

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

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

June 23, 2025 10:00 A.M. – 1:30P.M.

REGULAR MEETING MINUTES

- I. CALL TO ORDER: (Gwen Calhoun- 5 Min.)**
President
Meeting called to order at 10:07AM by Mrs. Gwen Calhoun.
- II. IDENTIFICATION OF BOARD MEMBERS: (Anna Castro - 5 Min.)**
Roll Call – Secretary
Attendance taken and as follows:
- PRIMARY BOARD MEMBERS PRESENT:**
Shirley Ross, Cochise County, Low-Income
Gwen Calhoun, Cochise County, Private
Jessica Dominguez, Graham County, Private
Monica Aguilar, Greenlee County, Private – via Zoom
Ray Hidalgo, Santa Cruz County, Private
Juan Balderas, Santa Cruz County, Public – via Zoom
- ALTERNATE BOARD MEMBER PRESENT:**
Norma Lucero, Santa Cruz County, Private
- PRIMARY BOARD MEMBERS NOT PRESENT:**
Clay Mack, Graham County, Public
Nancilee Hill Waits, Greenlee County, Low-Income
- SEACAP STAFF PRESENT:**
Yvette Ramirez, Executive Director
Diana Merino, Fiscal/Contracts Manager
Alexia Hurtado, Regional Coordinator
Monica Valadez, Administrative Assistant
Anna Castor, Secretary
- 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 at this time.

- V. **CALL TO THE PUBLIC: (Gwen Calhoun - 5 Min.)**
None at this time.

- VI. **CONSENT AGENDA: (Gwen Calhoun - 5 Min.)**
A. Consideration of Approval of Meeting Minutes (Action)
1. March 17, 2025 Board Meeting Minutes

Mr. Ray Hidalgo Motions to accept the Meeting Minutes presented.
Mrs. Shirley Ross Seconds the Motion.
All in Favor. Motion passes.

- VII. **EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez – 45 Min.)**
****Executive Session****

- A. SEACAP's Future

Mrs. Yvette Ramirez asks to cancel Executive Session. Board agrees and cancels Executive Session.

Board was given details of SEACAP's future moving forward. Board will be updated accordingly.

Mrs. Ramirez goes into detail of SEACAP's participation/meetings in the last quarter including to meetings with utility companies to adjudication with DES recently.

- VIII. **PROGRAM UPDATES: (Yvette Ramirez – 10 Min.)**

- A. SFY2026 – SFY2030 DES (Department of Economic Security) Contract
B. SFY2026 - ADOH (Arizona Department of Housing) Contract

Mrs. Ramirez states that as of 6/23/2025, SEACAP has yet to receive the contracts from either vendor. Will update the Board as soon as new information is received.

- IX. **BOARD OF DIRECTORS REPORT: (Gwen Calhoun – 30 Min.)**

- A. Board Self-Assessments (Action)
1. Updating/changing Board Self- Assessment

- B. Strategic Plan Updates

Discussion about the self-assessments and the possibility of having SEACAP staff assess the board instead. Another idea is to start having board and staff meet all together for Board Meetings quarterly. More discussion for next meeting to come.

Board members agree to *Table* Section 9 (IX). Details have been prioritized for a future meeting.

- X. **NEW BUSINESS:**

- A. Board Member Concerns/Comments
None at this time.

XI. FUTURE AGENDA ITEMS:

Will discuss the Board Assessments and Strategic Plan updates at the next meeting.

Obtaining/ Updates on new board members

X. UPCOMING BOARD MEETING DATE:

A. Thursday September 18, 2025 in-person at Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602

Mrs. Ramirez asks if the board would consider keeping the date opened until SEACAP knows where it stands for SFY2026 and forward.

Board agrees to keep upcoming date open. Requests for specific days of the week given. SEACAP will accommodate accordingly.

XI. ADJOURNMENT

Meeting adjourned at 12:33PM.

An Executive Session may be called to address legal and/or personnel issues

If you cannot attend the meeting in-person, you may participate via Zoom by clicking on the blue hyperlink or calling the number listed below:



To call in, please dial: 1(719) 359-4580 and follow phone prompts.

Meeting ID: 673 357 1083

Passcode: 6083216417



To join via Zoom, please click on the following link:

<https://us06web.zoom.us/j/6733571083?pwd=v4TLdNamm6uayMftz13D65NnVntmuJ.1&omn=87912746529>

Meeting ID: 673 357 1083

Passcode: Seacap2025