

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
Monday March 17, 2025
10:00 A.M. – 2:00 P.M.
Meeting Minutes**

REGULAR MEETING

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

Mrs. Gwen Calhoun calls the meeting to order at 10:05A.M.

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

PRIMARY BOARD MEMBERS PRESENT:

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

PRIMARY BOARD MEMBERS NOT PRESENT:

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

ALTERNATE BOARD MEMBER PRESENT:

Norma Lucero, Santa Cruz County, Private-telephonically

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. SEACAP BOARD MEMBER UPDATES: (Gwen Calhoun – 5Min.)

A. Second Term (Action)

1. Graham County

The Board received and acknowledged the letter of resignation from Mrs. Suzanne Smith, dated March 8, 2025, for her second term. The board accepts the resignation and notes that no further action is required as the term is ending.

B. Board Invitation Letters

1. Cochise County Public Primary

2. Greenlee County Public Primary

Mrs. Gwen Calhoun talks on letters sent out to Cochise and Greenlee County supervisors, what has been the outcome.

Ms. Monica Valadez states that three attempts have been made in sending letters out and also telephonically, having no response.

Mrs. Yvette Ramirez explains that the board changed the policy, that it no longer has to be the board of supervisors as long as it is an elected official. She states giving them a few months and if they cannot commit looking into identifying potential candidates for the board.

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

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

1. November 14, 2024

Mrs. Monica Aguilar Motions to Approve the Meeting Minutes for November 14, 2024.

Mrs. Shirley Ross Seconds the Motion.

All in Favor

2. January 27, 2025

Mrs. Shirley Ross Motions to Approve the Meeting Minutes for January 27, 2025.

Mrs. Monica Aguilar Seconds the Motion.

All in Favor.

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

A. Executive Director Report

Mrs. Yvette Ramirez gives an overview of Executive Directors Report of July 2024 through December 2024.

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

A. Semi-Annual Expenditures Reports (Action)

Mrs. Yvette Ramirez states that the Expenditure Reports are not accurate due to applications not approved through DES from September through February. She explains that the numbers calculated are based on what the client may qualify for per their application.

Mr. Juan Balderas 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 having more client surveys than approved applications. She states that clients have the opportunity to fill out survey prior to their interview, in which at times they cannot be assisted due to missing documents.

Mrs. Shirley Ross Motions to Accept the Semi-Annual Client Survey Reports.

Mrs. Aguilar Seconds the Motion.

All in Favor.

C. Current Events

1. LIHEAP

Mrs. Ramirez talks about the call in December with DES and all CAP Directors. She states DES has fallen behind on 12,000 applications that have not been reviewed since September. She goes on to talk on the call in January, applications down to 10,000 not yet reviewed.

Mrs. Ramirez states that DES would like Community Action Agencies to assist with applications with no extra compensation. She continues on to say that SEACAP agreed to assist DES with backlog of LIHEAP applications.

Multiple questions and concerns among board on application status and in SEACAP assisting DES as adjudicators with no compensation.

2. WAP

Mrs. Ramirez talks on the two federal funding sources that facilitate the WAP program, which are LIHEAP and DOE (Department of Energy). She states that in 2023 ADOH allocated 4 million dollars of DOE funds (which was name DOE Bil) to SEACAP. She states that the funding was to be used to bring the agency up to standard and to work on customers homes. She goes on to say that SEACAP received a call then a letter stating that DOE WAP Bil has been defunded.

Mrs. Ramirez explains that DOE Bil is primarily for the Weatherization Program. She states that the staff is covered all the way thru until June in account of money reserved. She continues to talk on funding used to pay for various operational expenses.

3. VITA Tax Program

Mrs. Ramirez states that 300-325 taxes provided.

4. Rental Assistance

Mrs. Ramirez explains that Rental Assistance funding is still available through DES, which is TANF funds (temporary assistance for needy families).

5. SEACAP Community Outreach Updates

Mrs. Ramirez talks on visiting Thatcher School and Huachuca City School. She states that SEACAP at this time will not be doing community outreach, DES is aware.

D. Website

Ms. Monica Valadez states that changes are made constantly.

Mrs. Ramirez gives an example on website change on how DES called and now requires birth certificates for everyone in the household. She goes on to talk on having to call households with families requesting everyone's birth certificate that applied prior to change.

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

A. SFY2025 Budget

1. Approval of Annual Budget (Action)

Mrs. Shirley Ross Motions to Accept Approval of Annual Budget

Mrs. Monica Aguilar Seconds the Motion.

All in Favor.

B. Semi-Annual Budget Analysis (Action)

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

Mrs. Aguilar Seconds the Motion.

All in Favor.

C. Semi-Annual Financial Statements (Action)

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

Mrs. Aguilar Seconds the Motion.

All in Favor.

XI. BOARD OF DIRECTORS REPORT: (Gwen Calhoun – 45 Min.)

A. SFY24 Executive Director Evaluation Cumulative Report (Action)

B. SFY24 Board Self-Assessment Cumulative Report (Action)

Mrs. Shirley Ross Motions to Accept SFY24 Board Self-Assessment Cumulative Report.

Mrs. Monica Aguilar Seconds the Motion.

All in Favor.

C. Board Self-Assessments

1. Examples of Assessments (Action)

Item C1 will be TABLED and discussed at next meeting.

D. SFY24 SEACAP Risk Assessment (Action)

Mrs. Ross Motions to Accept SFY24 SEACAP Risk Assessment.

Mrs. Aguilar Seconds the Motion.

All in Favor.

E. Strategic Plan Updates

Item E will be TABLED and discussed at next meeting.

F. Community Events/ Meetings

Mrs. Gwen Calhoun talks on meetings held on Wednesday's in Sierra Vista where all non-profit organizations and board that serve in the county attend, in which the Regional Coordinator or Board Members might be interested in attending.

XII. NEW BUSINESS:

None at this time.

XIII. FUTURE AGENDA ITEMS:

A. Board Self-Assessments

1. Examples of Assessments

Item A1 will be TABLED and discussed at next meeting.

B. Strategic Plan Updates

Item E will be TABLED and discussed at next meeting.

XIV. MEETING DATE: Thursday May 22, 2025 at 10:00AM in Benson, AZ.

XV. ADJOURNMENT

Meeting adjourned at 11:30 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 Zoom and/or conference call, calling the number listed below:

Dial: 1(719) 359-4580

Meeting ID: 673 357 1083

Passcode: Seacap2025

or via **Zoom Meeting** as follows:

<https://us06web.zoom.us/j/6733571083?pwd=v4TLdNaMm6uayMftz13D65NnVntmuJ.1&omn=85009525314>

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