

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

**Cochise College Benson Center 1025
State Route 90 Benson, AZ 85602**

September 25, 2024 10:00 A.M. – 2:00 P.M.

Meeting Minutes

ANNUAL MEETING

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

A. President

Mrs. Gwen Calhoun calls meeting to order at 10:06 AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Anna Castro - 5 Min.)

A. Roll Call – Secretary

Attendance called by Mrs. Anna Castro Secretary for SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income, Primary
Suzanne Smith, Graham County, Low-Income, Primary-Telephonically
Gwen Calhoun, Cochise County, Private
Peggy Judd, Cochise County, Public Primary
Clay Mack, Graham County, Public Primary-Telephonically
Nancilee Hill Waits, Greenlee County, Low-Income Primary-Telephonically
Linda Valenzuela, Santa Cruz, Low-Income Primary
Monica Aguilar, Greenlee County, Private Primary
Ray Hidalgo, Santa Cruz, Private Primary-Telephonically

ALTERNATE MEMBERS PRESENT:

Norma Lucero, Santa Cruz County, Private Alternate-Telephonically
Juan Balderas, Santa Cruz County, Public Alternate

SEACAP STAFF PRESENT:

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

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

A. 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. SEATING OF BOARD OF DIRECTORS SFY25(Gwen Calhoun - 15 Min.)

A. Seating of present Board Members SFY25

Shirley Ross, Cochise County/Low-Income Primary

Suzanne Smith, Graham County/Low-Income Primary

Gwen Calhoun, Cochise County/Private-Primary

Peggy Judd, Cochise County/Public Primary

Clay Mack, Graham County/Public Primary

Nancilee Hill Waits, Greenlee County/Low-Income Primary

Monica Aguilar, Greenlee County/Private Primary

Ray Hidalgo, Santa Cruz County/Private Primary

Norma Lucero, Santa Cruz County/Private Alternate

Juan Balderas, Santa Cruz County/Public Alternate

B. Letter of Resignation/Verbal Resignation

A. Mrs. Linda Valenzuela gives her verbal resignation. (Action)

Mrs. Monica Aguilar Motions to Accept Linda Valenzuela resignation.

Mr. Juan Balderas Seconds the Motion.

All in Favor.

B. Mrs. Jenny Howard letter of Resignation. (Action)

Mrs. Monica Aguilar Motions to Accept Mrs. Jenny Howard letter of resignation

Mr. Juan Balderas Seconds the Motion.

All in Favor.

Mrs. Clay Mack and Mrs. Suzanne Smith call into meeting at 10:30 A.M.

Mrs. Nancilee Hill Waits call into meeting at 10:32 A.M.

Mr. Ray Hidalgo and Mrs. Norma Lucero call into meeting at 10:34 A.M.

VI. ELECTION OF OFFICERS SFY25 (Gwen Calhoun- 25 Min.)

A. President

Mrs. Gwen Calhoun will be President for SFY25.

B. Vice-President

Mr. Ray Hidalgo will be Vice-President for SFY25.

C. Secretary/Treasurer

Mrs. Nancilee Hill Waits will be Secretary/Treasurer for SFY25.

D. ADHOC Members

SEACAP's two at-large board members for SFY2025 are Mrs. Shirley Ross and Mrs. Monica Aguilar.

VII. PROGRAM REPORTS SFY24 (Yvette Ramirez - 15 Min)

A. SFY24 Annual Reports (Action)

Mrs. Yvette Ramirez explains on the SFY24 Annual Reports.

Mrs. Linda Valenzuela Motions to Accept the SFY24 Annual Reports.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

VIII. FISCAL REPORTS SFY24 (Diana Merino – 15 Min)

A. SFY24 Annual Financial Reports (Action)

Mrs. Diana Merino explains on the SFY24 Annual Financial Reports.

Mrs. Linda Valenzuela motions to Accept the SFY24 Financial Reports.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

IX. ADJOURNMENT

Annual Meeting Adjourned at 10:54 A.M.

REGULAR BOARD MEETING

I. CALL TO ORDER: (Board President- 5 Min.)
President

Meeting is called to Order at 10:55 A.M. by Mrs. Gwen Calhoun, Vice President.

II. IDENTIFICATION OF BOARD MEMBERS: (Anna Castro - 5 Min.)

Roll Call – Secretary

Attendance called by Mrs. Anna Castro, Secretary of SEACAP.

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

Quorum is established.

IV. DECLARATION OF CONFLICT OF INTEREST: (Board President - 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: (Board President - 5 Min.)

None at this time.

VI. CONSENT AGENDA: (Board President - 5 Min.)

A. Consideration of Approval of Meeting Minutes (Action)

1. June 18, 2024 Board Meeting Minutes

Mrs. Monica Aguilar Motions to Accept the Meeting Minutes for June 18, 2024 as provided.

Mr. Clay Mack Seconds the Motion.

All in Favor.

VII. EXECUTIVE DIRECTOR'S REPORT: (Yvette Ramirez - 10 Min.)

Mrs. Yvette Ramirez talks on being busy the last six months from February 2024 – June 2024 with all current programs and meetings that are required in regulation with grant programs.

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

A. Current Events SFY25 Program Changes (LIHEAP, WAP, Rental)

Mrs. Yvette Ramirez states that Rental Assistance Program that has ended on August 30, 2024. She goes on about how it has affected families that relied on the program in finding themselves in a crisis in not being able to pay rent.

Mrs. Gwen Calhoun recommends having a discussion on how to rectify the situation that we find our selves in as far assisting those in need.

Mrs. Ramirez talks on the WAP program being a success. She states that at this time there is a waiting list, explaining that after receiving additional money they went back 15 years in the weatherization data base and sent out letters to customers explaining to them that they were potentially eligible to apply for the weatherization program. At this time 6 to 8 houses are being submitted a month when before it was 3 to 4 houses a month.

Mrs. Yvette Ramirez talks on LIHEAP Program in getting notified by DES that program is running out of money leading to cutting out all Community Action Programs. She explains how it is going to affect the customers. She continues to talk on how Community Action Programs had an option in continuing receiving money for the program by either assisting only elders or paying only the amount due on bill for eligible customers or going back to Covid in paying maximum which was between \$320.00 to \$640.00. Starting in October customers that qualify will get the max of \$640.00.

B. Community Projects

Mrs. Yvette Ramirez explains on being approached by a company called Source in regards to a Rural Drinking Program, in assisting by taking applications to help families that have wells to get clear drinking water through solar panel process.

Mrs. Ramirez talks about doing Spanish translation for the Federal Corporation Commission which is an organization that sends out emergency alerts to the country. She explains on CSBG funding that pay salaries which are justified by community projects.

Mrs. Ramirez explains that SEACAP will be going to Thatcher Schools on October 30th to provide Energy Efficiency Education and handing out energy kits. She goes on to talk on October 31st SEACAP will be in Sierra Vista at the Oscar Y Run Community Center providing utility assistance and at the same time Sierra Vista Schools will be there having a Halloween Party, case managers and administrative staff will dress up and mingle with the children.

C. Website

No updates at this time.

IX. FINANCIAL REPORT: (Diana Merino – 10 Min.)

A. SFY25 Pending Interim Budget Discussion

Mrs. Diana Merino explains that the final budget will not be available until the end of October.

Mrs. Yvette Ramirez explains the current report is the initial allocation. She goes on to talk that at the end of August it had been increased and with numbers not matching the final allocation will not be available until end of October.

Mrs. Ramirez will update on final allocation of funds at November Meeting.

X. BOARD OF DIRECTORS REPORT: (Board President – 30 Min.)

A. Strategic Plan Approval (Action)

Mrs. Peggy Judd motions to Accept the Strategic Plan Approval.

Mr. Juan Balderas Seconds the Motion.

All in Favor.

B. Roma Training Discussion

Mrs. Yvette Ramirez discusses the Roma training to be held at November Meeting. Mrs. Ramirez and Ms. Monica Valadez will be reaching out to NCAP (National Community Action Partnership) on training.

C. November Board Retreat Discussion for November 14-15, 2024

Mrs. Yvette Ramirez discusses location for November Board Retreat and Roma Training to be held for Board and Staff.

D. Wildfire Conference Participation from Board

Mrs. Monica Valadez talks on Wildfire Conference Participation will be held 2.5 days. Mr. Ray Hidalgo will attend representing Board.

XI. NEW BUSINESS:

Mrs. Yvette Ramirez talks on audit by Colby & Powell giving SEACAP a good review. Mrs. Ramirez states that audit report will be presented at November Board Meeting.

XII. FUTURE AGENDA ITEMS:

None verbalized at this time.

XIII. MEETING DATE:

Thursday November 14, 2024 and Friday November 15, 2024 at the Desert Diamond Casino 7350 S. Nogales Hwy, Tucson, AZ 85756

XIV. ADJOURNMENT

Meeting adjourned at 11:52 AM.

*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, calling the number listed below:

Join Zoom Meeting:

<https://us06web.zoom.us/j/82150660677?pwd=PUqcIEd92ggV82ual6H3BrE3yHclh2.1>

Meeting ID: 821 5066 0677 **Passcode:** 547512

OR Dial: (669)444-9171 **Meeting ID:** 821 5066 0677 **Passcode:** 547512