

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Cochise College Benson Center
1025 State Route 90 Benson, AZ 85602
June 18, 2024 10:00 A.M. – 2:00P.M.
Meeting Minutes**

REGULAR MEETING

I. CALL TO ORDER: (Gwen Calhoun- 5 Min.)
President

Mrs. Gwen Calhoun calls the meeting to order at 9:25AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Anna Castro - 5 Min.)
Roll Call – Secretary

Attendance is called by Mrs. Anna Castro, Secretary of SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Gwen Calhoun, Cochise County, Private
Suzanne Smith, Graham County, Low-Income- telephonically at 9:23AM
Jenny Howard, Graham County, Private- telephonically
Nancilee Hill Waits, Greenlee County, Low-Income
Monica Aguilar, Greenlee County, Private
Ray Hidalgo, Santa Cruz County, Private

PRIMARY MEMBERS NOT PRESENT:

Peggy Judd, Cochise County, Public
Clay Mack, Graham County, Public
Linda Valenzuela, Santa Cruz County, Low-Income
Erica Gonzales, Greenlee County, Public

ALTERNATE MEMBERS PRESENT:

Juan Balderas, Santa Cruz County, Public- telephonically
Norma Lucero, Santa Cruz County, Private

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/Contracts Manager
Monica Valadez, Administrative Assistant
Anna Castro, Secretary
Alexia Hurtado, Northern Cochise, Graham and Greenlee County Regional Coordinator
Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator
Gustavo Campillo, WAP Program Manager
Sally Barba, Northern Cochise, Graham and Greenlee County, Case Manager
Claudia Uriarte, Santa Cruz & Southern Cochise County, Case Manager
Nadia Martinez, Santa Cruz & Southern Cochise County, Case Manager

Juan Martinez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Supervisor
Ruben Sanchez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Supervisor
Jordan Jimenez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Crew Member
Ivan Gonzalez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Crew Member
Israel Renteria, Santa Cruz, Cochise, Graham, Greenlee County, WAP Crew Member

III. ESTABLISH QUORUM: (Anna Castro - 5 Min.)
Secretary

Quorum is established.

IV. DECLARATION OF CONFLICT OF INTEREST: (Gwen Calhoun - 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 Verbalized at this time.

V. CALL TO THE PUBLIC: (Gwen Calhoun - 5 Min.)

None Verbalized at this time.

VI. CONSENT AGENDA: (Gwen Calhoun - 5 Min.)

A. Board Member Removal/ Resignation (Action)

1. Erica Gonzales

A. Absenteeism

2. Irasema Olvera

A. Letter of Resignation

Mrs. Shirley Ross Motions to Accept the Board Member Removal/Resignation provided.

Mrs. Monica Aguilar Seconds the Motion.

All in Favor.

B. Consideration of Approval of Meeting Minutes (Action)

1. February 22, 2024 Board Meeting Minutes

Mrs. Shirley Ross Motions to Approve Meeting Minutes for February 22, 2024.

Mrs. Monica Aguilar Seconds the Motion.

All in favor.

Mrs. Susanne Smith calls in to meeting 9:23AM.

****EXECUTIVE SESSION** 9:30 AM – 10:05 AM**

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

A. Change in Staff Wage Compensation (Action)

Mrs. Monica Aguilar Motions to Approve Change in Staff Wage Compensation.

Mrs. Shirley Ross Seconds the Motion.

All in Favor.

VIII. STRATEGIC PLANNING: (Kevin Koegel – 6 Hrs.)

Mr. Kevin Koegel from Crescendo Consulting Groups, reviewed conducted survey collected in the last month. He gives an overview on data collection. Break out session and discussion take place among Board and Staff on new Strategic Plan SY25-SFY29.

Lunch takes place 12:30PM-1:30PM Strategic Plan resumes.

Mr. Koegel takes all information and notes from today's workshop, he will be in contact with SEACAP Staff and Board as Strategic Plan is written. SEACAP will notify Board of all updates with the Strategic Plan.

VII. MEETING DATE:

Thursday September 5,, 2024 at 10:00 AM located at Benson Center Cochise College 1025 State Route 90 Benson, AZ 85602

VIII. ADJOURNMENT

Mrs. Nancilee Hill Waits Motions for Adjournment.

Mrs. Shirley Ross Seconds the Motion.

All in Favor. Meeting adjourned at 2:28 PM.

*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: **1-669-444-9171** Participant Passcode **411923**