

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
September 22, 2021 10:00 A.M. – 2:00 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 SFY23 (Jenny Howard - 15 Min.)**
 - A. Seating of Present Board Members SFY23

Shirley Ross, Cochise County/ Low-Income Primary
Peggy Judd, Cochise County/ Public Primary
Suzanne Smith, Graham County/Low-Income Primary
Jenny Howard, Graham County/Private Primary
Paul David, Graham County/ Public Primary
Nancilee Hill Waits, Greenlee County/ Low-Income Primary
Erica Gonzalez, Greenlee County/ Public Primary
Linda Valenzuela, Santa Cruz County/ Low-Income Primary
Norma Lucero, Santa Cruz County/ Private Primary
Raymond Hidalgo, Santa Cruz County/Private *Alternate*

- VI. ELECTION OF OFFICERS SFY23 (Jenny Howard - 25 Min.)**
 - A. President
 - B. Vice-President
 - C. Secretary/Treasurer
 - D. ADHOC Members

- VII. PROGRAM REPORTS SFY22 (Yvette Ramirez - 15 Min)**
 - A. SFY22 Annual Reports (**Action**)

- VIII. FISCAL REPORTS SFY22 (Diana Merino – 15 Min)**
 - A. SFY22 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 8, 2022 and June 14, 2022. (Action)
- VII. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 20 Min.)**
 - A. Executive Director Report
- VIII. PROGRAM REPORT: (Yvette Ramirez – 40 Min.)**
 - A. Current Events
 - 1. DCAD SFY 2023 Updates
 - 2. Healthy Homes Program Update
 - 3. Home Rehab Program Update
 - B. Website
- IX. FINANCIAL REPORT: (Yvette Ramirez – 5 Min.)**
 - A. SFY2023 Audit
- X. BOARD OF DIRECTORS REPORT: (Board Chair – 30 Min.)**
 - A. SEACAP Financial Reports Discussion Bi-annual vs. Quarterly (Action)
 - B. SFY2022 Executive Director Evaluation (Action)
 - C. SFY2022 Board Assessment (Action)
 - D. Board Member Updates
 - 1. Gwen Calhoun as Private Sector for Cochise County (Action)
 - 2. Santa Cruz County Public Board Representative for SEACAP (Action)
- XI. NEW BUSINESS:**
- XII. FUTURE AGENDA ITEMS:**
- XIII. MEETING DATE: *Thursday November 17, 2022***
- 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