

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

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

**MEETING MINUTES
ANNUAL MEETING**

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

A. President

Meeting called to order by Ms. Norma Lucero at 09:38 AM.

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

A. Roll Call – Secretary

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income

Nancee Hill Waits, Greenlee County, Low-Income

Jenny Howard, Graham County, Private *called in at 10:40AM*

Paul David, Graham County, Public

Maritza Cervantes, Santa Cruz County, Public

Norma Lucero, Santa Cruz County, Private

Haiden LaFoy, Greenlee County, Public Primary

BOARD MEMBERS NOT PRESENT:

Elnora Baxter, Graham County, Low-Income

ALTERNATE MEMBERS PRESENT:

Raymond Hidalgo, Santa Cruz County, Private

Gina Grove, Greenlee County, Low-Income

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director

Diana Merino, Fiscal/Contract Manager

Cecilia Brown, SEACAP Regional Coordinator

Monica Valadez, Administrative Assistant

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

A. Secretary

Quorum is established.

Mrs. Jenny Howard enters call at 10:40 AM and continues to direct meeting.

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.

None identified at this time.

V. SEATING OF BOARD OF DIRECTORS SFY22 (Jenny Howard - 15 Min.)

A. Resignation

1. Gwen Calhoun

Mrs. Howard asks if Mrs. Gwen Calhoun is present at the meeting and if her resignation was effective immediately.

Ms. Valadez confirms Mrs. Calhoun's absence and verifies resignation was effective immediately.

Mrs. Yvette Ramirez asks for Board for what direction to take when getting a new Public Board Member for SEACAP Board of Directors. She explains how there were recent changes to the SEACAP Bylaws and it now doesn't require someone appointed from Board of Supervisors but to be an elected official.

Discussion ensues among Board.

Mr. Paul David suggests that the Board of Supervisors continue to appoint Public Board Members.

Mrs. Shirley Ross states the Board of Supervisors should be the first place to appoint a Public Board Member. However, if Board of Supervisors cannot appoint one in a timely manner, then we should search for the Public Board Member.

Mrs. Howard asks Mrs. Ramirez to keep Board updated on getting Public Board Member.

B. New Santa Cruz County Low-Income Primary Board Member

1. Linda Valenzuela (**Action**)

Mrs. Howard introduces Mrs. Linda Valenzuela, the new Santa Cruz County Low-Income Primary Board Member to the Board.

Mrs. Haiden LaFoy Motions to Accept Linda Valenzuela as the new Santa Cruz County Low-Income Primary Board Member.

Mrs. Ross Seconds the Motion.

No nay votes.

Motion passes unanimously.

C. Seating of Present Board Members SFY22

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.)

Mrs. Howard asks for SFY22 Nominations of Officers on Board.

Nomination form for SEACAP Board Officers SFY2022 is as follows:

Board President: Jenny Howard
Vice President: Maritza Cervantes, Haiden LaFoy
Treasurer/Secretary: Nancilee Hill Waits

The only verbal nomination is Nancilee Hill Waits for Treasurer/ Secretary.

Discussion among Board.

Mrs. Ross Motions to Nominate Mrs. Nancilee Hill Waits as the SFY 2022 Treasurer/Secretary.

Mr. Paul David Seconds the Motion.

All in favor. No abstentions. Vote is unanimous.

Mrs. Waits is Treasurer/Secretary for SEACAP Board SFY2022.

Ms. Valadez states Ms. Cervantes and Mrs. LaFoy have been nominated for Vice-President.

Mrs. LaFoy declines nomination.

Mrs. Norma Lucero Motions to Nominate for Mrs. Maritza Cervantes as the SFY2022 Vice-President.

Mr. David Seconds the Motion.

All in Favor. No abstentions. Vote is unanimous.

Mrs. Maritza Cervantes is Vice-President for SEACAP Board SFY2022.

Ms. Valadez states there are two written nominations for Jenny Howard Board President SFY2022.

Mrs. Shirley Ross Seconds the Motion to Nominate Jenny Howard for SEACAP Board President SFY2022.

All in Favor. No abstentions. No nay votes. Motion Passed.

Mrs. Jenny Howard is Board President for SEACAP Board SFY2022.

Ms. Valadez asks about the “at large” board members.

Discussion ensues.

Mrs. Ross volunteers herself.

Mr. David volunteers himself to remain on if no one else would like to.

SEACAP’s two at-large board members for SFY2022 are Mrs. Shirley Ross and Mr. Paul David.

VII. PROGRAM REPORTS SFY21 (Yvette Ramirez - 15 Min)

A. SFY21 Annual Reports (Action)

Mrs. Yvette Ramirez presents the SFY21 Program Reports. She further explains that SEACAP was able to expend all of the CARES Act funding the agency was assigned.

Mrs. Cervantes Motions to Accept the SFY21 Program Reports as is.

Mrs. Ross Seconds the Motion.

No abstentions. Vote is unanimous. Motion Passes.

VIII. FISCAL REPORTS SFY21 (Diana Merino – 15 Min)

A. SFY21 Annual Financial Reports (Action)

Mrs. Diana Merino presents SEACAP's SFY21 Fiscal Reports.

Mrs. Howard asks for the amount SEACAP carried over to SFY2022.

Mrs. Ramirez responds that for the DAAS (Division of Adult and Aging Services) CARES Funding carryover was approximately \$53,000.00. Regular DAAS-CSBG (Community Service Block Grant) Funding was approximately \$215,000.00. WAP (Weatherization Assistance Program) CARES funding was all spent, and WAP-LIHEAP (Low-Income Energy Assistance Program) Funding carryover was approximately \$212,000.00.

Mrs. Waits Motions to accept SEACAP SFY21 Fiscal Reports.

Mrs. Lucero Seconds the Motion.

No abstentions. Vote is unanimous. Motion passes.

IX. ADJOURNMENT

Mrs. Cervantes Motions to Adjourn SFY2021 Annual Meeting.

Mrs. Ross Seconds the Motion.

Vote unanimous. Meeting adjourned at 10:07A.M.

REGULAR BOARD MEETING

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

President

Meeting called to order by Mrs. Jenny Howard at 10:07 A.M.

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

Roll Call – Secretary

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Nancilee Hill Waits, Greenlee County, Low-Income
Jenny Howard, Graham County, Private
Paul David, Graham County, Public
Linda Valenzuela, Santa Cruz County, Low-Income
Maritza Cervantes, Santa Cruz County, Public
Norma Lucero, Santa Cruz County, Private
Haiden LaFoy, Greenlee County, Public Primary

BOARD MEMBERS NOT PRESENT:

Elnora Baxter, Graham County, Low-Income

ALTERNATE MEMBERS PRESENT:

Raymond Hidalgo, Santa Cruz County, Private
Gina Grove, Greenlee County, Low-Income

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/Contract Manager
Cecilia Brown, SEACAP Regional Coordinator
Monica Valadez, Administrative Assistant

Per SEACAP Bylaws, a board removal letter is to be written and mailed out to Ms. Elnora Baxter due to absenteeism.

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

Secretary

Quorum is established.

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.

None identified at this time.

V. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)

None identified at this time.

VI. CONSENT AGENDA: (Jenny Howard - 5 Min.)

- A. Consideration of Approval of Minutes for June 30, 2021. (Action)

Mrs. Maritza Cervantes Motions to Approve the Minutes of June 30, 2021.

Mrs. Shirley Ross Seconds the Motion.

No abstentions. Vote is unanimous. Motion passes.

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

Executive Director Report

Mrs. Yvette Ramirez presents the Executive Director's Report.

Mrs. Norma Lucero asks if there were any highlights from her report she would like to go into detail about.

Mrs. Ramirez explains about new programs SEACAP staff are learning and promoting with regular services, the NCAP (National Community Action Partnership) Conference case management and administration attended, community fairs attended and ending SNAPs program and why it's ending for SEACAP at the end of September 2021.

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

- A. Current Events
1. Willcox Office Closure Update

The Willcox Office location officially closed July 23, 2021. SEACAP still goes bi-monthly to Willcox to provide services for Willcox and surrounding communities.

2. New Nogales Office Location Update

The New Nogales Office Location is at 125 E. Madison Suite 2, in Nogales.

3. ADOH Rehabilitation Grant Update

The ADOH Grant Application was released and is due in December 2021.

4. American Rescue Plan Act

CARES Act funding ended June 30, 2021. The new funding name is ARPA (American Rescue Plan Act). SEACAP received additional funding (ARPA) for both LIHEAP (approximately \$800,000.00 vouchers) and LIHEAP-WAP (approximately \$460,000.00). SEACAP has discussed possible ways to expend funding and Waiting for a response from ADOH (Arizona Department of Housing) on suggestions.

5. LIWAP

DES (Department of Economic Security) has all state CAAs (Community Action Agencies) to assist clients in applying for the assistance through DES's portal used for ERAP (Emergency Rental Assistance Program). Wildfire has written DES a letter to see how CAAs can be compensated for services.

6. San Carlos Apache Tribe Intragovernmental Agreement a. Emergency Rental Assistance Program

Mr. Terry Ross reached out approximately three weeks ago to SEACAP for an agreement to assist with services. He states they need to expend five million dollars for their ERAP program. He has extended the assistance to all the counties SEACAP serves. The program is for all of September 2021.

7. Mask-Wearing Update (Action)

Mrs. Ramirez explains the purpose to extend the mask mandate through June 30, 2022.

Discussion begins among board.

Mrs. Ross Motions to Extend Mask-Wearing Update until February 2022.

Mrs. Waits Seconds the Motion.

No abstentions. Vote is unanimous. Motion passes.

B. Website

Mrs. Ramirez explains the website is ever-changing due to DAAS.

IX. FINANCIAL REPORT: (Diana Merino – 30 Min.)

A. Financial Institution Update

1. One AZ Credit Union Credit Card Updated Amounts

Mrs. Diana Merino explains that the updates to the credit cards have yet to be changed. She will look further into and give updates on this.

B. Preparing for SFY2021 Audit

The upcoming SFY2021 Audit is scheduled for October 19, 2021 and usually lasts 1-2 days in the office.

X. BOARD OF DIRECTORS REPORT: (Board Chair – 40 Min.)

A. Update on ROMA Training

The ROMA Training has been postponed and needs to be scheduled for next in-person meeting. SEACAP must have this completed by June 2022.

B. Ten-year (SFY12-SFY21) Trend Report of Administrative vs. Direct Service Costs

Mrs. Ramirez explains trend report.

Mrs. Howard asks if SEACAP can continue to see the 10-year trend analysis every year.

C. SFY2021 Executive Director Evaluation

Mrs. Ramirez asks board to complete and return to Administrative Assistant as soon as possible for Board President and Administrative Assistant can complete report before next meeting scheduled in November 2021.

Deadline for all Executive Director Evaluations to be returned by October 21, 2021.

D. SFY2022 Board Retreat Discussion (Action)

Mrs. Ramirez talks about a possible Board Retreat in the future. Suggestions for February 2022 and for where is Tucson, AZ. General consensus for February 2022 in Tucson thus far.

Mrs. Howard asks if we can talk to previous bidders from last retreat scheduled 2019. Ms. Valadez will get information for next board meeting in November 2021.

Mrs. Ramirez asks if SEACAP can advertise for the Graham County Low-Income Primary Board Position, contact Cochise County for the Cochise County Public Primary Board to get board members on board. By having the new board members, SEACAP can hold a training session before the SFY2022 Board Retreat happens.

Mrs. Howard asks for a Doodle Poll for when in February 2022 would be a good date/weekend for the SFY 2022 SEACAP Board Retreat.

Mrs. Ross Motions to Schedule the SFY2022 SEACAP Board Retreat February 2022.

Mrs. Waits Seconds the Motion.

No abstentions. Vote is unanimous. Motion Passes.

XI. NEW BUSINESS:

Mrs. Ramirez states she needs to set up an Executive Committee meeting before the November 2021 meeting. She would like to discuss the direction SEACAP is going as an agency post-pandemic.

A Doodle Poll will be set up to see what date works for the Executive Committee.

XII. FUTURE AGENDA ITEMS:

None at this time.

XIII. MEETING DATE: *Thursday November 18, 2021*

Discussion ensues among Board and SEACAP staff concerning scheduling conflicts. An afternoon meeting is suggested. General consensus for a telephonic meeting if an afternoon meeting is being discussed.

Meeting will be scheduled for Thursday November 18, 2021 at 1:00 P.M. telephonically.

XIV. ADJOURNMENT

Mrs. Cervantes Motions to Adjourn Meeting.

Mrs. Ross Seconds the Motion.

No abstentions. Vote is unanimous. Meeting adjourned at 11:05 A.M.

*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