SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
1025 STATE ROUTE 90 BENSON, AZ 85602
Tuesday March 3, 2026
10:00AM – 11:30AM
MEETING MINUTES

REGULAR MEETING

I. CALL TO ORDER: (Gwen Calhoun - 5 Min.)
President
Meeting called to order by Mrs. Shirley Ross at 10:03AM.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)
Roll Call – Secretary
Attendance called by Ms. Monica Valadez.

PRIMARY MEMBERS PRESENT:
Shirley Ross, Cochise County, Low-Income, Primary
Monica Aguilar, Greenlee County, Private Primary via Zoom
Frank Antenori, Cochise County, Public Primary
Ray Hidalgo, Santa Cruz, Private Primary via Zoom
Jessica Dominguez, Graham County Private Primary via Zoom

ALTERNATE MEMBERS PRESENT:
Norma Lucero, Santa Cruz County, Private Alternate via Zoom

BOARD MEMBERS NOT PRESENT:
Gwen Calhoun, Cochise County Private Primary
Clay Mack, Graham County Public Primary
Demetry Simonton, Cochise County Private Alternate

SEACAP STAFF PRESENT:
Yvette Ramirez, Executive Director
Diana Merino, Fiscal/ Contracts Manager
Monica Valadez, Administrative Assistant
Alexia Hurtado, Northern Cochise, Graham & Greenlee County Regional Coordinator

III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)
Quorum present.

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 at this time.

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

None at this time.

VI. COLBY & POWELL (Scott Graff – 45 Min.)

A. Financial Audit (Action)

Mr. Scott Graff joins the meeting via Zoom. Mr. Graff presents the SFY25 third-party Financial Audit. He then explains the highlights of the audit.

Mr. Juan Balderas, Santa Cruz County Public Primary member enters the call at 10:06AM.

Mr. Graff states SEACAP has been consistent with program operations cost for over ten years.
Mr. Frank Antenori Motions to Accept the Financial Audit for state fiscal year 2025 as presented.
Mrs. Cecilia Brown Seconds the Motion.
All in Favor.

B. Form 990 (Action)

No questions among Board.
Mr. Frank Antenori Motions to accept 2024 Form 990 as it is printed.
Mrs. Cecilia Brown Seconds the Motion.
All in Favor.

VII. BOARD MEMBER UPDATES: (Gwen Calhoun – 15 Min.)

A. Resignation (Action)

1. Greenlee County Low-Income Primary

Board is presented with resignation letter from Mrs. Nancilee Waits.
Mrs. Brown Motions to Accept Mrs. Waits resignation.
Mr. Antenori Seconds the Motion.
All in Favor.

B. Updates on Board Members

1. Greenlee County Public Primary

Discussion between Mrs. Yvette Ramirez and board of directors about attempting to possibly make an appearance at board meetings for Greenlee county to obtain our long vacant position of Public board member. Generalized agreement.

VIII. CONSENT AGENDA: (Gwen Calhoun - 10 Min.)

A. Consideration of Approval of Meeting Minutes (Action)

1. September 29, 2025 Board Meeting Minutes

No discussion brought up for the board minutes of September 29, 2025.
Mr. Antenori Motions to Accept Board Meeting Minutes September 29, 2026.
Mrs. Brown Seconds the Motion.
All in Favor.

IX. EXECUTIVE DIRECTORS REPORT: (Yvette Ramirez - 20 Min.)

A. Executive Director Report

Mrs. Yvette Ramirez gives highlights of SEACAP's last six (6) months of meetings and calls.

No questions at this time from Board.

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

A. Semi-Annual Expenditures Reports (Action)

Mrs. Ramirez explains presents the semi-annual expenditures reports.
Mr. Antenori asks how exactly the grant writing process. Mrs. Ramirez explains.
Mr. Antenori Motions to Accept the Semi-Annual Expenditures Reports as they are.
Mrs. Brown Seconds the Motion.
All in Favor.

B. Semi-Annual Client Survey Reports (Action)

Mr. Antenori Motions to Accept the Semi-Annual Client Survey Reports.
Mrs. Brown Seconds the Motion.
All in Favor.

C. Current Events

1. CSBG Update

Due to lack of funding, Mrs. Ramirez reiterates SEACAP could not complete the usual amount of community events as such in the past.

2. DES Updates

Financial difficulties are due to delayed payments and delayed finalized budget in DES payment portal since January 2026. DES is asking CAPS in state to start adjudicating LIHEAP applications at the beginning of July 2026. SEACAP awaits updates.
Mr. Antenori asks how much is SEACAP owed by DES. Mrs. Ramirez gives approximate amount of $90,000.00 for January 2026.

3. ADOH Updates

Funding has significantly helped SEACAP keep doors opened for last six (6) months. There is an upcoming National Home Performance Conference in April 2026 that all staff will participate in.
Mr. Antenori asks what the approximate amount is owed to SEACAP by ADOH. Mrs. Ramirez gives the estimated amount of $160,000.00 for December 2025 & January 2026.

4. Wildfire Updates

Without Wildfire, SEACAP would not have been able to assist our service areas with emergency voucher dollars. Unfortunately, SEACAP only gets extra funding from Unisource, APS and Southwest Gas companies. Northern Cochise, Graham and Greenlee don't have these companies in their areas.

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

A. SFY2026 Budget

1. Approval of Annual Budget (Action)

Mrs. Diana Merino and Yvette Ramirez explain the current situation with budget. They go into depth of delayed payments from DES and ADOH. SEACAP is estimated to be waiting for $250,000 from both agencies.

Mrs. Brown Motions to Approve the state fiscal 2026 Annual Budget as it sits.

Mr. Antenori Seconds the Motion.

All in Favor.

B. Semi-Annual Budget Analysis (Action)

Mrs. Ramirez discusses how SEACAP has endured an approximate of $750,000 cut from CSBG (Community Service Block Grant) funding for fiscal year 2026.

Mrs. Brown Motions to Accept the SFY2026 Semi-Annual Budget Analysis.

Mr. Antenori Seconds the Motion.

All in Favor.

C. Semi- Annual Financial Statements (Action)

SEACAP will keep board members notified of any changes or further delays of payment.

Mrs. Brown Motions to Accept the SFY2026 Semi-Annual Financial Statements.

Mr. Antenori Seconds the Motion.

All in Favor.

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

A. New SEACAP Board Self-Assessment Discussion

1. Which on will work for SEACAP Board?

Ms. Valadez displays the various examples of self-assessments the board can pick from. It is a generalized agreement that Option B of Board Self-Assessments will be modified and made specific for SEACAP. Mr. Juan Balderas asks if there is any way SEACAP can make a Google Form so it can all be digitalized. Other board members requested for a paper assessment. Ms. Valadez will make one and send it out in next few weeks.

B. SFY25 Executive Director Evaluation (Due by April 1, 2026)

Board is reminded of completing ED evaluation as soon as possible. If they had any questions/concerns they are to contact Ms. Valadez.

XIII. NEW BUSINESS:

None discussed at this time.

XIV. FUTURE AGENDA ITEMS:

Some discussion about not having a SEACAP Board Retreat for SFY2026 yet. Mrs. Ramirez will follow-up to see if there is availability for it in the future.

After the end of fiscal year 2026, if board can get different examples of Executive Director Evaluations.

XV. NEXT MEETING DATE:

TENTATIVELY, Monday June 29 or Tuesday June 30, 2026 at 10:00 AM located at Benson Center Cochise College 1025 State Route 90 Benson, AZ 85602

XVI. ADJOURNMENT

Meeting Adjourned at 11:27AM; Zoom call ended for all.

* 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: (719)359-4580
Meeting ID: 673 357 1083
Passcode: Seacap2026

or via **Zoom Meeting** as follows:
https://us06web.zoom.us/j/6733571083?pwd=IYkawX1tEAHFrd5XB733qHPAiPOmPC.1&omn=81623370002

Meeting ID: 673 357 1083
Passcode: 818 431 4758