

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
MAY 04, 2017**

OFFICERS PRESENT: Soltis, Tedmond – City of Willcox (*Chair*)
Mitchell, Tammy – Town of Huachuca City (*Vice Chair*)(*phone*)
Skeete, Horatio – City of Safford

MEMBERS PRESENT:
McGaughey, Ian – Town of Clifton
Gale, Kay – Greenlee County
Basteen, John Jr. – Town of Duncan
McCormick, Jeff – Town of Pima (*phone*)
Thornton, Jennifer – City of Sierra Vista

STAFF PRESENT: Catten, Larry – Economic Development Planner
Heiss, Randy – Executive Director
Merideth, John – Grants/Title VI Coordinator
Pashley, Diane – Accounts Manager
Vertrees, Chris – Transportation Planner
Villa, Laura – AAA Program Manager
Williams, Bonnie – CDBG Program Manager

GUESTS: Adam, Kevin – RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Soltis called the meeting to order at 9:20 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

Ms. Gale mentioned that her granddaughter was recently in Washington, D.C. and had the honor of laying the wreath at the Tomb of the Unknown Soldier.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 9, 2017 Minutes

Mr. McGaughey made a motion to approve the February 9, 2017 meeting minutes as presented.

MOTION: Ian McGaughey
SECOND: Tammy Mitchell
ACTION: 7 aye, 1 abstain (City of Sierra Vista)

b. Nomination to the Advisory Council on Aging

Ms. Gale made a motion to recommend to the Executive Board approval of the nomination of Mr. David Chambers to fill the vacant City of Tombstone position, and to reappoint Ms. Laurel Stangel to continue representing Huachuca City on the Advisory Council on Aging.

MOTION: Kay Gale
SECOND: Tammy Mitchell
ACTION: UNANIMOUS

2. Election of Officers

Mr. Randy Heiss provided the SEAGO Bylaws, Article VII, Section C, regarding the election of officers. He reported that all current officers were willing to continue serving in their current capacities. He also stated that the Council had the option to nominate an entirely new slate of officers or a combination of new and existing officers. Ms. Gale made a motion to continue with the current slate of officers for Fiscal year 2017-2018.

MOTION: Kay Gale
SECOND: Jennifer Thornton
ACTION: UNANIMOUS

3. Discussion and possible action to recommend adoption of the SEAGO Five-Year Strategic Plan FY18-22 Discussion and possible action to recommend adoption of the Area Plan on Aging SFY18-21.

Mr. Heiss presented the draft SEAGO Five-Year Strategic Plan FY18-22 and outlined updated tactics. Mr. Skeete made a motion to recommend approval of the Strategic Plan Update to the Executive Board.

MOTION: Horatio Skeete
SECOND: Ian McGaughey
ACTION: UNANIMOUS

4. Discussion and possible action to recommend adoption of the Area Plan on Aging SFY18-21

Ms. Laura Villa presented the SFY18-21 Area Plan on Aging which is required by the State in order to receive grant awards or contracts. She reported that public input was sought by means of public hearings in all four Counties, needs assessment surveys, and key informant questionnaires covering all four counties. She also outlined the SFY18-21 Area Plan on Aging Goals and Strategic and Operational Objectives. Ms. Villa responded to questions. Ms. Thornton made a motion to recommend approval of the SFY18-21 Area Plan on Aging to the Executive Board.

MOTION: Jennifer Thornton

SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

5. Fiscal Year 2018 Budget Action Items

- a. Discussion and possible action regarding Resolution 2017-02 EDA Grant Authorization.

Mr. Larry Catten presented for consideration Resolution No. 2017-02 and responded to questions. Ms. Gale made a motion to recommend approval of Resolution No. 2017-02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities.

MOTION: Kay Gale
SECOND: John Basteen, Jr.
ACTION: **UNANIMOUS**

- b. Discussion and possible action regarding the proposed FY18 SEAGO Assessment Schedule and Budget.

Mr. Heiss presented the proposed FY18 budget and member assessments, stating while there was a modest increase in the RTAC assessments, all others remain the same as FY 17. He outlined the assumptions included in the FY18 budget and responded to questions. Mr. Heiss also discussed the sustainability of the SEAGO fund balance (Item 5.c. on the agenda).

MOTION: Jennifer Thornton
SECOND: Horatio Skeete
ACTION: **7 aye, 1 abstain (City of Sierra Vista)**

6. Discussion and possible action regarding the proposed revisions to Section 5.6 of the SEAGO Policy Manual.

Mr. Heiss outlined the proposed revisions to Section 5.6 of the SEAGO Policy Manual, stating the proposed revisions involve replacing the existing Educational Assistance policy with a modified version of Cochise County's Tuition Reimbursement Policy and responded to questions. Ms. Thornton made a motion to recommend approval of the proposed revisions to Section 5.6 of the SEAGO Policy Manual to the Executive Board.

MOTION: Jennifer Thornton
SECOND: Ian McGaughey
ACTION: **UNANIMOUS**

7. Discussion and possible action regarding the proposed Fiscal Year 2018 AAA Subaward Renewal Recommendations

Ms. Villa presented the proposed Fiscal Year 2018 AAA Subaward Renewal Recommendations. She explained that these reflected the initial FY 2018 funding amounts allocated to our region by ADES-DAAS, and which the AAA is recommending be sub-allocated by population for each community in the SEAGO region, and then adjusted by historical use of services and need. Ms. Villa then responded to questions from the Administrative Council.

MOTION: Ian McGaughey
SECOND: Kay Gale
ACTION: **UNANIMOUS**

Note: Ms. Villa requested that she be allowed to present her AAA information updates out of the order listed on the agenda so that she could leave for another meeting she had committed to attending. There were no objections from the Administrative Council and Chair Soltis gave her the floor.

D. AAA Updates

Ms. Villa provided the AAA program updates stating that recent training was held with representatives of six nutrition sites to go over emergency preparedness plans, food temperatures, food sanitation, and menus. She also reported that there would be Matter of Balance coach's training for ten individuals which is scheduled for April 17 and 18 in Clifton. Ms. Villa also outlined some new regulations for discharges from nursing home facilities.

Ms. Villa stated that there has been an increase in SHIP volunteers for Cochise County thanks to Chiricahua Community Health, which frees up SEAGO's SHIP counselor to travel to other counties more frequently.

Ms. Villa also reported on the upcoming Region VI Conference on Aging, stating it was SEAGO's third year of having the event and invited everyone to attend.

Ms. Villa also shared the Governor's proclamation of May 2017 as Older Americans Month.

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates and reported that there was not a quorum of the Administrative Committee for the last Joint Committees conference call on March 30, asking the Officers to please mark their calendars so the Executive Committee could act with the benefit of their recommendations.

B. Quarterly Finance Report; FY 2016 Audit

Ms. Diane Pashley provided the Finance report stating that she would be sending out the March Statement of Revenues & Expenditures the following week.

C. SEAGO Economic Development District Report

Mr. Larry Catten provided the EDD activity and CEDS update and responded to questions.

D. AAA Updates

Ms. Laura Villa presented her report out of the agenda order as previously noted.

E. Transit Report

Mr. Chris Vertrees provided an update on the Willcox transportation project, the Cochise County Intercity Route Study, and the Graham/Greenlee County FTA 5310 Program Transition.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees discussed the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan update and responded to questions.

VI. RTAC REPORT

Mr. Kevin Adam provided the legislative update and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. McGaughey and Ms. Mitchell thanked Bonnie Williams for her assistance with recent grant applications.

Ms. Thornton announced the Festival of the Southwest and West End Fair were upcoming in Sierra Vista.

Ms. Gale and Mr. Basteen announced the Javalina Chase bicycle race happening this weekend.

Chair Soltis mentioned the Chuckwagon event that would be held in Willcox.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss said there would be Title VI Plan update and discussion of the continuation of the Section 208 Water Quality Management program presented at the August meeting.

IX. ADJOURNMENT

Mr. Skeete made a motion to adjourn at 10:52 AM.

MOTION: Horatio Skeete
SECOND: Tammy Mitchell
ACTION: **UNANIMOUS**