

**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

Mrs. Jenny Howard Calls Meeting to order at 10:01AM.

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

Roll Call – Secretary

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Linda Valenzuela, Santa Cruz County, Low-Income
Jenny Howard, Graham County, Private
Norma Lucero, Santa Cruz County, Private
Nancilee Hill Waits, Greenlee County, Low-Income
Paul David, Graham County, Public
Erica Gonzalez, Greenlee County, Public -telephonically
Peggy Judd, Cochise County, Public -telephonically
Suzanne Smith Graham County, Low-Income – telephonically

PRIMARY MEMBERS NOT PRESENT:

Gwen Calhoun, Cochise County, Private

ALTERNATE MEMBERS PRESENT:

Ray Hidalgo, Santa Cruz County, Private

SEACAP STAFF PRESENT:

Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator
Alexia Hurtado, Northern Cochise, Graham & Greenlee Regional Coordinator
Diana Merino, Fiscal/Contracts Manager
Yvette Ramirez, Executive Director
Monica Valadez, Administrative Assistant

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

Secretary

Quorum is established.

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.

None verbalized at this time.

V. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)

None verbalized at this time.

VI. SFY22 COLBY & POWELL AUDIT (Scott Graff- 30Min)

A. SFY 22 Audit (Action)

Mr. Scott Graff presents SFY22 June 30, 2022 Audit. He goes on to explain the procedure of auditing a non-private agency, the summaries of the reports and goes into details about the fiscal tables included in the audit.

Mr. Paul David Motions to Accept the SFY2022 SEACAP Financial Audit Report by Colby & Powell and for filing.

Mrs. Peggy Judd Seconds the Motion.

All in Favor.

B. Form 990 (Action)

Item 6B will be tabled and a meeting to review the Form990 will be set a later date.

VII. CONSENT AGENDA: (Jenny Howard - 5 Min.)

A. Consideration of Approval of Minutes for September 22, 2022. (Action)

Mrs. Shirley Ross Motions to Approve the Minutes for September 22, 2022.

Mrs. Norma Lucero Seconds the Motion.

All in Favor.

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

A. Executive Director Report

Mrs. Yvette Ramirez explains the report in detail.

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

A. Current Events

1. ADOH Rehab Program

Mrs. Ramirez explains that SEACAP is in the process of reaching out to the contractors and confirmations of their willingness to work with the Rehab Program.

2. DCAD Audit

DCAD (Department of Community Action and Development) is DAAS (Division of Adult and Aging Services). SEACAP is waiting for clarification as how the audit will be completed (virtually and/or in-person). SEACAP will be made aware shortly as the Audit is scheduled for November 14-18, 2022.

3. LIHEAP Program Update

LIHEAP has been built into an online portal. Mrs. Ramirez explains the process SEACAP has experienced through with trainings, meetings, discussions with DCAD.

Discussion and questions start among board members and staff.

4. Wildfire Conference Update

Mrs. Nancilee Waits gives her summary of the conference and her impression of DCAD's presentation at Wildfire Conference.

Mr. Raymond Hidalgo gives his impression of the Wildfire Conference.

Mrs. Ramirez gives everyone the copy of the letter SEACAP received from Wildfire.

B. Website

Board is made aware of the website being updated include the updates with the LIHEAP Portal.

X. FINANCIAL REPORT: (Diana Merino – 15 Min.)

A. SFY2023 Budget Updates

Mrs. Diana Merino explains the letter attached to the board packet from Mr. Horatio Skeete, who reviewed the Audit from Colby & Powell for SFY2022.

Mrs. Merino continues to about the obstacles in getting reports submitted/ getting reimbursed by SEACAP's vendors.

B. SFY2022 ADOH Financial/Fiscal Report (Action)

Mrs. Merino explains how the ADOH Audit for SFY22 went with the in-person reviewers. She reveals, in detail, the difficulties with SAM.GOV and the difficulties the contractor companies are having as well. This certification is needed to be given to ADOH (Arizona Department of Housing) within 30 days from SEACAP and its contractors.

Discussion with the board begins about escalating the issue with SAM.gov. General consensus about getting this task completed.

Mr. David Motion to Accept the SFY22 ADOH Financial/Fiscal Report.

Mrs. Waits Seconds the Motion.

All in Favor.

XI. BOARD OF DIRECTORS REPORT: (Jenny Howard – 50 Min.)

A. SFY2022 Executive Director Evaluation (Action)

1. Job Description
2. Annual Salary

Mrs. Howard reviews the Executive Director Evaluation, Job Description and Annual Salary.

Mr. David Motions to Approve SFY22 the Executive Director Evaluation, Job Description and Annual Salary as submitted.

Mrs. Waits Seconds the Motion.

All in Favor.

B. SFY2022 Board Assessment (Action)

Mrs. Howard reviews the SFY22 Board Self-Assessment. Discussion among board through each section of board self-assessment.

Mrs. Waits Motions to Accept the SFY2022 Board Self-Assessment.

Mrs. Ross Seconds the Motion.

All in Favor.

C. Changing title of “Low-Income” Board Member (Action)

Ms. Valadez gives the board the different options to change the title of Low-Income Board Member. After the options heard and discussion a motion was discussed.

Mrs. Ross Motions to keep the name “Low-Income” as previously stated.

Mrs. Linda Valenzuela Seconds the Motion.

All in Favor. Low Income will remain.

D. Santa Cruz Board Public Board Member for SEACAP Update

Mrs. Ramirez explains the Santa Cruz County Public Board Member will be official November 15, 2022. Ms. Irasema Olivera will from Arizona at Work will be representing Santa Cruz Public Board Member and have an alternate.

E. Mile Rate and Per Diem Rate (Action)

Mrs. Ramirez states it is said that IRS will extend the mile rate through June 2023. Mrs. Ramirez asks if the Board would continue with the \$0.625 per mile or return to \$0.585 per mile starting January 2023.

Discussion ensues about SEACAP’s budget and affordability of the latest mile rate.

Mrs. Ramirez explains that the per diem rate was increased over the last six months so it can stay as is.

Mrs. Ross Motions to Accept the Mile Rate as the IRS recommends and to keep Per Diem as it stands.

Mrs. Waits Seconds the Motion.

All in Favor.

XII. NEW BUSINESS:

Mr. David would like to help establish a memorial award for Outstanding Employee/Volunteer and call it the Virginia Avila Award, in her memory.

Mrs. Judd talks about Healthy Communities with the UA funded by the Legacy Foundation. She states they are recruiting business leaders, elected leaders, community leaders. She suggests SEACAP should have a seat at this project/organization.

XIII. FUTURE AGENDA ITEMS:

Mrs. Waits suggests to discuss what other funds SEACAP can apply for to increase the budget.

Strategic planning will be scheduled for next board meeting.

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

General consensus from the board agree to meet on the date above.

XV. ADJOURNMENT

Mr. David Motions for Adjournment.

Mrs. Ross Seconds the Motion.

All in Favor. Meeting adjourned at 12:20PM.

*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**