SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
Thursday February 22, 2024 at 10:00 A.M. – 2:30 P.M.
AGENDA

REGULAR MEETING

I. CALL TO ORDER: (Gwen Calhoun- 5 Min.)
Vice President

Mrs. Gwen Calhoun calls the meeting to order at 10:19AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Anna Castro - 5 Min.)
Roll Call – Secretary
Attendance called by Mrs. Anna Castro, Secretary of SEACAP.

PRIMARY MEMBERS PRESENT:
Shirley Ross, Cochise County, Low-Income
Suzanne Smith, Graham County, Low-Income- entered telephonically at 10:45AM
Gwen Calhoun, Cochise County, Private
Clay Mack, Graham County, Public
Nancilee Hill Waits, Greenlee County, Low-Income
Linda Valenzuela, Santa Cruz County, Low-Income
Monica Aguilar, Greenlee County, Private
Ray Hidalgo, Santa Cruz County, Private
Irasema Olvera, Santa Cruz County, Public-telephonically

ALTERNATE MEMERS PRESENT:
Norma Lucero, Santa Cruz County, Private
Juan Balderas, Santa Cruz County, Public-telephonically

SEACAP STAFF PRESENT:
Yvette Ramirez, Executive Director
Monica Valadez, Administrative Assistant
Anna Castro, Secretary
Diana Merino, Fiscal/Contracts Manager
Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator
Alexia Hurtado, Northern Cochise, Graham and Greenlee County Regional Coordinator

III. ESTABLISH QUORUM: (Anna Castro - 5 Min.)
Secretary

Quorum is established

IV. DECLARATION OF CONFLICT OF INTEREST: (Gwen Calhoun - 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: (Gwen Calhoun - 5 Min.)

None Verbalized at this time.

VI. CONSENT AGENDA: (Gwen Calhoun – 5 Min.)

A. Consideration of Approval of Meeting Minutes. (Action)

1. September 14, 2023.
2. November 6, 2023.
3. November 21, 2023.

Mrs. Shirley Ross Motions to Approve the Consent Agenda Meeting Minutes for September 14, 2023, November 6, 2023 and November 21, 2023.

Mr. Raymond Hidalgo Seconds the Motion.

All in Favor.

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

A. Executive Director Report

Mrs. Yvette Ramirez gives overview of Executive Director's Report of July 2023 through December 2023.

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

A. Semi-Annual Expenditures Reports (Action)

Mrs. Yvette Ramirez goes over the Expenditures reports.

Mrs. Linda Valenzuela Motions to Accept the Semi-Annual Expenditures Reports.

Mrs. Monica Aguilar Seconds the Motion.

All in Favor.

B. Semi-Annual Client Survey Reports (Action)

Mrs. Ramirez talks on Client Survey reports customers are very satisfied with the services that staff provide.

Mrs. Linda Valenzuela Motions to Accept the Client Survey Reports.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

C. Current Events

1. LIHEAP

Multiple questions brought up on customers submitting applications on their own and staff assisting them in submitting application for them.

Mrs. Ramirez answers questions and explains how it has been a challenge in helping families understand the new change with the system on utility assistance.

2. WAP

Mrs. Ramirez explains how Arizona was going to be awarded 3.2 million dollars for a five-year contract, in the beginning of 2022 SEACAP was awarded 2.2 million dollars. Once the state is near meeting the percentage required, the rest of the funding will be released. She states that according to (ADOH) Arizona Department of Housing SEACAP is near meeting percentage. She goes to talk on 7 to 9 houses completed a month with the help of 6 contractors that work on heating and cooling and SEACAP staff work on the rest. She states that weatherization staff are attending more workshop seminars which are being enforced on Weatherization Programs by the Fed's.

Mrs. Suzanne Smith calls in 10:45 AM

3. 2023 Taxes

Mrs. Ramirez explains how funding from CSGB (Community Service Block Grant) require SEACAP program to do community service in our community taxes is one of the major projects, she talks on CSBG funding used for SEACAP salaries in helping VITA Program assist the public with taxes helping around 300 to 400 customers.

4. Rental Assistance

Mrs. Ramirez states that program is sponsored by DES (Arizona Department of Economic Security).

Mrs. Cecilia Brown explains rental assistance is year-round, assisting senior households exempt from work requirements but also adding families with someone actively working with children under the age of 18 years old in the home. She states that clients that qualify will receive assistance up to 3 months minimum of $10,000.00.

5. SEACAP Community Outreach Updates

Mrs. Ramirez asks board for advice and direction in Diaper Program funded by DES (Arizona Department of Economic Security) in distributing diapers starting on June 2024- June 2025. She goes on to explain the concerns with the current diaper program through WILDFIRE on the issuance in transporting and storing diapers to and from SEACAP's four counties location.

Discussion among the Board begins. Multiple ideas from the board are discussed.

D. Website

No changes on the website at this time.

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

A. SFY2024 Budget

1. Approval of Annual Budget (Action)

Mrs. Shirley Ross motions to Accept the Annual Budget.

Mrs. Nancilee Hill Waits Seconds the Motion.

All in Favor.

2. Funding Updates

Mrs. Ramirez talks about WAP (Weatherization Assistance Program) on how Unisource funds increased from $55,000 a year to $160,000 a year, funding to be used towards electric went from $3,000 to $6,000 a year and APS (Arizona Public Service) increase from $120,000 to $354,000 starting in January 2025.

B. Semi-Annual Budget Analysis (Action)

Mrs. Ross Motions to Accept the Semi-Annual Budget Analysis.

Mrs. Waits Seconds the Motion.

All in Favor.

C. Semi- Annual Financial Statements (Action)

Mrs. Ross Motions to Accept the Semi-Annual Financial Statements.

Mrs. Waits Seconds the Motion.

All in Favor.

X. BOARD OF DIRECTORS REPORT: (Gwen Calhoun – 90 Min.)

A. Bylaws Update (Action)

Mr. Clay Mack Motions to Accept the Bylaws Update.

Mrs. Ross Seconds the Motion.

All in Favor.

Mrs. Susan Smith leaves meeting 11:15AM

B. Fiscal Manual/Procurement Policy (Action)

Mr. Mack Motions to Accept the Fiscal Manual/Procurement Policy.

Mrs. Ross Seconds the Motion.

All in Favor.

Mrs. Smith calls in 12:01PM

C. Strategic Plan

Mr. Kevin Koegel talks about gathering information through surveys to capture thoughts and perspectives on aspects of SEACAP's work this will bring data together to help plan an onsite workshop to facilitate discussions. Crescendo and SEACAP will set goals and strategies for the future. He briefly goes over timeline of strategic plan to begin February 22, 2024 and delivered by May 2024.

D. In-Depth Roma Workshop Discussion

Mrs. Yvette Ramirez talks on ROMA TRAINING in having Board Members read through Roma books and sending through doodle polls or email on different areas of the book to be discussed at next board meeting.

E. Quarterly Community Events/ Meeting

Mrs. Ramirez explains that SEACAP will be visiting schools for the energy education.

Mrs. Cecilia Brown talks about SEACAP staff attentively going to Tombstone School and Huachuca City School May 2, 2024 and May 9,2024 dressed up as cartoon/movie characters. She explains that staff will have a quick energy education synopsis. Each child will go home with an Energy Kit and small treat.

F. Mrs. Gwen Calhoun brief of CAPLAW

Mrs. Gwen Calhoun talks on getting Board together and sharing knowledge from attending CAPLAW

Conference and putting together a document that could be followed to help better understand the responsibility as a Board Member.

Mrs. Ramirez gives CAPLAW Conference dates in Los Angeles June 4–6, 2024 to Board Members that are interested in going. Please notify Monica or Anna if interested in conference attendance by May 2024.

XI. NEW BUSINESS:

None at this time.

XII. FUTURE AGENDA ITEMS:

A. SFY2023 Executive Director Evaluation Discussion

Item 12A will be TABLED and discussed at next meeting.

B. SHIRLEY ROSS SUGGESTION

Mrs. Shirley Ross makes suggestion in communicating and educating elderly clients on Medicare Insurance benefit changes.

Mrs. Yvette Ramirez states that SEACAP will contact various insurance groups to make a presentation for staff.

XIII. MEETING DATE:

Meeting will be set once Strategic Planner sets a date.

XIV. ADJOURNMENT

Meeting adjourned at 12:43 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**