

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE
November 21, 2023 09:30AM – 10:00AM
MEETING MINUTES**

SPECIAL MEETING

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

President

Meeting called to order at 09:43AM by Mrs. Gwen Calhoun.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez – 3 Min.)

Roll Call – Secretary

Attendance called by Monica Valadez, Administrative Assistant for SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income, Primary
Peggy Judd, Cochise County, Public Primary
Gwen Calhoun, Cochise County, Private
Monica Miller, Greenlee County, Private Primary
Raymond Hidalgo, Santa Cruz County/ Private Primary
Nancilee Hill Waits, Greenlee County, Low-Income Primary
Suzanne Smith, Graham County, Low-Income Primary

PRIMARY MEMBERS NOT PRESENT:

Clay Mack, Graham County, Public Primary
Jenny Howard, Graham County, Private Primary
Erica Gonzalez, Greenlee County, Public Primary
Irasema Olvera, Santa Cruz County, Public Primary
Linda Valenzuela, Santa Cruz County, Low-Income Primary

ALTERNATE MEMBERS PRESENT:

Norma Lucero, Santa Cruz County, Private Alternate

ALTERNATE MEMBERS NOT PRESENT:

Juan Balderas, Santa Cruz County, Public Alternate

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Monica Valadez, Administrative Assistant

III. ESTABLISH QUORUM: (Monica Valadez - 2 Min.)

Administrative Assistant

Quorum is established.

IV. BOARD OF DIRECTORS REPORT: (Gwen Calhoun - 10 Min.)

A. SFY2023 Executive Director Evaluation (Action)

1. Job Description
2. Annual Salary

Mrs. Calhoun asks if the Annual Salary increased or decreased.

Mrs. Yvette Ramirez stated the annual salary has not changed.

Mrs. Shirley Ross Motions to Accept the SFY 2023 Executive Director Evaluation, Job Description and Annual Salary as written.

Mrs. Nancilee Hill Waits Seconds the Motion.

Mrs. Calhoun Abstains her vote.

Everyone else in Favor. Motion Passes.

B. SFY2023 Board Self-Assessment Cumulative Report (Action)

Discussion about future assessments. Mrs. Waits recommends for more board engagement in the Strategic Plan to better understand the roles as Board Members.

Mrs. Yvette Ramirez comments a list can be made with the results of Disagree, Strongly Disagree, I Don't Know or Not Applicable and the board can review a few at a time at each meeting.

Mrs. Waits Motions to Accept the SFY 2023 Board Self-Assessment Cumulative Report as presented.

Mrs. Ross Seconds the Motion.

Mrs. Calhoun Abstains her vote.

Everyone else in Favor. Motion Passes.

V. ADJOURNMENT

Mrs. Waits Motions to Adjourn Meeting.

Mrs. Ross Seconds the Motion.

Meeting Adjourned at 09:59AM.

**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**