

SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.

**Desert Diamond Casino- Conference A
7350 S. Nogales Hwy Tucson, AZ 85756**

November 14, 2024

1:00 PM-3:30 PM

Meeting Minutes

REGULAR MEETING

I. CALL TO ORDER: (Raymond Hidalgo - 5 Min.)
Vice-President

Mr. Raymond Hidalgo called meeting to order at 01:14PM.

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

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

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income Primary
Suzanne Smith, Graham County, Low-Income, Primary-Telephonically
Gwen Calhoun, Cochise County, Private Primary-Telephonically
Peggy Judd, Cochise County, Public Primary-Telephonically
Clay Mack, Graham County, Public Primary-Telephonically
Nancilee Hill Waits, Greenlee County, Low-Income Primary
Monica Aguilar, Greenlee County, Private Primary
Raymond Hidalgo, Santa Cruz County, Private Primary

PRIMARY MEMBERS PRESENT:

Norma Lucero, Santa Cruz County, Private Alternate
Juan Balderas, Santa Cruz County, Public Alternate

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/ Contracts Manager
Monica Valadez, Administrative Assistant
Anna Castro, Secretary
Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator
Alexia Hurtado, Northern Cochise, Graham & Greenlee County Regional Coordinator
Sally Barba, Northern Cochise, Graham & Greenlee County, Case Manager
Claudia Uriarte, Santa Cruz & Southern Cochise County, Case Manager
Nadia Martinez, Santa Cruz & Southern Cochise County, Case Manager
Gustavo Campillo, Weatherization Program Manager
Juan Martinez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Supervisor
Ivan Gonzalez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Crew Member
Israel Renteria, Santa Cruz, Cochise, Graham, Greenlee County, WAP Crew Member
Jesus Mendez, Santa Cruz, Cochise, Graham, Greenlee County, WAP Crew Member

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

Secretary
Quorum 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. SFY25 SEACAP BOARD UPDATES**

- A. Graham County Private Candidate (Action)**

Mrs. Monica Aguilar Motions to Accept Mrs. Jessica Dominguez as Graham County Private Primary.

Mrs. Nancilee Hill Waits Seconds the Motion.

All in Favor. Motion Passes.

- C. Santa Cruz Public Primary Board Member (Action)**

Mrs. Shirley Ross calls into meeting 1:21 PM

Mrs. Nancilee Hill Waits Motions to Accept Mr. Juan Balderas as Santa Cruz County Public Primary.

Mrs. Monica Aguilar Seconds the Motion.

All in Favor. Motion Passes.

Mrs. Gwen Calhoun zooms into meeting 1:30 PM

****EXECUTIVE SESSION** 1:20 PM -1:31 PM**

- VII. EXECUTIVE SESSION (Yvette Ramirez – 30 Min)**

- A. Employee Time Off (Action)**

Mrs. Nancilee Hill Waits Motion to Accept Employee Time Off.

Mrs. Monica Aguilar Seconds the Motion.

All in Favor. Motion Passes.

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

A. Consideration of Approval of Meeting Minutes (Action)

1. September 25, 2024 Board Meeting Minutes

Mrs. Monica Aguilar Motions to Approve the Consent Agenda of Meeting Minutes for September 25, 2024.

Mrs. Nancilee Hill Waits Seconds the Motion.

All in Favor.

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

A. Current Events

1. CSBG Community Program Discussion

Mrs. Yvette Ramirez explains on CSBG (Community State Block Grant) being an issue in monitoring projects. She goes on to talk on projects that SEACAP has done over the years and on the Community Project that will take place in December 2024 by SEACAP employees raising money to provide gifts for families that are in the House of Hope Shelter and Community Based Group.

2. SFY24 SEACAP Agency Audit

Mrs. Ramirez explains on Colby and Powell not ready to present SEACAP Agency Audit. She talks on having someone outside of the agency review the audit, once reviewed it will go back to auditor to finalize. Board Members will then be contacted to set a date through teleconference to go over audit and have it approved.

Mrs. Ramirez discusses with Mr. Clay Mack on reviewing SEACAP's Audit.

Mr. Mack agrees to review audit.

Mrs. Ramirez will confirm with the auditor and will then contact Mr. Mack on reviewing audit.

3. DES Updates

Mrs. Ramirez states that all Community Action Agency's might be taking a cut in funding. She talks on the call SEACAP had with DES on November 13, 2024 on how there might be funds taken away from Agencies or from Wildfire (State Association), which is the association that provides all of SEACAP's training. Mrs. Ramirez states that there will be a meeting the following week on all Community Action Programs with the State of Associations to decide what will be the best thing for all agencies.

Mrs. Ramirez explains on DES issue in taking up to three months to make

payments to utility companies leading to families getting disconnected. She talks on DES response for the delay is due to 70 adjudicators employed, which are the ones that review and approve the applications, to 30 adjudicators, of the 30 DES explains that they laid off 15 or 16 for the reason of the 83 million cut that took place.

4. ADOH Updates

Mrs. Yvette talks on the ADOH meeting that Administration and the Weatherization Program Manager attended, on how the State of Arizona (as a whole) had 5.3 million unexpended funds of utility money that was carried over, money was given to Community Action Agencies in April 2024, which was impossible to spend in a two-month period. She goes on to explain ADOH working on contracts in which agency programs will obtain weatherization money to put into homes.

5. Wildfire Updates

Mrs. Ramirez states that Wildfire might be getting a cut in funding.

B. Website

No updates at this time.

X. FINANCIAL REPORT: (Diana Merino – 15 Min.)

A. Cancel employee One AZ Credit Union Credit Card (Action)

Mrs. Diana Merino explains cancelling out Mr. Ruben Sanchez One AZ Credit Card and issuing card to another employee. She goes on to explain that Mr. Sammuell Varela is still showing on the online bank information, which he was removed previously, but will need to be cancelled as well.

Mrs. Monica Aguilar Motions to cancel Mr. Ruben Sanchez and Mr. Sammuell Varela from One AZ Credit Union Credit Card.

Mrs. Nancilee Hill Waits Seconds the Motion.

All in Favor.

B. Issue new employee a Once AZ Credit Union Credit Card (Action)

Mrs. Merino states that One AZ Credit Cards will be issued to Mr. Israel Renteria and Mrs. Anna Castro.

Mrs. Monica Aguilar Motions to Issue One AZ Credit Union Credit Cards to Mr. Israel Renteria and Mrs. Anna Castro.

Mrs. Nancilee Hill Waits Seconds the Motion.

All in Favor.

Mrs. Suzanne Smith zooms into meeting 1:49 PM
Mr. Clay Mack exits zoom 1:49 PM

C. NBA & One AZ Credit Union Account Issues (Action)

Mrs. Merino states SEACAP needs a new signature card for NBA and One AZ Credit Union Accounts. She goes on to explain SEACAP needs someone else to sign checks when she is not available.

Mrs. Merino recommends adding Mr. Clay Mack as signer to bank accounts.

Mrs. Nancilee Hill Waits Motions to Accept Mr. Clay Mack as signer for NBA & One AZ Credit Union Account.

Mr. Juan Balderas Seconds the Motion.

All in Favor. Motion Passes.

Mr. Clay Mack zooms into meeting 1:53 PM

XI. BOARD OF DIRECTORS REPORT: (Gwen Calhoun – 50 Min.)

A. 2024 Wildfire Annual Conference – (Ray Hidalgo – 5 min)

Mr. Ray Hidalgo talks on the classes he attended which focused on frontline individuals helping out people in need of assistance, he highly recommends other board members to attend, explains the different sessions that are available.

B. SFY24 Board Self-Assessment

C. SFY24 Executive Director Evaluation

Ms. Monica Valadez explains on B & C to be filled out by December 2024 so that they can be reviewed and ready for February 13, 2025 meeting.

Mrs. Gwen Calhoun talks on simplifying assessments and evaluations for annual year SFY25, she goes on in filling out SFY24 Board Self-Assessment and Executive Director Evaluation handed out for fiscal year.

Mrs. Yvette Ramirez explains SEACAP selects Board Assessments to be filled, she goes on to talk on researching and presenting a more simplified assessment to the board at the February 2025 meeting to review and agree on assessment for annual SFY25.

XII. NEW BUSINESS:

None verbalized at this time.

XIII. FUTURE AGENDA ITEMS:

SFY25 Board Self-Assessment and SFY25 Executive Director Evaluation.

XIV. NEXT MEETING DATE:

*Thursday February 13, 2025 at 10:00 AM located at Benson Center Cochise
College 1025 State Route 90 Benson, AZ 85602*

XV. ADJOURNMENT

Meeting Adjourned 2:00PM

* 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 Zoom and/or conference call, calling
the number listed below:

Dial: 1(719)359-4580

Meeting ID: 673 357 1083

Passcode: Seacap2024

or via **Zoom Meeting** as follows:

<https://us06web.zoom.us/j/6733571083?pwd=KRMrlRDzXbXNIdxOrxw2RNbrp302TW.1&omn=86968688909>

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