

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
MAY 07, 2015**

**OFFICERS PRESENT:** Chair Shane Dille, City of Nogales

**MEMBERS PRESENT:** Horatio Skeete, City of Safford  
Tammy Mitchell, Town of Huachuca City  
Deborah "Kay" Gale, Greenlee County  
Marvin Mull, San Carlos Apache Tribe  
Terry Hinton, Town of Thatcher  
Jim Vlahovich, Cochise County (Phone)  
Jestin Johnson, City of Bisbee (Phone)  
Tedmond Soltis, City of Willcox  
Jennifer Thornton, (for Chuck Potucek) City of Sierra Vista

**STAFF PRESENT:** Randy Heiss, Executive Director  
Cindy Osborn, Accounts Manager  
Zoya Greene, Office Assistant  
Bonnie Williams, CDBG Program Manager  
Chris Vertrees, Transportation Planner  
Larry Catten, Economic Development Planner  
Laura Villa, AAA Programs Manager

**GUESTS:** Kathy Boyle, ADOT Public Affairs Office  
Yvonne Pearson, Greenlee County  
Kevin Adam, RTAC

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS**

Chair Shane Dille called the meeting to order at 9:05 a.m. Those in attendance introduced themselves and were welcomed. Randy Heiss led the Pledge of Allegiance.

**II. MEMBER ENTITIES' DISCUSSION**

Chair Dille made a call for items to discuss. No common critical issues were discussed.

**III. CALL TO THE PUBLIC**

Chair Dille made a call to the public and no one spoke.

**IV. ACTION ITEMS**

**1. CONSENT AGENDA**

- a. Approval of the February 12, 2015 Minutes

- b. Discussion and Possible Recommendation to Approve the Changes to the ACOA Bylaws
- c. Nomination to the Advisory Council on Aging

Chair Dille made a motion to approve items 1a from the Consent Agenda, and to pull item 1b & 1c for further discussion.

**MOTION:** Shane Dille

**SECOND:** Deborah “Kay” Gale

**ACTION: APPROVED UNANIMOUSLY**

Chair Dille asked for motion to approve item 1a from the Consent Agenda

**MOTION:** Deborah “Kay” Gale

**SECOND:** Tammy Mitchell

**ACTION: APPROVED UNANIMOUSLY**

Members discussed items 1b & 1c regarding discussion and possible recommendation to approve the changes to the ACOA Bylaws.

A Proposal to amend Article III Section 1 of Advisory Council on Aging Bylaws was brought before the ACOA members on April 16, 2015.

The amendment is to incorporate verbiage that opens memberships to all communities within each county within the region and reads as follows: “Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives from Greenlee and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated communities within each county.”

It was stated that in recent years, there has been difficulty finding representatives to serve on the ACOA from within each individual member entity. This has been especially difficult in the smaller communities where the pool of volunteers is small and over utilized.

The proposed change would allow recruitment of ACOA members from anywhere within each of the counties, but when a vacancy occurs in an incorporated city or town, recruitment efforts would focus on identifying candidates from within the incorporated community or in outlying unincorporated areas nearby. For example, a vacancy occurring in Clifton could be filled by someone from Morenci, a vacancy occurring in Willcox could be filled by someone from Bowie or San Simon, or a vacancy from Patagonia could be filled by someone from Sonoita. There was further discussion regarding how the bylaws should be revised to improve recruitment of ACOA members yet allow equal representation to each SEAGO member organization on the ACOA. Jennifer Thornton asked for clarification on how the makeup of the ACOA is determined and Randy Heiss explained that there is a representative for each member jurisdiction so Cochise County has eight, Santa Cruz County has three, Greenlee County has three, and Graham County has four representatives. Mr. Heiss further clarified that the bylaws do not specify whether the representatives should be from each incorporated or unincorporated area within the counties.

Chair Dille made a motion to approve item 1b from the Consent Agenda, and to table item 1c from the Consent Agenda.

**MOTION:** Shane Dille

**SECOND:** Tammy Mitchell

**ACTION: APPROVED UNANIMOUSLY**

**2. ELECTION OF OFFICERS**

Article VII, Section C, of the SEAGO Bylaws provides as follows:

“C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year.....”

The current slate of officers is as follows: Chair: Shane Dille, City of Nogales Manager Vice-Chair: Terry Hinton, Town of Thatcher Manager Secretary: Kay Gale, Greenlee County Administrator None of the above officers have served three years in their current positions.

Randy Heiss communicated with Mr. Dille, Mr. Hinton and Ms. Gale, and all indicated they would be willing to continue serving in their current capacity if the rest of the Council is agreeable and if there is no one else who has an interest in serving as an officer. Per the Bylaws, the Administrative Council has the option of electing an entirely new slate of officers or a combination of new officers and existing officers.

Chair Dille asked for motion to approve the current slate of officers to continue serving in their current capacity.

**MOTION:** Horatio Skeete

**SECOND:** Jennifer Thornton

**ACTION: APPROVED UNANIMOUSLY**

**3. DISCUSSION AND POSSIBLE RECOMMENDATION TO APPROVE THE SEAGO FIVE-YEAR STRATEGIC PLAN FY2016-FY2020**

Randy Heiss reported at the February meeting, a strategic planning retreat was held at the Cochise College Benson Center on January 21st and 22nd. Despite a lower than expected turnout, those who did attend were thoroughly engaged, thoughtful, and positively participatory.

Randy stated that Amy St. Peter, Human Services and Special Projects Manager from the Maricopa Association of Governments did a great job facilitating the retreat, and the exercises generated a lot of data that has since been used to develop our strategic plan goals, objectives, strategies and tactics. After the retreat, Randy requested that Amy prepare a Retreat Report.

The draft report was provided to both the Administrative Council and Executive Board at their February meetings and comments were requested by March 15th. After hearing and seeing no comments or suggestions, Randy proceeded to develop the first draft of the strategic plan based on the data contained in the Retreat Report. The first draft was presented at the March 23rd staff meeting where only positive comments were received. Since Amy was integral to gathering the data during the retreat and was responsible for preparing the retreat report, Randy felt it was critical for her to review the plan and offer any comments prior to finalizing the draft that will be presented to the Administrative Council and Executive Board in May.

After reviewing the draft, Amy had nothing but positive comments. The draft of the strategic plan was then posted to the SEAGO website and a link distributed to the Administrative Council and Executive

Board. Comments were requested by April 20th, and to date, Randy had one response and it too was positive.

Chair Dille asked for motion to approve the SEAGO Five-Year Strategic Plan FY2016-FY2020

**MOTION:** Horatio Skeete

**SECOND:** Jennifer Thornton

**ACTION: APPROVED UNANIMOUSLY**

#### **4. FISCAL YEAR 2015-2016 BUDGET ACTION ITEMS**

##### **4a. RESOLUTION 2015-03 EDA GRANT AUTHORIZATION**

The Resolution pledges \$35,357 to provide matching funds for the EDA partnership planning grant and related economic development activities. The match is funded through an Economic Development Assessment paid by SEAGO member entities.

Chair Dille asked for a motion to approve item 4a. Resolution 2015-03 EDA Grant Authorization

**MOTION:** Terry Hinton

**SECOND:** Deborah "Kay" Gale

**ACTION: APPROVED UNANIMOUSLY**

##### **4b. FISCAL YEAR 2015-2016 BUDGET**

The assumptions in the FY16 budget are as follows:

- DES funding for Area Agency on Aging operations has been decreased requiring the elimination of the ¾ PT Health Promotion and Nutrition position. The plan is for the Ombudsman Program Coordinator to take over the duties previously performed by the Health Promotion and Nutrition position.
- Housing funding has been decreased requiring the reduction of the Housing Program Manager position from FT to a ¾ PT position. On the worksheet, the deficit amounts under Housing Admin and Housing HUD Counseling are offset by the surplus amounts under Housing NFMC and Housing Save Our Home. The net result is \$0.
- A 2.5% salary increase is included in the budget.
- There is no fund balance use in the proposed budget.

The proposed FY16 budget worksheet included in the packet provided a detailed overview of each program's budget. Program Managers participated in the development of their program(s) budget and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

Chair Dille asked for a motion to approve item 4b. Fiscal Year 2015-2016 Budget

**MOTION:** Horatio Skeete

**SECOND:** Terry Hinton

**ACTION: APPROVED UNANIMOUSLY**

**4c. ANNUAL ASSESSMENT AND RTAC MEMBERSHIP**

Option 1 – This option provides no assessment for the Housing Program. The Housing Program Manager’s work schedule has been reduced to ¾ time in order to balance the budget. She will retain full-time status and remain eligible for benefits, but will be required to pick up ¼ of the costs of her health insurance. In addition, because of being reduced to ¾ time status, her ASRS benefits will be impacted. As an alternate to this Option, you could recommend using fund balance to make Housing whole this next fiscal year. It’s estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before I have completed the RFP process, we won’t know until then if that amount will be enough to attract the interest of a grant writer, or if more will be needed. This Option assumes fund balance will be used to fund the grant writer and an assessment could be considered at this time next year to replenish the amount of fund balance used.

Option 2 – This option provides no assessment for the Housing Program. As with Option 1, the Housing Program Manager’s work schedule has been reduced to ¾ time in order to balance the budget. As an alternate to this Option, you could recommend using fund balance to make Housing whole this next fiscal year. It’s estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before I have completed the RFP process, only half that amount will be required in FY 2016. This Option assumes an assessment would fund \$5,000 and fund balance will be used to cover the remaining portion of the grant writer cost in FY 2016.

Option 3 – This option assumes the \$20,500 shortfall in the Housing Program will be covered 50% by a Housing Assessment and 50% by the use of fund balance. The Housing Program Manager’s work schedule would continue to be full-time in FY 2016 eliminating any impact to her benefits. The Housing Assessment portion is calculated based on the number of persons served by the program in each community since 2009 and the amount of assessment needed to balance the FY2016 budget (\$10,250). It’s estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before I have completed the RFP process, only half that amount will be required in FY 2016. This Option assumes an assessment would fund the entire estimated cost of the grant writer in FY 2016 (\$10,000).

Option 4 – This option assumes the \$20,500 shortfall in the Housing Program will be covered 100% by a Housing Assessment. The Housing Program Manager’s work schedule would continue to be full-time in FY 2016 eliminating any impact to her benefits. The Housing Assessment is calculated based on the number of persons served by the program in each community since 2009 and the amount of assessment needed to balance the FY2016 budget (\$20,500). It’s estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before I have completed the RFP process, only half that amount will be required in FY 2016. This Option assumes an assessment would fund the entire estimated cost of the grant writer in FY 2016 (\$10,000).

The FY2015-2016 budget presented was based on Option 1 with no use of fund balance. If use of fund balance is recommended to make the Housing Program whole in FY 2016, or if Options 2, 3 or 4 are recommended for approval, the budget will be adjusted accordingly.

Chair Dille asked for a motion to approve item 4c. Annual Assessment and RTAC Membership

**MOTION:** Terry Hinton

**SECOND:** Horatio Skeete

**ACTION: APPROVED UNANIMOUSLY**

## 5. FISCAL YEAR 2015 CDBG REGIONAL ACCOUNT APPLICATIONS

Bonnie Williams stated that the deadline for submitting this year's applications to SEAGO is May 1.

Throughout the year Bonnie has been in frequent contact with the CDBG contact person from all applicant communities to assist them with the planning, budgeting and preparation of their applications. After they are submitted to SEAGO, Bonnie reviews and revises each application as needed, in preparation for submittal to the Arizona Department of Housing (ADOH).

With the Executive Board's approval, Bonnie will submit all applications to the ADOH CDBG Program by the deadline of August 3. ADOH staff will review each application and be in contact with your CDBG contact person when that process is complete. This may take until the end of the year or longer, as now ADOH is requiring that the Environmental Review be completed before they will fund the project.

Chair Dille asked for a motion to approve item 5. Fiscal Year 2015 CDBG Regional Account Applications

**MOTION:** Deborah "Kay" Gale

**SECOND:** Tammy Mitchell

**ACTION: APPROVED UNANIMOUSLY**

## 6. DISCUSSION AND POSSIBLE RECOMMENDATION TO ADOPT ADOT'S DBE PLAN

SEAGO receives approximately \$215,000 in Federal Transit Administration (FTA) funds for some of their transportation programs. In addition, SEAGO does contract with private business for some consulting services. Any recipient of FTA funds must have a Disadvantaged Business Enterprise (DBE) Program in place to ensure that DBE's have an equal opportunity to receive and participate in ADOT-assisted contracts.

A Disadvantaged Business Enterprise or DBE is defined as follows:

- A business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
- A business whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

For SEAGO to continue to receive FTA funding in FY2016 they must have a DBE Program Policy/Plan in place. ADOT provides recipients with two options:

1. Agencies can develop their own DBE plan that complies with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Any plan developed must be approved by ADOT and FTA.
2. Agencies can formally adopt ADOT's FTA DBE Program Plan. The ADOT DBE Plan is FTA approved and is applicable to SEAGO when selecting and utilizing contract services. There does not appear to be any need for SEAGO to "reinvent the wheel". Therefore, it is recommended that we adopt ADOT's plan instead of developing our own.

Chair Dille asked for a motion to approve item 6, adopt ADOT's DBE Plan

**MOTION:** Jennifer Thornton

**SECOND:** Deborah "Kay" Gale

**ACTION: APPROVED UNANIMOUSLY**

**7. CONSIDERATION OF FISCAL YEAR 2016 AAA CONTRACT RENEWAL RECOMMENDATIONS**

Laura Villa stated that last year, the AAA solicited proposals for Congregate Meals, Home Delivered Meals, Housekeeping, Personal Care, Home Nursing, Community Nursing, In-Home Respite, Legal Assistance, Transportation, Case Management, Caregiver Outreach/Training, Caregiver Adaptive Aids, and Caregiver Home Repair. Contracts developed pursuant to the Request for Proposals were issued for Fiscal Year 2015, with an option to renew contracts for up to an additional 4 years as was expressed in the RFP.

The Executive Board must consider the contract renewal recommendations at their meeting on May 21st so that contracts can be in place and services begun by July 1st. Based on the initial funding available from ADES for the AAA services listed above, Laura developed recommendations for contract renewal funding for Fiscal Year 2016.

Chair Dille asked for a motion to approve item 7, FY 2016 AAA Contract Renewal Recommendations

**MOTION:** Horatio Skeete

**SECOND:** Deborah "Kay" Gale

**ACTION: APPROVED UNANIMOUSLY**

**V. INFORMATION ITEMS**

A. Future Meeting Dates

Beginning in **May 2013**, the Administrative Council normally meets at 9:00 a.m. on the **first Thursday** of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on the Fridays two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

<b>Administrative Council</b>	<b>Executive Board</b>
August 6, 2015	August 28, 2015* Greenlee County
November 5, 2015	November 20, 2015 Santa Cruz County
February 11, 2016*	February 26, 2015* Cochise County
May 5, 2015	May 19, 2016 Graham County

*\*The August 2015 meeting of the Executive Board will be moved to August 28<sup>th</sup> to avoid conflict with the League of Cities and Towns Annual Conference. The February 2016 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference.*

Also, below please find the schedule for the combined telephonic Administrative and Executive Committee meetings in the coming 12 months:

<b>Combined Administrative and Executive Committee Meetings (telephonic)</b>
June 4, 2015
October 1, 2015
December 3, 2015
March 31, 2016

#### B. Private Sector Representative Vacancies

Randy stated that as a requirement of the Economic Development Administration, SEAGO’s Executive Board must have private sector representation. Randy has been notified by Ms. Bernadette Polley (Cochise County) and Ms. Marie Freestone (Graham County) that they are unable to continue their service as Private Sector Representatives on the Executive Board. Randy provided this information so Administrative Council members in the affected counties can begin to work with their elected officials to nominate qualified individuals for consideration at our August meeting.

Per SEAGO’s Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

#### C. Quarterly Finance Report

Cindy Osborn gave an update on the quarterly finance report. Shane Dille complimented SEAGO staff for their ability to keep costs down.

#### D. SEAGO Economic Development District Report

Larry Catten gave an update on the SEAGO Economic Development District.

The recent emphasis and activity of the Economic Development Planner (EDP) has been to meet with individuals (public and private sector) involved in economic development in each community in the SEAGO Region. The purpose of the meetings is to gain an understanding of the regional economic development needs by better understanding the needs and perspectives of each community. That effort

has included numerous meetings, and valuable discussions with elected and appointed officials, as well as business owners, and economic development organization leaders. To date, the meetings have included Benson, Bisbee, Douglas, Sierra Vista, Willcox, Cochise County, Pima, Safford, Thatcher, Graham County, Duncan, Greenlee County, Nogales, and Patagonia.

To broaden and deepen SEAGO's understanding of community economic development needs, this continuing initiative will include scheduling meetings in communities that have not been visited, and meeting with additional individuals in the aforementioned communities. The primary discussion in the meetings is to explore ways in which SEAGO can maximize its relevancy in the Economic Development District (EDD), and its availability as a resource for the economic development initiatives in each community. While many community economic development initiatives do not have obvious regional implications, there are also many initiatives that do have direct impact on regional economic development growth. Even the more localized economic development strategies and objectives have implications on the sustained economic growth of the entire SEAGO EDD.

Based upon the community economic development discussions, and consistent with the CEDS and SEAGO economic development strategies, the EDP is developing a list of action items intended to position SEAGO as an economic development resource on a community by community basis. As mentioned, some of the action items will have regional implications, and some are more local in nature. As an example, some of the communities have expressed a need to develop a comprehensive economic development strategic plan. They desire a relevant and practical plan that will be a guide to their respective economic development direction and activity. Pursuant to an economic development strategy identified in the recent SEAGO Strategic Planning Retreat, the EDP will assist those communities in engaging an economic development strategic planning process.

Recently, SEAGO co-sponsored and assisted in promotion of two economic development related workshops. First, was a well attended workshop to acquaint Graham County farmers, ranchers, and small business owners with two USDA grant opportunities. The workshop was co-sponsored by the Eastern Arizona College Small Business Development Center and was held at the College. Second, ADMINISTRATIVE COUNCIL PACKET Packet Page 43 of 45 was a workshop co-sponsored by SEAGO, and primarily sponsored by the Southeast Arizona Economic Development Group (SAEDG) in Benson. It consisted of a presentation by R. Glenn Williamson, Director of the Canada Arizona Business Council and Canadian Honorary Consul to Arizona. Mr. Williamson acquainted the audience with the significant impact that Canadian tourists have in our region. He presented information on the magnitude of Canadian winter visitors to Arizona, and how there are a significant number of Canadians who are relocating or expanding their business interests into Arizona. He also presented interesting information about the large number of Canadians who are now buying homes in Arizona as their winter, or full time residences. SEAGO will be involved as a co-sponsor of two subsequent workshops with Mr. Williamson to specifically address how to increase Canadian tourism in our region, and how to effectively market real estate opportunities to those Canadians that visit.

#### E. Housing Program Statistics

Randy Heiss shared the current house program statistics for 3<sup>rd</sup> quarter:

<b>PROGRAM</b>	<b># CLIENTS</b>	<b>HOMES SAVED</b>	<b>DENIALS</b>	<b>WITHDRAWN</b>	<b>ACTIVE</b>
NFMC	3	1			2
SOHAZ	76	14	43		19
HUD (Fed FY )	29	5	3	12	9
AG	37	8	5	12	12
<b>TOTAL</b>	<b>145</b>	<b>28</b>	<b>51</b>	<b>24</b>	<b>42</b>

Randy stated that Julie Packer received phone calls from an additional 76 families seeking housing information in addition to the clients she is already working with during the third quarter.

Financial Education and Homebuyer Education classes were held throughout the region during the third quarter, this is encouraging since SEAGO has not held any classes for the past three years. Only one-on-one counseling was done for these issues when requested since there were not enough clients at the same time to hold classes for the past three years.

SEAGO received word April 13 that the Office of the Arizona Attorney General will not be extending the contract next year since the Governor swept all of the AG Settlement Funds back into the General Fund. This funding cut also affects the AZ Mortgage Relief Fund program that clients were referred to when they did not qualify for the Save Our Home AZ program. These clients may have no further recourse in their efforts to keep their homes.

## **VI. RTAC REPORT**

Kevin Adam provided the latest RTAC Legislative Update to the Administrative Council.

## **VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Chair Dille made a call for staff announcements &/or current events. Laura Villa announced the 1<sup>st</sup> Annual AAA Conference on June 15<sup>th</sup>.

## **VIII. FUTURE AGENDA ITEMS**

Chair Dille made a call for future agenda items, no one spoke.

## **IX. ADJOURNMENT**

Chair Dille adjourned the meeting at 11:30 a.m.