

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM

283 W. 5TH STREET

SAFFORD, AZ 85546

The annual board meeting of the Southeastern Arizona Community Action Program was held at the Cochise College Center Benson, Arizona on September 19, 2018.

ANNUAL MEETING

I. CALL TO ORDER:

A. President

Board President, Mrs. Ross calls the meeting to order at 10:04 a.m.

II. IDENTIFICATION OF BOARD MEMBERS:

A. Roll Call – Secretary

Shirley Ross, Cochise County/ Low Income

Gwen Calhoun, Cochise County/ Public

Norma Lucero, Santa Cruz County/ Private

Elnora Baxter, Graham County/ Low Income

Haiden LaFoy, Greenlee County/ Public

BOARD MEMBERS ALTERNATES PRESENT:

Horatio Skeete, Graham County/ Public

Nancilee Hill Waits, Greenlee County/ Low Income

Raymond Hidalgo, Santa Cruz County/ Private

BOARD MEMBERS NOT PRESENT:

Paul David, Graham County/ Public

Gine Grove, Greenlee County/ Low Income

BOARD MEMBERS ALTERNATES NOT PRESENT:

Mauricio Chavez, Santa Cruz County/ Public

Steve Rutherford, Greenlee County/ Public

STAFF PRESENT:

Librado M. Ramirez, Executive Director

Diana Merino, Fiscal Contract Manager

Yvette Ramirez, Program Manager

Deborah Hernandez, Secretary

Alexia Hurtado, Case Manager

III. ESTABLISH QUORUM:

A. Secretary

Ms. Hurtado took roll call and a quorum was established after identification of all voting Board Members.

IV. DECLARATION OF CONFLICT OF INTEREST:

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 was declared.

V. SEATING OF BOARD OF DIRECTORS SFY19:

The list of Board of Directors was reviewed.

Ms. Hurtado named all of the current board members, their county and their position.

VI. ELECTION OF OFFICERS SFY19:

Mrs. Ross asks if anyone would like to volunteer for the President, Vice President or Treasurer/Secretary position.

Mrs. Lucero explains that she still feels pretty new to her position as Vice President and would like to nominate herself once more.

Mrs. Ramirez reminds the board that the new Executive Committee will meet with staff a month prior to the Regular Board Meeting to receive an update on the Strategic Plan and ensure that staff is following it.

Mr. Skeete Motions to keep the Officers as is.

Mrs. Ross as Board President

Mrs. Lucero as Vice President

Mrs. Grove as Treasure/Secretary.

Mrs. Waits Seconds.

All in Favor.

VII. PROGRAM REPORTS SFY18:

A. 4th Quarter Expenditure Reports (Action)

Mrs. Ramirez present the report.

Mrs. Ramirez explains that it looks like little money was spent but that was because the end of the State Fiscal year was almost completed and that a majority of the money was spent in the prior quarters.

Mrs. Calhoun Motions to Approve the 4th Quarter Expenditure Reports.

Mr. Skeete Seconds.

All in Favor.

B. 4th Quarter Client Survey Reports (Action)

Mrs. Calhoun questions on how SEACAP gets a "100% return" and how does 100% of the clients return.

Mrs. Ramirez tells the board that a survey is given to all clients whether they are assisted or not and that the 100% is not number of clients returning but the number of Surveys returned back to staff.

Mrs. Calhoun Motions to Approve the 4th Quarter Client Survey Reports

Mr. Skeete Seconds.

All in Favor.

Motion Passes Unanimously.

C. SFY18 Annual Reports (Action)

Mrs. Ramirez presents the SFY18 report to the Board and asks if there any questions

The Board reviews the Report.

Mrs. Calhoun Motions to approve the SFY18 Annual Reports.

Mr. Skeete Seconds.

All in Favor.

VIII. FISCAL REPORTS SFY18:

A. 4th Quarter Monthly Budget Analysis (Action)

Mrs. Merino explains that Department of Housing gave SEACAP extra funds and the extra funds were used for weatherization purposes.

Mrs. Ramirez explains that TRI-CO gave us an extra \$2,500.00 so we can help their clients. Unfortunately tri-co serves a very small portion of Santa Cruz County and the portion that did use TRI-CO was over income and we were unable to serve. The money will be returned to Tri-Co.

Mrs. Waits Motions to approve the 4th Quarter Monthly Budget Analysis.

Mrs. Lucero Seconds.

All in Favor.

B. 4th Quarter Financial Statements (Action)

Mrs. Merino present the 4th Quarter Financial Statements.

The Board reviews the report and has a discussion.

Mrs. Waits Motions to Approve the 4th Quarter Financial Statements.

Mrs. Lucero Seconds.

All in Favor.

Motion Passes Unanimously.

C. SFY18 Annual Financial Reports (Action)

Mrs. Merino presents the SFY18 Annual Financial Reports.

The Board reviews the report.

Mrs. Waits Motions to Approve the SFY18 Annual Financial Reports.

Mrs. Lucero Seconds.

All in Favor.

IX. ADJOURNMENT

Mrs. Calhoun Motions to Adjourn the Annual Meeting

Mrs. Waits Seconds

Annual Meeting Adjourned at 10:37 a.m.

REGULAR BOARD MEETING

I. CALL TO ORDER:

A. President

Board President, Mrs. Ross calls the meeting to order at 10:40 a.m.

II. IDENTIFICATION OF BOARD MEMBERS:

A. Roll Call – Secretary

Shirley Ross, Cochise County/ Low Income

Gwen Calhoun, Cochise County/ Public

Norma Lucero, Santa Cruz County/ Private

Elnora Baxter, Graham County/ Low Income

Haiden LaFoy, Greenlee County/ Public

BOARD MEMBERS ALTERNATES PRESENT:

Horatio Skeete, Graham County/ Public

Nancilee Hill Waits, Greenlee County/ Low Income

Raymond Hidalgo, Santa Cruz County/ Private

BOARD MEMBERS NOT PRESENT:

Paul David, Graham County/ Public

Gina Grove, Greenlee County/ Low Income

BOARD MEMBERS ALTERNATES NOT PRESENT:

Mauricio Chavez, Santa Cruz County/ Public

Steve Rutherford, Greenlee County/ Public

STAFF PRESENT:

Librado M. Ramirez, Executive Director

Diana Merino, Fiscal Contract Manager

Yvette Ramirez, Program Manager

Deborah Hernandez, Secretary
Alexia Hurtado, Case Manager

III. ESTABLISH QUORUM:

A. Secretary

Ms. Hurtado took roll call and a quorum was established after identification of all voting Board Members.

IV. DECLARATION OF CONFLICT OF INTEREST:

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None.

V. CALL TO THE PUBLIC:

None.

VI. CONSENT AGENDA:

A. Consideration of Approval of Minutes of May 24, 2018. (Action)

The Board Reviews the minutes.

Mrs. Calhoun Motions to Approve the Minutes of May 24, 2018

Mrs. Lucero Seconds.

All in Favor.

VII. PROGRAM REPORT:

A. SFY19 CAP Plan (Action)

Mrs. Ramirez tells the Board that a CAP Plan is due every 3 years and she has a CAP Plan ready for review. She explains that part of the CAP Plan is sending the dates for the future Board Meetings and as requested by the board they were moved to the fourth Thursday of every month instead of the third, with the exception of November due to it falling on Thanksgiving.

Mrs. Calhoun states that the fourth Thursday as of now seems to be the best dates for her schedule.

Mr. Skeete Motions to approve the SFY19 CAP Plan.

Mrs. Calhoun Seconds.

All in Favor.

Motion Passes Unanimously

B. Community Needs Assessment 2019 (Action)

Mrs. Ramirez explains that a Community Needs Assessment was completed.

Mrs. Calhoun asks Mrs. Ramirez how all the information was obtained to complete the Assessment.

Mrs. Ramirez states that during assistance clients would fill out a survey that asked questions based on their needs, ethnicity, what is needed most in the community, do they feel they have enough resource etc. On top of the Client Surveys Staff went out to at least 50 different organizations to survey the resources that certain organization provide. Regional Coordinators also interviewed Board Members of SEACAP to get their input.

Mrs. Calhoun Motions to Approve the Community Needs Assessment 2019.

Mrs. Waits Seconds.

All in Favor.

C. Strategic Plan SFY 2019 - 2023 (Action)

Mrs. Ramirez presents the Strategic Plan SFY 2019- 2023 to the Board and reminds the board that the Executive Committee will meet with Staff a month prior to the Regular Board Meeting to ensure that it is going in the proper direction. Staff will then present to all the Board Members at the Regular Board Meetings to ensure everything is going accordingly and that objectives and goals can change to better meet the needs of SEACAP.

The Board has discussion in regards to the Strategic Plan.

Mrs. LaFoy Motions to Approve the Strategic Plan SFY 2019 – 2023

Mrs. Calhoun Seconds.

All in Favor.

Motion Passes Unanimously.

D. Organizational Standards

Mrs. Ramirez explains that 55 out of the 58 standards have been meet. She also explains that 11 standards are due to expire soon and we will need to revisit them as we get closer to the expiration date. She also states we need to add the Fiscal Policy to the agenda next time.

E. Current Events

Mrs. Ramirez states that Staff went to Chicago for the IRS training and she will be sending that information to the board soon.

She also states that Graham County currently started the Commodity Senior Food Program.

F. Website

Nothing new to report.

VIII.

FINANCIAL REPORT:

A. Audit

Mrs. Ramirez explains that Colby & Powell came and audited SEACAP and they are currently reviewing. The auditors will return on to the November 15, 2018 Board Meeting to present the audit.

IX.

BOARD OF DIRECTORS:

A. CAPLAW Conference

Mrs. Ross states that next time a Conference is held she would really like to have a recap of it ASAP because as time goes by a lot of board members tend to forget what they have learned but from what she recalls it was an educational and fun experience.

B. ACAA Annual Conference

Mrs. Wait states that she learned a lot of new material and she also learned that positive stories should be documented. She also stated it was education and she had a good time.

Mrs. Lucero states that they gave a lot of great information on how to deal with Stress and she had a good time getting to know more of our board members.

Mrs. Ross states it was a good experience and she appreciated the extra time she got with her fellow board members and got to bond with them.

Lunch Break at 11:47 a.m.

X.

EXECUTIVE DIRECTORS REPORT:

A. DES Monitoring

Meeting called into order at 12:52 p.m.

Mr. Ramirez explains to The Board that DES will be Monitoring SEACAP On October 1st through the 3rd. He also states DES will be needing to speak to a Private Board Member and Low Income Board Member.

Mrs. Lucero, Santa Cruz Private, states that she will do it and she can do a phone interview.

Mrs. Ross, Cochise County Low Income, states that is available and she can also do it over the phone.

B. Santa Cruz Low Income Position

Mr. Ramirez states that Santa Cruz County has done the voting and there is a potentially new Low Income Primary Board Member.

C. Graham County Private Position

Mr. Ramirez explains that Graham County Electric Coop (GCEC) has sent a letter recommending a new Private Primary for Graham County. Mr. Ramirez states that they will be presented during the next board meeting for the Board to meet them.

D. Cochise County Primary / Alternate Private Position

Mr. Ramirez states that he spoke to Jason from Sulphur Springs Valley Electric Coop (SSVEC) and that he will be sending a letter appointing a new Private Primary and Alternate position.

XI. NEW BUSINESS:

Mrs. Ramirez tells the Board that the Evaluation of the Executive Directors and the Self-Assessment of the Board is due soon and that Ms. Hernandez and Ms. Hurtado will pass out those forms.

Mrs. Ramirez asks the Board if they can please fill out the Executive Director's Evaluation and then send it to Board President, Mrs. Ross. Mrs. Ramirez asks that they also complete the Self-Assessment form and return it by the next meeting in November 2018.

XII. FUTURE AGENDA ITEMS

A Discussion of the Census
Executive Committee adding "Two At Large" Members.
Fiscal Policy

XIII. MEETING DATE:

November 15, 2018

A Committee Meeting will be held on October 23, 2018, 10:30 at the Cochise College in Benson.

XIV. ADJOURNMENT

Mr. Skeete Motions to adjourn meeting at 1:15

Mrs. Wait Seconds.

All in Favor

Meeting Adjourned.

XV. TO BE FOLLOWED BY BOARD GOVERNANCE TRAINING

A. BOARD GOVERNANCE TRAINING

The Board Governance Training was held during lunch.

*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