

**SOUTHEASTERN ARIZONA  
COMMUNITY ACTION PROGRAM, INC.  
TELECONFERENCE  
June 14, 2022 2:00 PM – 2:30 PM  
Board Minutes**

**SFY2022 TELECONFERENCE MEETING**

**I. CALL TO ORDER: (Jenny Howard - 5 Min.)**

**A. President**

Mrs. Jenny Howard calls the meeting to order at 02:07 P.M.

**II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**

**A. Roll Call – Secretary**

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

**PRIMARY MEMBERS PRESENT:**

Shirley Ross, Cochise County, Low-Income  
Suzanne Smith Graham County, Low-Income  
Linda Valenzuela, Santa Cruz County, Low-Income  
Jenny Howard, Graham County, Private  
Paul David, Graham County, Public  
Norma Lucero, Santa Cruz County, Private

**PRIMARY MEMBERS NOT PRESENT:**

Nancilee Hill Waits, Greenlee County, Low-Income  
Erica Gonzalez, Greenlee County, Public  
Peggy Judd, Cochise County, Public

**ALTERNATE MEMBERS NOT PRESENT:**

Ray Hidalgo, Santa Cruz County, Private

**SEACAP STAFF PRESENT:**

Yvette Ramirez, Executive Director  
Diana Merino, Fiscal/Contract Manager  
Cecilia Brown, Santa Cruz & Southern Cochise County Coordinator  
Monica Valadez, Administrative Assistant

**III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)**

**A. Secretary**

Quorum is established.

**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.

None verbalized at this time.

**V. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)**

None verbalized at this time.

**VI. TRAVEL & PER DIEM CHANGES SFY22 & SFY23: (Yvette Ramirez – 10 Min.)**

1. SFY22 Travel / Per Diem Increase Request (Action)

2. SFY23 Travel / Per Diem Increase Request (Action)

Mrs. Yvette Ramirez is requesting for June 2022 will be mileage increased to \$0.585 per mile; meals would be as follows: Breakfast will be increased to \$12.00, Lunch to \$15.00 and Dinner to \$20.00. This would increase costs by \$1662.00 for the month and SEACAP has available funding.

Mrs. Ramirez explains that starting July 1, 2022 the IRS has increased travel mileage to \$ .0625 until December 31, 2022 because of the increase in gas. Mrs. Ramirez requests to the board that the mileage increase go from \$.585 to \$0.625 per mile through December 31, 2022. Starting January 1, 2023 through June 30, 2023, mileage will decrease with the federal standard down to \$0.585 per mile.

Mr. Paul David asks why not hold at \$0.585 per mile until December 31, 2022 then revisit the item later.

Mrs. Norma Lucero states she concurs with the proposals and would like to move forward with this.

Mrs. Howard asks when was the last time SEACAP had an increase of per diem.

Mrs. Ramirez states it's been ten years.

Mrs. Howard states she concurs with the proposal and would like to revisit this in December 2022.

Mr. David asks if there is funding available for the increase.

Mrs. Ramirez states yes and explains the funding sources available.

Mrs. Norma Lucero Motions to Accept the SFY22 Travel/ Per Diem Increase Request and SFY23 Travel/ Per Diem Increase Request proposals.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

\*\*Board notes that this item may need to be revisited in the future.

**VII. ADJOURNMENT**

Mrs. Ross Motions to Adjourn Meeting

Mrs. Lucero Seconds the Motion

All in Favor. Meeting adjourned at 02:23PM.

\*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** \*