

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE/ZOOM CALL
January 27, 2025 at 09:00AM
SPECIAL MEETING MINUTES

I. CALL TO ORDER (Gwen Calhoun – 2 Min.)

A. President

Mrs. Gwen Calhoun called the meeting to order at 09:04AM.

II. IDENTIFICATION OF BOARD MEMBERS (Anna Castro – 3 Min.)

A. Roll Call – Secretary

Attendance called by Ms. Monica Valadez as follows:

PRIMARY BOARD MEMBERS PRESENT:

Shirley Ross, Low-Income Primary Cochise County
Gwen Calhoun, Private Primary Cochise County
Jessica Dominguez, Private Primary Graham County
Monica Aguilar, Private Primary Greenlee County
Raymond Hidalgo, Private Primary Santa Cruz County
Juan Balderas, Public Primary Santa Cruz County

PRIMARY BOARD MEMBERS NOT PRESENT:

Suzanne Smith, Low Income Primary Graham County
Clay Mack, Public Primary Graham County
Nancilee Hill Waits, Low-Income Primary Greenlee County

ALTERNATE BOARD MEMBERS PRESENT:

Norma Lucero, Private Alternate Santa Cruz County

SEACAP STAFF ATTENDING:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/Contracts Manager
Monica Valadez, Administrative Assistant

III. ESTABLISH QUORUM (Anna Castro – 2 Min.)

A. Secretary

Quorum is present.

IV. DECLARATION OF CONFLICT OF INTEREST (Gwen Calhoun – 3 Min.)

- A.** 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 declared at this time.

V. CALL TO THE PUBLIC (Gwen Calhoun – 5 Min.)

None at this time.

VI. COLBY & POWELL AUDITOR (Scott Graff – 15 Min.)

- A. SFY24 SEACAP Audit (Action)
- B. SFY2023 Tax Form 990 (Action)

Mr. Scott Graff introduced himself, the company and gave a brief overview of what all is entailed in a financial audit. He stated SEACAP had a Clean Opinion letter. He continued with specific details of a working trial balance and expectations from managing staff for the next year.

Mr. Juan Balderas Motions to Accept the SFY24 SEACAP Audit and the SFY2023 Tax Form 990 as presented.

Mrs. Shirley Ross Seconds the Motions to Accept the SFY24 SEACAP Audit and the SFY2023 Tax Form 990.

All in Favor; Motions pass.

VII. FUTURE AGENDA ITEMS:

Mrs. Yvette Ramirez discusses updates on LIHEAP issues. Mrs. Calhoun asks to add to February's agenda.

VIII. NEXT MEETING DATE: Thursday February 13, 2025 at 10:00AM in Benson, AZ

IX. ADJOURNMENT

Meeting adjourned at 09:31AM.

****An Executive Session may be called to address legal and/or personnel issues. If you will not be able to attend meetings in-person, you may participate, via Zoom and/or conference call, calling the number listed below:**

DIAL: 1 (719) 359-4580

MEETING ID: 673 357 1083

Passcode: 7637691430

Or via Zoom Meeting at

<https://us06web.zoom.us/j/6733571083?pwd=KRMrlRDzXbXNldxOrxw2RNbrp302TW.1&omn=87393345032>

MEETING ID: 673 357 1083

Passcode: Seacap2024