

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

February 24, 2022 09:30 A.M. – 12:00 P.M.

AGENDA

REGULAR MEETING

I. CALL TO ORDER: (Jenny Howard - 5 Min.)

A. President

Meeting called to order 09:47AM.

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

A. Roll Call – Secretary

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

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Nancilee Hill Waits, Greenlee County, Low-Income
Jenny Howard, Graham County, Private
Paul David, Graham County, Public
Maritza Cervantes, Santa Cruz County, Public
Norma Lucero, Santa Cruz County, Private

BOARD MEMBERS NOT PRESENT:

Linda Valenzuela Santa Cruz County, Low-Income

ALTERNATE MEMBERS PRESENT:

Raymond Hidalgo, Santa Cruz County, Private

ALTERNATE MEMBERS NOT PRESENT:

Gina Grove, Greenlee County, Low-Income

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/Contract Manager
Cecilia Brown, SEACAP Regional Coordinator
Monica Valadez, Administrative Assistant

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

A. 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 at this time.

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

None at this time.

VI. BOARD MEMBER UPDATES (Jenny Howard – 5 Min.)

A. Resignation

1. Haiden LaFoy

Mrs. LaFoy's letter of resignation read by Mrs. Jenny Howard.

B. Letter to Greenlee County Board of Supervisors' Chair (Action)

Mrs. Yvette Ramirez explains the letter to the Greenlee County Board of Supervisors.

Ms. Valadez states the appointment is pending.

Mr. Paul David states he will contact the Greenlee County Board of Supervisors about the SEACAP Board of Director appointment.

Mrs. Nancilee Hill Waits states she will also reach out to Mr. Rapier.

Mrs. Nancilee Hill Waits Motions to Approve the letter written to the Greenlee County Board of Supervisors.

Mrs. Norma Lucero Seconds the Motion.

Vote is unanimous.

C. New Cochise County Public Primary Board Member

1. Peggy Judd (Action)

Mr. Paul David Motions to Accept Mrs. Peggy Judd as the Cochise County Public Board Member.

Ms. Maritza Cervantes Seconds the Motion.

Vote is unanimous.

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

A. Consideration of Approval of Minutes for September 9, 2021. (Action)

Mrs. Howard asks if discussion is needed prior to approving meeting minutes from September 9, 2021.

Ms. Cervantes Motions to Approve the meeting minutes for September 9, 2021.

Mrs. Lucero Seconds the Motion.

Vote is unanimous.

VIII. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 45 Min.)

A. Executive Director Report

Mrs. Ramirez gives details on the Executive Directors Report.

Mr. David speaks on the participation of the Bike Drive at Solomon Elementary School December 2021 and how SEACAP helps out in the community.

Mrs. Ramirez discussed the Christmas Light Parade in Safford, AZ where SEACAP won first place in the Social Services Category with a \$300 prize that was then donated to the Mt. Graham Safe House and Supervisor John Howard assisted with the Christmas gifts given there.

B. Procurement Policy (Action)

Mrs. Ramirez explains the Procurement Purchasing Policy that must be renewed every 5 years and part of the organizational standards.

Mr. David asks if SEACAP is federally and state compliant.

Mrs. Ramirez confirms that SEACAP is compliant.

Mr. David Motions to Accept the Procurement Policy as stated.

Mrs. Peggy Judd Seconds the Motion.

Vote is unanimous.

C. Audit Bids (Action)

Mrs. Ramirez states there has been two requests for proposals and for organizational standards, must be approved by the board of directors.

Due to the proposed sealed bids, the executive committee will need to get together at a time to open and discuss the bid that would best interest SEACAP.

Mr. David clarifies if the costs are out of reach for SEACAP's financial reach, could SEACAP advertise again and see if anyone else bids for the audit.

Mrs. Ramirez confirms.

Mrs. Waits Motions to Approve the Audit Bids Letter and the plan of action needed.

Ms. Cervantes Seconds the Motion.

Vote is unanimous.

D. COVID-19 Updates

1. CAPLAW Regulations (Action)

a. Mask Mandates in service areas

Mrs. Ramirez explains CAPLAW and DES regulations on the COVID-19 precautions, policy and procedures when providing services, etc. She asks that the mask mandates extend until the end of fiscal year 2022 (June 30, 2022).

Mr. David asks what type of masks does SEACAP have available to their clients if they clients are unable to provide their own.

Ms. Valadez confirms that the masks provided for the clients are at least 3-layer disposable masks.

b. Quarantine vs Isolation for Exposure

Mrs. Ramirez suggests SEACAP remains with ten (10) days quarantine if exposed to COVID-19 positive individual and fourteen (14) days of isolation if employee tests positive for COVID-19. She gives some examples how clients coming in for in-person services while testing positive for COVID on the same day and staff who were exposed and tested positive for COVID.

Ms. Cervantes asks how SEACAP handling COVID leave for staff.

Mrs. Ramirez states the staff will use their personal sick leave, annual leave and worst-case scenario staff is

allowed to donate to affected staff member in need.

Ms. Cervantes asks if there is documentation on allowing private non-profits to make their COVID-19 regulations to fit our agency's needs.

Mrs. Ramirez states CAPLAW has it documented and SEACAP is protected legally.

Mr. David states support in Mrs. Ramirez's suggestions.

Mrs. Waits states support for above suggestions.

Mrs. Judd states support in the measures noted above.

Mrs. Waits Motions to Accept the continuation of Mask Mandate and Quarantine/Isolation for Exposure policies to be addressed June 2022 as discussed.

Ms. Cervantes Seconds the Motion.

Vote is unanimous.

IX. PROGRAM REPORT: (Yvette Ramirez – 30 Min.)

A. 1st & 2nd Quarters Expenditure Reports (Action)

Mrs. Ramirez explains 1st & 2nd Quarters Expenditure Reports.

Mr. David Motions to Accept the 1st & 2nd Quarters Expenditure Reports.

Mrs. Lucero Seconds the Motion.

Vote is unanimous.

B. 1st & 2nd Quarters Client Survey Reports (Action)

First and second Quarter Client Survey Reports presented by Mrs. Ramirez.

Mr. David Motions to Accept the 1st & 2nd Quarter Client Reports.

Mrs. Lucero Seconds the Motion.

Vote is unanimous.

C. Current Events

1. Conflict of Interest Statement SFY22

Mrs. Ramirez explains the Conflict of Interest statements that were included in board packets. These need to be signed and returned to meet organizational standards.

Mrs. Ramirez notifies the board that SEACAP was awarded approximately \$350,000.00 by ADOH (Arizona Department of Housing), the HOME Program Grant, to rehabilitate homes in our service area. The program runs from February 2022 through June 2023. There are applicants that have been pre-approved. Mrs. Ramirez gives overview of HOME Grant.

Mrs. Ramirez states SEACAP was made aware of funding coming in from WILDFIRE to have Arizona Department of Health and community action agencies to build strong partnerships. The funding is approximately \$100,000.00 as of yet. The details are still pending.

SEACAP was made aware of new WAP (weatherization assistance program) funding coming in March 2022 tentatively. The funding is between 2-3 million dollars. This means SEACAP may potentially hire more staff.

SEACAP received carryover funding from LIHEAP (Low Income Home Energy Assistance Program) for last fiscal year that must be spent by September 30, 2022. Mrs. Ramirez explains SEACAP had carryover due to having to expend all the CARES Act funding prior to regular LIHEAP funds.

D. Website

Mrs. Ramirez explains how Claudia, has been working on the website for the last 4 months. The website will go live by mid-March 2022.

X. FINANCIAL REPORT: (Diana Merino – 20 Min.)

A. 1st & 2nd Quarter Monthly Budget Analysis (Action)

Mrs. Diana Merino presents the first and second quarters monthly budget analysis. She further explains that funding was returned to UNS (Unisource), APS (Arizona Public Services, GCEC (Graham County Electric Cooperative), MW&E (Morenci Water & Electric).

Mrs. Ramirez explains the benefit of Southwest Gas coming to Graham County making more funding/benefits available to the population in Graham County.

Ms. Cervantes Motions to Approve to file 1st & 2nd Quarter Monthly Budget Analysis as presented.

Mr. David Seconds the Motion.

Vote is unanimous.

B. 1st & 2nd Quarter Financial Statements (Action)

Mrs. Merino presents first and second quarter financial statements.

Ms. Cervantes Motions to Approve to file 1st & 2nd Quarter Financial Statements as presented.

Mr. David Seconds the Motion.

Vote is unanimous.

XI. BOARD OF DIRECTORS REPORT: (Board Chair – 40 Min.)

A. SFY21 SEACAP Audit

Mrs. Ramirez explains the delay of the SFY 2021 SEACAP Audit and the review procedure of the audit. Mr. Horatio Skeete is available to review the audit. If anyone wants to recommend someone else to review the audit to please make suggestions.

General consensus for Mr. Skeete to review the audit.

SEACAP is in contact with Mr. Scott Graff will give a report on the audit at a later date; possibly a teleconference with the board on the last week of March 2022.

Ms. Valadez will follow-up with a poll for which date works best for the majority of SEACAP Board.

B. SFY2022 Board Retreat Update

Ms. Valadez gives overview about the dates at the 2022 SEACAP Retreat.

Ms. Valadez confirmed attendance from all present board members on teleconference. She will follow-up with absent board members.

C. Executive Session**

1. SFY2021 Executive Director Evaluation Report (Action)

Board enters Executive Session at 10:56AM.

Discussion was held by the Board of Directors on the Executive Director Evaluation & Salary Compensation.

Board exits Executive Session at 11:08AM.

Ms. Cervantes Motions to Accept SFY2021 Executive Director Evaluation Report as is.

Ms. Waits Seconds the Motion.

Vote is unanimous.

XII. NEW BUSINESS:

Mrs. Ramirez stated AZDES wants us to be aware that SEACAP must ensure keep quarterly meetings.

XIII. FUTURE AGENDA ITEMS:

None verbalized at this time.

XIV. MEETING DATE: June 8-June 9, 2022 at 1:00 P.M.

XV. ADJOURNMENT

Ms. Waits Motions to Adjourn Meeting

Mrs. Judd Seconds the Motion.

Vote is unanimous.

Meeting adjourned at 11:12 A.M.

*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