SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
1025 STATE ROUTE 90 BENSON, AZ 85602
Tuesday June 30, 2026
10:00AM – 11:30AM
MEETING MINUTES
REGULAR MEETING

I. CALL TO ORDER: (Gwen Calhoun - 5 Min.)
President
Meeting called to order at 10:00 AM by Mrs. Gwen Calhoun.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)
Roll Call – Secretary
Attendance called by Ms. Monica Valadez.

PRIMARY MEMBERS PRESENT:
Shirley Ross, Cochise County, Low-Income, Primary via Zoom
Gwen Calhoun, Cochise County Private Primary
Monica Aguilar, Greenlee County, Private Primary
Ray Hidalgo, Santa Cruz, Private Primary via Zoom
Juan Balderas, Santa Cruz, Public Primary via Zoom
Ms. Megan Robbins, Pending Graham County Public Primary

ALTERNATE MEMBERS PRESENT:
Norma Lucero, Santa Cruz County, Private Alternate via Zoom

BOARD MEMBERS NOT PRESENT:
Frank Antenori, Cochise County, Public Primary
Jessica Dominguez, Graham County Private Primary
Demetry Simonton, Cochise Private Alternate
Cecilia Brown, Santa Cruz County Low-Income Primary

SEACAP STAFF PRESENT:
Yvette Ramirez, Executive Director
Monica Valadez, Administrative Assistant
Alexia Hurtado, Northern Cochise, Graham & Greenlee County Regional Coordinator

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

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 at this time.

V. CALL TO THE PUBLIC: (Gwen Calhoun - 5 Min.)
None at this time.

VI. BOARD UPDATES: (Gwen Calhoun – 15 Min.)

A. New Members

1. Graham County (Action)

a. Public Primary

Ms. Megan Robbins introduced self. Mrs. Monica Aguilar Motions to Accept Ms. Megan Robbins as the new Graham County Public Primary Board Member.
Mrs. Shirley Ross Seconds the Motion.
All in Favor

b. Low-Income Primary

SEACAP will advertise for new low-income board member. Mrs. Monica Aguilar Motions for SEACAP to move forward with advertisements.
Mrs. Shirley Ross Seconds the Motion.
All in Favor.

2. Greenlee County

a. Low- Income Primary

SEACAP still advertising for low-income board member. No nominations/interest as of yet.

b. Public Primary (Action)

Mr. Will Wearne from Greenlee County BOS tentatively appointed by Greenlee County BOS as Public Sector representative. SEACAP awaiting formal letter from Greenlee County Board of Supervisors in July 2026.
Mrs. Monica Aguilar Motions to accept Mr. Wearne once official letter of appointment is received.
Mrs. Shirley Ross Seconds the Motion.
All in Favor.

B. Terms

1. Cochise County Low-Income Primary (Action)

Mrs. Ross verbalized agreement to another term as SEACAP Board Member.
Mrs. Aguilar Motions to Accept Mrs. Ross's new term.
Mrs. Ross Seconds the Motion.
All in Favor.

2. Greenlee County Private Primary 2nd Term (Action)

Mrs. Aguilar verbalized agreement to another term as SEACAP Board Member.
Mrs. Ross Motions to Accept Mrs. Aguilar's Second term.
Mrs. Ross Seconds the Motion.
All in Favor.

3. Santa Cruz County Private Primary (Action)
Mr. Ray Hidalgo verbalized agreement to serve another term as SEACAP Board Member.
Mrs. Aguilar Motions to Accept Mr. Hidalgo's Second term.
Mrs. Ross Seconds the Motion.
All in Favor.

4. Santa Cruz County Private Alternate (Action)
Mrs. Norma Lucero verbalized agreement to serve another term as SEACAP Board Member Alternate.
Mrs. Aguilar Motions to Accept Mrs. Lucero's Second term.
Mrs. Ross Seconds the Motion.
All in Favor.

5. Santa Cruz County Public Primary (Action)
Mr. Juan Balderas verbalized agreement to serve another term as SEACAP Board Member.
Mrs. Aguilar Motions to Accept Mr. Balderas's Second term.
Mrs. Ross Seconds the Motion.
All in Favor.

VII. CONSENT AGENDA: (Gwen Calhoun - 10 Min.)

A. Consideration of Approval of Meeting Minutes (Action)

1. March 3, 2025 Board Meeting Minutes
Mr. Juan Balderas Motions to Accept March 3, 2026 Board Meeting Minutes.
Mr. Hidalgo Seconds the Motion.
All in Favor.

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

A. SFY25-SFY29 Strategic Plan Update
Mrs. Yvette Ramirez discusses with board strategic plan update along with discussion SEACAP had with Dr. Davis for ROMA. Due dates will be moved forward to reflect correct dates. Board will be updated again in Sept. 2026 meeting.

B. SFY27 Community Needs Assessment
SEACAP has some calls with possible contractors to assist in completing Community Needs Assessment. SEACAP Board will be updated in September 2026 board meeting.

C. Current Events

1. DES Updates
DES LIHEAP adjudication is up to date thus far. Delays occur time-to-time.

2. ADOH Updates
Arizona Department of Housing is ever changing in regulations and programs. SEACAP will update board September 2026.

3. Wildfire Updates
State Association, WILDFIRE, will not have an annual conference this upcoming fiscal year.

D. SEACAP Staffing Changes
Since last October, SEACAP has lost 3 employees. Ms. Alexia Hurtado has enrolled to get Fiscal certification/degree completed. SEACAP does have Mrs. Diana Merino under contract for fiscal advising/audit preparations through October 2026.

IX. FINANCIAL REPORT: (Yvette Ramirez – 25 Min.)

A. SEACAP Fiscal Policy Review/Update (Action)
Mrs. Aguilar Motions to Accept the SEACAP Fiscal Policy as is.
Mr. Hidalgo Seconds the Motion.
All in Favor.

B. One AZ Credit Union Credit Card Changes (Action)
1. Cecilia Brown
2. Diana Merino

Ms. Robbins Motions to Close the Credit Cards for Mrs. Cecilia Brown and Mrs. Diana Merino.
Mrs. Aguilar Seconds the Motion.
All in favor.

C. SFY27 DES Contract
State Fiscal 2027 DES contract received and signed by SEACAP. Funding is only for the first quarter of the year. SEACAP awaiting to get the rest of the budget within the next quarter.

D. SFY27 ADOH Contract
As of right today (06/30/2026) SEACAP is awaiting SFY 2027 ADOH contract. If no contract presented by July 1, 2026, SEACAP weatherization program will be on hold until contract received and signed by SEACAP.

E. SFY27 WILDFIRE Contract
State Fiscal 2027 WILDFIRE contract received and signed by SEACAP.

X. BOARD OF DIRECTORS REPORT: (Gwen Calhoun – 50 Min.)

A. SFY25 Executive Director Evaluation (Action)
Mr. Balderas Motions to Accept SFY25 Executive Director Evaluation as presented.
Mrs. Aguilar Seconds the Motion.
All in Favor.

B. SFY25 Executive Director's Position Description (Action)
Mrs. Aguilar Motions to Accept SFY2025 Executive Director's Position Description.
Mr. Juan Balderas Seconds the Motion.
All in Favor.

C. SFY25 Executive Director's Compensation Review (Action)
Mr. Balderas would like to discuss SFY2027 Executive Director's Compensation at a future date.
Mrs. Aguilar Motions to Accept SFY2025 Executive Director's Compensation at this time.
Ms. Robbins Seconds the Motion.
All in Favor.

D. SFY25 Board Self-Assessment Cumulative Report (Action)
Mrs. Aguilar Motions to Accept SFY25 Board Self-Assessment Cumulative Report.
Mr. Hidalgo Seconds the Motion.
All in Favor.
Board made aware new self-assessment of board will be needed for SFY26 in next meeting or two.

XI. NEW BUSINESS:
None at this time.

XII. FUTURE AGENDA ITEMS:
None at this time.

XIII. NEXT MEETING DATE:
Tuesday September 15, 2026 at 10:00 AM located at Benson Center Cochise College 1025 State Route 90 Benson, AZ 85602
Ms. Valadez suggests to change date for next board meeting to Monday September 21, 2026 via Zoom. Board in general consensus.

XIV. ADJOURNMENT
Mrs. Calhoun adjourned meeting at 11:27AM.

* 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: (719)359-4580
Meeting ID: 673 357 1083
Passcode: Seacap2026

or via **Zoom Meeting** as follows:
https://us06web.zoom.us/j/6733571083?pwd=IYkawX1tEAHFrd5XB733qHPAiPOmPC.1&omn=85969671943

Meeting ID: 673 357 1083
Passcode: 818 431 4758