

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM
283 W. 5TH STREET
SAFFORD, AZ 85546

The regular board meeting of the Southeastern Arizona Community Action Program was held at the Cochise College Center Benson, Arizona on September 08, 2016.

ANNUAL MEETING

I. CALL TO ORDER:

A. President

Board President, Mr. Skeete called the meeting to order at 10:10 A.M.

II. IDENTIFICATION OF BOARD MEMBERS:

A. Roll Call - Secretary

Randy Heiss , Cochise County/Public
Mauricio Chavez, Santa Cruz County/Public (appeared telephonic)
Steve Rutherford, Greenlee County/Public
Gina Grove, Greenlee County/Low Income
Horatio Skeete, Graham County/Public
Amanda Rivero, Santa Cruz County/Private
Shirley Ross, Cochise County/Low Income
Craig Smith, Graham County/Private

BOARD MEMBERS ALTERNATES PRESENT:

Julie Rodriguez, Graham County/Public (appeared telephonic)
Norma Lucero, Santa Cruz County/Private

BOARD MEMBERS NOT PRESENT:

Donamaria McKenzie, Santa Cruz County/Low Income
Roland Knox, Cochise County/Private

BOARD MEMBERS ALTERNATES NOT PRESENT:

Yvonne Pearson, Greenlee County/Public
Judy McKinley, Greenlee County/Private
Nancilee Waits, Greenlee County/Low Income

SPECIAL GUESTS:

Diana Gravett, DES
Terri Rossi, Strategic Planning

STAFF PRESENT

Librado M. Ramirez, Executive Director
Yvette Ramirez, Program Manager
Diana Merino, Secretary
Rangel Moore, Fiscal Manager
Cecilia Brown, Regional Coordinator

III. ESTABLISH QUORUM:

A. Secretary

Mrs. Merino 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. CONFIRMATION & SEATING OF BOARD OF DIRECTORS SFY17 (I.D.A.):

Mrs. Ramirez reviews the revised list.

Ms. Rivero Motions to Accept the new Board of Directors as is.

Mr. Rutherford Seconds.

All In Favor.

Motion Passes Unanimously.

VI. ELECTION OF OFFICERS SFY17 (I.D.A.)

Discussion of nominations regarding the board ballot.

Ms. Rivero declines the Vice President position.

Mr. Heiss Motions to nominate Mr. Craig Smith as Vice President.

Mr. Skeete Seconds.

Mrs. Ross would like clarification regarding her term.

Ms. Rivero suggests moving Ms. Lucero to Primary once her term is up and UNS will provide another alternate at that time.

Mr. Heiss revises his Motion to Accept the revised ballot as Craig Smith, Vice President.

All In Favor.

Motion Passes Unanimously.

VII. FINAL AGENCY BUDGET (I.D.A.)

Ms. Moore reviews the budget and explains that there will be additional funds coming in from DAAS.

Mrs. Ramirez explains why SEACAP is receiving additional money.

Mr. Skeete suggests that the board moves to add a line item on the revenue side of the budget, called contingency funding and add \$250,000.00. Then go to expenditure side of the budget and add a similar line item called contingency expenditure for \$250,000.00 and then adopt today. The revised revenue amount of \$2,342,024.00 and the similar number \$2,342,024.00 is the authorized budget and expenditure for the year. That way when the money is received it can be fiscally moved by bringing an action item to the next meeting and explain how much is in these two categories and how it will be spent. Any movement of the contingency revenue and expenditure line items that are considered for approval must be brought to the Board of Directors for approval before the move occurs, so while there's a budget of \$2,342,024.00 it doesn't mean that there's authorization to spend \$2,342,024.00 because there's \$250,000.00 in contingency. This board will vote on the contingency appropriation and the movement of the contingency funds when SEACAP become aware of them.

Mr. Heiss moves to add a contingency line item to both, the revenue and expenditure area of the budget in the amount of \$250,000.00 raising the total budget amount shown on both spread sheets raising the revenue amounts by the 250,000.00 in contingency for a total of \$2,342,024.00.

Mrs. Ross Seconds.

All In Favor.

Motion Passes Unanimously.

VIII. ANNUAL REPORT SFY16 (I.D.A.)

Mrs. Ramirez reviews the reports and explains that the volunteer hours will increase on Page 11.

Ms. Rivero Motions to Accept the Annual Reports.

Mrs. Grove Seconds.

All In Favor.

Motion Passes Unanimously.

IX. ADJOURNMENT

Mr. Heiss Moves to Adjourn.

Mr. Rutherford Seconds.

Meeting Adjourned at 11:07.

REGULAR BOARD MEETING

I. CALL TO ORDER:

A. President

Board President, Mr. Skeete called the meeting to order at 11:20 A.M.

II. IDENTIFICATION OF BOARD MEMBERS:

B. Roll Call - Secretary

Mr. Skeete verifies that Mauricio Chavez and Julie Rodriguez are still present telephonically.

III. ESTABLISH QUORUM:

B. Secretary

Mr. Skeete verifies that we still have quorum.

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. CALL TO THE PUBLIC:

None

VI. CONSENT AGENDA:

A. Consideration of Approval of Minutes of meeting for June 09, 2016 (I.D.A)

Mr. Heiss Moves to Approve the minutes as presented.

Mr. Rutherford Seconds.

All In Favor.

Motion Passes Unanimously.

VII. PROGRAM MANAGER REPORT:

A. 4TH Quarter Expenditure Report (I.D.A.)

Mrs. Ramirez reviews and explains that no comments are omitted.

Mr. Rutherford Moves to Accept the Report.

Mr. Smith Seconds.

All In Favor.

Motion Passes Unanimously.

B. 4TH Quarter Client Survey Report (I.D.A.)

Mr. Rutherford Moves to Accept the Report.

Mr. Smith Seconds.

All In Favor.

Motion Passes Unanimously.

C. Current Events (I.D.)

Mrs. Ramirez explains that staff just attended 15 workshops for IRS training in Washington D.C.

Mrs. Ramirez explains that the current Policy and Procedure needs to be replaced with the new one provided.

D. Website (I.D.)

Mrs. Ramirez logs on and reviews the website.

Mrs. Grove asks for the website address.

Mr. Skeete will provide his picture by this afternoon.

Mrs. Ramirez compliments the Nogales Crew for the website.

VIII. FINANCIAL REPORT:

A. 3rd Quarter Tabled Monthly Budget Analysis (I.D.A.)

Ms. Moore explains the expenditures and revenues.

Mr. Heiss thanks Ms. Moore for fixing the formulas.

Mr. Heiss Motions to Accept the 3rd Quarter Tabled Monthly Budget Analysis.

Mr. Rutherford Seconds.

All In Favor.

Motion Passes Unanimously.

B. 4th Quarter Monthly Budget Analysis (I.D.A.)

Ms. Moore reviews the report.

Mr. Rutherford Motions To Accept.

Mr. Heiss Seconds.

All In Favor.

Motion Passes Unanimously.

C. Agency Financial Statement (I.D.A.)

Ms. Moore explains the two statements of expenditures.

Mr. Heiss questions if Mr. Ramirez reviewed these statements because once again the balance sheet is not balanced, it's off about \$10,000.00. He thinks he knows what is

causing it but feels that they need to be reviewed more closely so the board gets accurate information. On the revenue expenditure report there's something going on with the last column on the right, percentages are incorrect. They give a false impression of the year end position.

Mr. Heiss moves to table both for corrections, balance sheet and revenue expenditure report.

Mr. Rutherford Seconds.

All In Favor.

Balance Sheet and Revenue Expenditure are Tabled.

IX. TRANSPORTATION:

A. FFY16 ADOT Contract (I.D.)

Mrs. Ramirez explains that Ms. Moore and Ms. Kroegel are no longer in charge of this Program. Mrs. Ramirez and Mrs. Avila are now the ones in charge of the program.

Mrs. Ramirez explains the letter provided to the board regarding why SEACAP didn't get funded, which was for not submitting reports on time. SEACAP has been reimbursed by ADOT for SFY14. SEACAP has also billed and is current with ADOT for SFY15, waiting on reimbursement. However since SEACAP lost funding for SFY16, starting Oct 1st \$30,000.00 of ADOT funding was lost, which is what is used for transportation in conjunction with money from SEAGO (\$20,000.00 for Graham, \$5,000.00 for Clifton, and \$5,000.00 for Duncan), Greenlee County Board of Supervisors also gives an approximate \$35,000.00 to pay for drivers salaries and insurance.

Mrs. Ramirez explains that SEAGO did a sub amended award changing the contract for SFY17 since SEACAP didn't get ADOT funding. However, there is community action money to continue funding the transportation program for SFY17.

Mrs. Ross questions if SEACAP will get caught up.

Mrs. Ramirez assures the board that transportation program will be fixed and will be funded.

Mr. Heiss points out that this is not an (I.D.A.) item.

B. Transportation Program Funding Authorization for SFY 2017 (I.D.A.)

Mrs. Ramirez explains that SEACAP has funds to carry transportation, \$35,000.00 can be used for transportation.

Mr. Heiss would like to know where the cash on hand came from and if it's restricted. How is this earned?

Ms. Moore explains the process.

Mrs. Ramirez explains that the majority amount comes from APS, but also from Admin, URRD, and UNS Programs.

Mr. Heiss would like to verify that the funds are unrestricted and explains his concerns.

Mrs. Ross would like to know by when will SEACAP know if they will be funded for the next year.

Mrs. Ramirez explains that the application will be submitted to ADOT in March and should have an answer by end of May.

Mr. Skeete verifies that the \$35,000.00 will cover transportation until September 30, 2017. Will the 3 months be enough time to find another agency to take over in the event that ADOT will not fund for the following year.

Mr. Heiss knows of another agency that will be applying for the grant.

Mrs. Ramirez explains that either SEACAP or the other agency will be funded but the service will continue.

Mr. Heiss Motions To Approve The Proposed Community Action funding FY16 and should SEACAP not be funded by ADOT: first of all staff notify the board as soon as possible of that decision and secondly that staff work cooperatively and willingly with the next agency for a seamless transition for the client.

Mrs. Grove Seconds.

All In Favor.

Motion Passes Unanimously.

Break for lunch at 12:20 P.M.

Reconvene at 12:50 P.M.

X. BOARD OF DIRECTORS:

A. Greenlee County Private Position (I.D.A.)

Mr. Ramirez explains the position issue once Mrs. Menges resigned.

Mr. Skeete would like for staff and board to strive in identifying people and inviting them to serve.

Mr. Heiss addresses letter regarding DVEC and areas of concern.

Mr. Heiss would like to Motion to table item A and E.

Mrs. Grove Seconds.

All In Favor.

Greenlee County Private Position is Tabled.

B.Santa Cruz County Primary Public Position (I.D.A.)

Mr. Heiss questions why this is on the agenda if it was covered in the last meeting.

Mrs. Ramirez explains the reason why it's on the agenda once again.

Mr. Chavez advises that interviews will be on Friday, September 16th.

Mr. Heiss verifies that the new hire will be Primary and Mr. Chavez will be alternate.

C.Appointment of Cochise County Low Income Alternate to Primary Position (I.D.A.)

Mrs. Ramirez explains the section in the Bylaws.

Mr. Heiss Moves to Accept Mrs. Shirley Ross as Primary Low Income Representative for Cochise County and that staff conducts elections for the alternate position.

Mrs. Grove Seconds.

All In Favor.

Motion Passes Unanimously.

D.Ratification of Quorum on Agenda Items (I.D.A.)

1. June 17, 2014 Board Meeting
2. June 30, 2014 Special Meeting
3. August 21, 2014 Board Meeting

Mr. Skeete Motions to Pass

Mrs. Grove Seconds.

All In Favor.

Motion Passes.

E.Establish ratings of eligibility for Private Organizations pursuant to Article II, Section F., Subsection 3., Paragraphs a.-d. (I.D.A.)

Mr. Heiss Motions to Table.

Mrs. Grove Seconds.

All In Favor.

Section E is Tabled.

XI. EXECUTIVE DIRECTORS REPORT:

A. SEACAP Procurement Policy (I.D.A.)

Mr. Ramirez presents the two different policies provided and discusses them.

Mrs. Rodriguez explains that the one provided by the County might not work.

Mr. Heiss prefers the second version but doesn't like some of it: under section 1, subsection B discussing sealed bids excluding personal and professional services. He feels that anything over \$10,000.00 should go out for bids, no exceptions. Second subsection C2 specifically calling out audit services should also go out to bid. Would like to hold off on this until further research regarding thresholds.

Ms. Gravitt is still researching.

Mr. Heiss Motions To Reject Item 1 and Table Item 2.

Mr. Rutherford Seconds.

All In Favor.

Motion Passes Unanimously.

B. Board Member Protocol (I.D.)

Mr. Ramirez reviews the pamphlet from CAPLAW and will provide a copy for all board members.

Mr. Heiss would like to move Items XIII, XIV, XV before XII.

Mr. Smith needs to leave soon for another meeting at the hospital.

Quorum will not be met if Mr. Smith leaves since Mrs. Grove had to step out for her appointment.

Mr. Smith will stay for the Executive Session.

Ms. Rossi suggests going into Executive Session as planned.

XII.

EXECUTIVE SESSION A.R.S. 38-431.03A.1. (I.D.A.)

A. Executive Director Performance Evaluation

B. Board Action in relation to performance Evaluation

Mr. Rutherford Motions to go into Executive Session.

Mr. Smith Seconds.

All In Favor.

Executive Session Commences.

Reconvene Regular Session at 2:33 P.M.

Mrs. Ramirez passes out the Organizational Self-Assessment Survey SFY17 and asks to please complete it and mail it back in the provided envelope.

Mr. Skeete explains that the board met and completed the evaluation. A copy of the evaluation has been handed out to SEACAP secretary.

Mr. Skeete explains that a plan is in place and will transition the organization within the next year.

Mr. Rutherford Motions To Move.

Mr. Heiss Seconds.

All In Favor.

Motion Passes Unanimously.

XIII. FUTURE AGENDA ITEMS (I.D.A.)

Tabled Items 8C, 10A & E, 11A
FSLA Payroll Changes, New Labor Laws
Whistle Blowing Policy
Strategic Plan Update

XIV. MEETING DATE:

November 17, 2016

**XV. STRATEGIC PLANNING PRESENTATION:
A. Partner Participation (I.D.A.)**

Mrs. Ramirez questions if Mr. Smith is gone how will approval be met.

Mr. Skeete replies that a special meeting will be held for voting.

Mr. Smith leaves the meeting.

Ms. Rossi introduces herself and provides a copy of her information to everyone.

Ms. Rossi asks everyone to introduce themselves.

Ms. Rossi explains the steps and all involved, it can be a lengthy process.

Ms. Gravitt can mark SEACAP as compliant as long as the plan is in progress.

Mr. Skeete would like to have the first part (preparation and design) completed by December.

Ms. Rossi explains the different options.

Mr. Ramirez discusses options of when and where to meet.

Ms. Rossi asks everyone to perform an exercise.

Ms. Rossi brings the presentation to closure.

XVI. ADJOURNMENT

Meeting adjourned at 2:37 when Mr. Smith left the meeting, lost quorum.

*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