  - B. Website
- X. FINANCIAL REPORT: (Diana Merino – 15 Min.)**
  - A. SFY2023 Budget Updates
  - B. SFY2022 ADOH Financial/Fiscal Report (Action)
- XI. BOARD OF DIRECTORS REPORT: (Jenny Howard – 50 Min.)**
  - A. SFY2022 Executive Director Evaluation (Action)
    - 1. Job Description
    - 2. Annual Salary
  - B. SFY2022 Board Assessment (Action)
  - C. Changing title of “Low-Income” Board Member (Action)
  - D. Santa Cruz Board Public Board Member for SEACAP Update
  - E. Mile Rate and Per Diem Rate (Action)

**XII. NEW BUSINESS:**

**XIII. FUTURE AGENDA ITEMS:**

**XIV. MEETING DATE: *Thursday February 9, 2022***

**XV. ADJOURNMENT**

\*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**