

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE
July 16, 2020 9:30 A.M. –11:30 A.M.
AGENDA**

REGULAR BOARD MEETING

I. CALL TO ORDER: (Shirley Ross- 5 Min.)

President

Mrs. Shirley Ross, Board Chair, calls the meeting to order at 09:32 AM.

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

Roll Call – Administrative Assistant

Attendance taken with verbal confirmation by Ms. Monica Valadez. Attendance as follows:

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Jenny Howard, Graham County, Private
Gwen Calhoun, Cochise County, Public
Paul David, Graham County, Public
Nancilee Hill Waits, Greenlee County, Low-Income
Norma Lucero, Santa Cruz County, Private
Haiden LaFoy, Greenlee County, Public

ALTERNATE MEMBERS PRESENT:

Gina (Bobbie) Grove, Greenlee County, Low-Income

BOARD MEMBERS NOT PRESENT:

Elnora Baxter, Graham County, Low-Income
Irlanda Lopez, Santa Cruz County, Low-Income
Maritza Cervantes, Santa Cruz County, Public

ALTERNATE BOARD MEMBERS NOT PRESENT:

Barbara Kennedy, Cochise County, Public
Raymond Hidalgo, Santa Cruz, Public

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Virginia Avila, Regional Coordinator, Graham, Greenlee & N. Cochise Counties
Monica Valadez, Administrative Assistant

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

Administrative Assistant

Ms. Valadez confirms Quorum is established.

IV. DECLARATION OF CONFLICT OF INTEREST: (Shirley Ross - 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: (Shirley Ross - 5 Min.)

None at this time.

At 09:36 AM, Mr. Raymond Hidalgo, Santa Cruz Private Alternate enters teleconference.

VI. CONSENT AGENDA: (Shirley Ross - 5 Min.)

1. Consideration of Approval of Minutes for June 11, 2020. (Action)

Mrs. Ross asks if there are any corrections/changes to the Board Meeting Minutes of June 11, 2020.

No verbalization heard.

Mrs. Nancilee Hill Waits Motions to accept the Telephonic Board Minutes of June 11, 2020 as they are written.

Mrs. Gwen Calhoun Seconds the Motion.

All in Favor. Motion passed.

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

A. Executive Director Report

Mrs. Yvette Ramirez gives details of Executive Director Report from June 11, 2020 to present time. She continues on with the Displaced Worker Program, how SEACAP may gain an employee for a year in Santa Cruz County along with the obstacles needing to be addressed.

Mr. Paul David asks about the SEAGO partnership status is.

Mrs. Ramirez explains the timeline of SEAGO partnership. Mrs. Ramirez explains that SEACAP would not charge SEAGO anything. She does state that there is no contract just a memorandum of understanding between SEACAP and SEAGO at this time. SEACAP is waiting for SEAGO's response from the last email.

B. Removal/Replacement of One AZ Credit Union Control Officer (Action)

Mrs. Ramirez explains the procedure to remove/replace the Control Officer to Board Members.

Mrs. Norma Lucero Motions to remove Librado M. Ramirez as the One AZ Credit Union Control Officer.

Mrs. Nancilee Hill Waits Seconds the Motion to remove Mr. Ramirez as the Control Officer.

Ms. Elnora Baxter verbalizes she entered the call late at 09:52 AM and she votes for the Yea for the Action of removing Mr. Ramirez as the Control Officer of One AZ Credit Union.

All in Favor. Motion passed.

Mrs. Gwen Calhoun Motions to have Mrs. Yvette Ramirez named as the One AZ Credit Union Control Officer.

Ms. Elnora Baxter Seconds the Motion.

All in Favor. Motion Passed.

VIII. CARES ACT FUNDING: (Yvette Ramirez – 40 Min.)

A. SFY 2021 COVID-19 Needs Assessment Addendum (Action)

Mrs. Ramirez explains the Addendum due to the CARES ACT Funding.

Mr. Paul David makes the Motion to Accept the SFY 2021 COVID-19 Needs Assessment Addendum as written.

Mrs. Jenny Howard Seconds the Motion.

All in Favor. Motion passed.

B. SFY 2021 CAP Plan (Action)

The SFY 2021 CAP Plan is explained by Mrs. Ramirez and the reasoning why it is changed.

Mrs. Howard Motions to accept the SFY 2021 CAP Plan as it is written.

Ms. Elnora Baxter Seconds the Motion.

All in Favor. Motion passed.

C. Current Events

Mrs. Ramirez states what was given to our Board Member who completed their terms with SEACAP and our thanks for their dedication.

She goes on to explain why SEACAP agreed to continue the ADOH Eviction Prevention Program. It was encouraged to write the letter to the Governor's Office, if the SEACAP Board allows, however later on the year.

Agreement verbalized through some Board Members.

SEACAP is at 98% of the Organizational Standards.

Mrs. Ramirez asks the SEACAP Board to think of how the COVID-19 Community Services Funding (approximately \$150,000.00) is available, what can SEACAP assist/provide to each of the different counties that will have a lasting impression in the community. This is a requirement from the federal government.

Mrs. Ramirez talks on the Greenlee County Voting for Low-Income Primary. Mrs. Avila completed the voting via telephone. Mrs. Waits officially won the election.

IX. BOARD OF DIRECTORS REPORT: (Shirley Ross – 15 Min.)

A. SEACAP Bylaws

1. Public Board Member Seating Revision (Action)

Mrs. Ramirez explains what CAPLAW states for Public Board Member Seating.

Mr. David makes the comment to revise the districts to Districts 1, 2 and 3.

Mrs. Ramirez replies that the changes will be made.

Mrs. Calhoun asks for clarification that an elected Board Member can also appoint a representative on their behalf rather than take the position themselves.

Mr. David makes the Motion with amendment in SEACAP Bylaws Article 2, BOARD OF DIRECTORS Section D, Representation of Public Elected Officials, Number 1 to include Congressional Districts 1, 2 and 3.

Ms. Baxter Seconds the Motion.

All in Favor. Motion passed.

2. Board of Directors State of Emergency Process (Action)

Mrs. Ramirez states AZ DES recommended SEACAP to update bylaws to cover any future state of emergencies.

Mrs. Waits Motions to accept the Board of Directors State of Emergency Process as written.

Mrs. Lucero Seconds the Motion.

All in Favor. Motion passed.

B. Frequency of Board Meetings (Action)

Mrs. Ross recommends to table subject due to the pandemic.

Mrs. Calhoun suggests to withdraw Motion permanently.

Mr. David suggests to revisit subject later in the year. He recommends to continue the quarterly meetings however if more frequent meetings, they should be allowed.

Mrs. Ross concurs. She suggests to postpone the discussion for a more appropriate time.

Mrs. Ramirez states that the reason to know the amount of meetings is for the CAP Plan and to report it to DES so they are able to show up if needed. SEACAP is mandated to have at least a meeting every quarter. If there are more meetings to be added, SEACAP will notify DES as needed.

Mrs. Ramirez asks if the third Thursday of the month is okay for everyone. Mrs. Ramirez asks if there is another day in the month SEACAP Board can meet.

Discussion ensues among Board.

General consensus of Second Thursday of the Month every Quarter works for the Board.

Ms. Baxter Motions to continue having meetings occur quarterly and to be on the Second Thursday of the Month.

Ms. Calhoun Seconds the Motion.

All in Favor. Motion passed.

X. NEW BUSINESS:

None discussed at this time.

XI. FUTURE AGENDA ITEMS:

Mrs. Waits recommends to have COVID-19 and the long lasting effect for our service areas discussion for each county represented.

Mrs. Ross asks about the ADOH Reconstruction Project.

Mrs. Ramirez states SEACAP is applying for this grant. The application is due August 30, 2020.

XII. MEETING DATE: *September 10, 2020*

One issue to meet in person, as a Board, is a location as the usual location is closed to meetings until further notice.

SEACAP may be able to find meeting space in Willcox, AZ.

XIII. ADJOURNMENT

Mrs. Ross Adjourns meeting at 10:51AM. Phone conference ended.

*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