

**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
  
- II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**
  - A. Roll Call – Secretary
  
- III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)**
  - A. 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. BOARD MEMBER UPDATES (Jenny Howard – 5 Min.)**
  - A. Resignation
    - 1. Haiden LaFoy
  - B. Letter to Greenlee Board of Supervisors’ Chair (Action)
  - C. New Cochise County Public Primary Board Member
    - 1. Peggy Judd (Action)
  
- VII. CONSENT AGENDA: (Jenny Howard - 5 Min.)**
  - A. Consideration of Approval of Minutes for September 9, 2021. (Action)
  
- VIII. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 45 Min.)**
  - A. Executive Director Report
  - B. Procurement Policy (Action)
  - C. Audit Bids (Action)
  - D. COVID-19 Updates
    - 1. CAPLAW Regulations (Action)
      - a. Mask Mandates in service areas
      - b. Quarantine vs Isolation for Exposure
  
- IX. PROGRAM REPORT: (Yvette Ramirez – 30 Min.)**
  - A. 1<sup>st</sup> & 2<sup>nd</sup> Quarters Expenditure Reports (Action)
  - B. 1<sup>st</sup> & 2<sup>nd</sup> Quarters Client Survey Reports (Action)
  - C. Current Events
    - 1. Conflict of Interest Statement SFY22
  - D. Website
  
- X. FINANCIAL REPORT: (Diana Merino – 20 Min.)**
  - A. 1<sup>st</sup> & 2<sup>nd</sup> Quarter Monthly Budget Analysis (Action)
  - B. 1<sup>st</sup> & 2<sup>nd</sup> Quarter Financial Statements (Action)
  
- XI. BOARD OF DIRECTORS REPORT: (Board Chair – 40 Min.)**
  - A. SFY21 SEACAP Audit
  - B. SFY2022 Board Retreat Update (Action)
  - C. Executive Session\*\*

1. SFY2021 Executive Director Evaluation Report (Action)

**D.**

**XII. NEW BUSINESS:**

**XIII. FUTURE AGENDA ITEMS:**

**XIV. MEETING DATE: April 14, 2022 at 09:30AM Teleconference**

**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