

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE**

September 9, 2021 9:30 A.M. –12:00 P.M.

AGENDA

ANNUAL MEETING

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

- II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**
 - A. Roll Call – Secretary

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

- 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.

- V. SEATING OF BOARD OF DIRECTORS SFY22 (Jenny Howard - 15 Min.)**
 - A. Resignation
 - 1. Gwen Calhoun
 - B. New Santa Cruz County Low-Income Primary Board Member
 - 1. Linda Valenzuela (**Action**)
 - C. Seating of Present Board Members SFY21
 - Nancilee Hill Waits, Greenlee County/ Low-Income Primary
 - Gina Grove, Greenlee County/ Low-Income Alternate
 - Haiden LaFoy, Greenlee County/ Public Primary
 - Norma Lucero, Santa Cruz County/ Private Primary
 - Raymond Hidalgo, Santa Cruz County/Private Alternate
 - Maritza Cervantes, Santa Cruz County/Public Primary
 - Linda Valenzuela, Santa Cruz County/ Low-Income Primary
 - Shirley Ross, Cochise County/ Low-Income Primary
 - Elnora Baxter, Graham County/Low-Income Primary
 - Jenny Howard, Graham County/Private Primary
 - Paul David, Graham County/ Public Primary

- VI. ELECTION OF OFFICERS SFY22 (Jenny Howard - 25 Min.)**

- VII. PROGRAM REPORTS SFY21 (Yvette Ramirez - 15 Min)**
 - A. SFY21 Annual Reports (**Action**)

- VIII. FISCAL REPORTS SFY21 (Diana Merino – 15 Min)**
 - A. SFY21 Annual Financial Reports (**Action**)

- IX. ADJOURNMENT**

REGULAR BOARD MEETING

- I. CALL TO ORDER: (Board Chair- 5 Min.)**
 - President

- II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)**
Roll Call – Secretary
- III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)**
Secretary
- IV. DECLARATION OF CONFLICT OF INTEREST: (Board Chair - 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.
- V. CALL TO THE PUBLIC: (Board Chair - 5 Min.)**
- VI. CONSENT AGENDA: (Board Chair - 5 Min.)**
A. Consideration of Approval of Minutes for June 30, 2021. (Action)
- VII. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 20 Min.)**
Executive Director Report
- VIII. PROGRAM REPORT: (Yvette Ramirez – 40 Min.)**
- A. Current Events
 - 1. Willcox Office Closure Update
 - 2. New Nogales Office Location Update
 - 3. ADOH Rehabilitation Grant Update
 - 4. American Rescue Plan Act
 - 5. LIWAP
 - 6. San Carlos Apache Tribe Intragovernmental Agreement
 - a. Emergency Rental Assistance Program
 - 7. Mask-Wearing Update (Action)
 - B. Website
- IX. FINANCIAL REPORT: (Diana Merino – 30 Min.)**
- A. Financial Institution Update
 - 1. One AZ Credit Union Credit Card Updated Amounts
 - B. Preparing for SFY2021 Audit
- X. BOARD OF DIRECTORS REPORT: (Board Chair – 40 Min.)**
- A. Update on ROMA Training
 - B. Ten-year (SFY12-SFY21) Trend Report of Administrative vs. Direct Service Costs
 - C. SFY2021 Executive Director Evaluation
 - D. SFY2022 Board Retreat Discussion (Action)
- XI. NEW BUSINESS:**
- XII. FUTURE AGENDA ITEMS:**
- XIII. MEETING DATE: *Thursday November 18, 2021***
- XIV. ADJOURNMENT**

*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