

**MEETING MINUTES OF THE SEAGO EXECUTIVE BOARD
GRAHAM COUNTY GENERAL SERVICES BUILDING
921 THATCHER BOULEVARD
SAFFORD, ARIZONA 85546
MAY 21, 2015**

OFFICERS PRESENT: Rivera, Bob – Mayor, Town of Thatcher (*Chair*)
Lindsey, Gerald – Council Member, City of Willcox (*First Vice Chair*)

MEMBERS PRESENT: Doyle, John – Mayor, City of Nogales
English, Ann – Supervisor, Cochise County
Montoya, Luis – Council Member, Town of Clifton
Mueller, Rick – Mayor, City of Sierra Vista
Oertle, Ron – Mayor, City of Bisbee
Polley, Bernadette - Cochise County Private Representative
Robinette, Dustie - Greenlee County Private Representative
Smith, Danny – Supervisor, Graham County

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

GUESTS: Adam, Kevin – RTAC
Avila, Virginia – SEACAP
Boyle, Kathy – ADOT
Dille, Shane – Manager, City of Nogales
Ramirez, Yvette – SEACAP
Saucedo, Shay – Sen. John McCain's Office

I. CALL TO ORDER/PLEDGE OF ALLEGEIANCE/INTRODUCTIONS

Chair Bob Rivera thanked all for attending, called the meeting to order at 10:06 a.m., and gave the floor to Supervisor Danny Smith from Graham County.

Chair Rivera then lead in the Pledge of Allegiance and introductions. It was determined that there was a quorum present.

I. MEMBER ENTITIES' DISCUSSION

Chair Rivera made a call for items to discuss. Mayor Ron Oertle discussed the City of Bisbee's budget and lobbying State representatives for an increase in funds for the region as well as the need to address the decrease in CDBG grants for the region, stating they have been cut in half and there was a need to press the Congressional delegation for more support.

Vice Mayor Luis Montoya stated that he also serves as the Chair of the Board of Education of the Clifton Unified School District, and informed the group that at the end of the fiscal year (June 30, 2015) the Clifton Unified School District would be dissolved due to financial reasons. He further stated that the closure may have an impact on some SEAGO programs and that arrangements have been made to reallocate students to either the Morenci or Duncan School Districts. He closed by stating that the closure of the school district is unprecedented.

Mayor Rick Mueller mentioned the Public Safety Personnel Retirement System (PSPRS), stating that they would have a final proposal in August 2015 and they are looking at reforming the retirement system. Supervisor English stated that if reform takes place today there is still a 15-20 year catch-up period. There was also discussion regarding Operation Stonegarden (OPSG) and the financial effects on member jurisdictions. Chair Rivera stated that it was a Statewide issue.

Supervisor English stated there needed to be better transparency to the public so they can understand the impacts of the additional costs and taxes and that it means some public services may be cut or reduced. Mr. Heiss asked whether the County Supervisor's Association (CSA) was involved or working with the League of Cities and Towns on this issue. Mayor Mueller commented that they would be reaching out to the Counties and Fire Districts, the State and other groups in hopes of working together and that there would be further discussion at the August meeting of the League of Cities and Towns.

Mayor John Doyle asked whether OPSG included the higher echelon of law enforcement and Supervisor English stated that it applied to any law enforcement officers that can collect overtime. Supervisor English stated that in Cochise County the compromise was to limit the number of overtime hours allowed.

Councilman Sam Lindsey commented that the City of Willcox had decided not to renew OPSG program after the current fiscal year ends.

II. CALL TO THE PUBLIC

Chair Rivera made a Call to the Public and Ms. Saucedo reported that Bill 2016 (Secure Rural Schools) had passed and that those monies would be disbursed to the counties and other entities on May 31.

III. SEACAP SERVICES PRESENTATION

Ms. Yvette Ramirez apologized that the SEACAP Executive Director could not make the meeting due to illness and proceeded to provide an overview of SEACAP services. She further discussed working with the SEAGO membership to create a needs assessment that can be provided to the State in the hopes of increasing SEACAP Community Services Block Grant funding. She provided a ten question survey to the members for them to complete and return.

IV. ACTION ITEMS

1. CONSENT AGENDA

- a. Approval of the February 27, 2015 Minutes
- b. Discussion and Possible Recommendation to Approve the Changes to the ACOA Bylaws
- c. Nomination to the Advisory Council on Aging

At the request of Mayor John Doyle, Consent Agenda Items 1.b. and 1.c. were pulled for further discussion.

MOTION: Supervisor Ann English moved to approve the Minutes of the February 27, 2015 meeting.

SECOND: Mayor John Doyle

ACTION: **APPROVED; ONE ABSTENSION FROM MAYOR RICK MUELLER**

Mayor John Doyle commented that the City of Nogales would like to keep a local person to represent Nogales on the ACOA. Mr. Randy Heiss stated that the Administrative Council had expressed the same concern and explained the challenges currently faced by the ACOA in finding members. Mr. Heiss also stated that the Administrative Council had decided to return the issue to the ACOA with their feedback and revisit the matter at a later date. He further reported that the Administrative Council had voted to table Consent Agenda Items 1.b. and 1.c.

MOTION: Supervisor Ann English moved to ratify the direction given by the Administrative Council regarding the ACOA Bylaws.

SECOND: Mayor Rick Mueller

ACTION: **APPROVED UNANIMOUSLY**

2. Discussion and Possible Action to Approve the SEAGO Five-Year Strategic Plan FY16 - FY20.

Mr. Heiss discussed the January strategic planning retreat held at Cochise College Benson Center on January 21st and 22nd, stating that the strategic plan was drafted based on feedback from the retreat.

MOTION: Councilman Sam Lindsey moved to approve the SEAGO Five-Year Strategic Plan FY16-FY20.

SECOND: Mayor John Doyle

ACTION: **APPROVED UNANIMOUSLY**

3. FY15-16 Budget Action Items

a. Resolution 2015-03 EDA Grant Authorization

Mr. Larry Catten outlined the resolution for an Economic Development Administration (EDA) partnership planning assistance grant for funds in the amount of \$75,000 to continue the stability and ability of SEAGO to administer the Economic Development District (EDD) program. He reported the resolution was consistent with prior EDA applications for grant funds, stating that the submittal of the application would take place during the month of June.

MOTION: Councilman Luis Montoya moved to approve Resolution No. 2015-03.

SECOND: Mayor John Doyle

ACTION: **APPROVED UNANIMOUSLY**

b. Fiscal Year 2015-2016 Budget

Ms. Cindy Osborn discussed the FY15-16 budget spreadsheet, noting that AAA funding was decreased by \$39,000 which caused the need to reduce one position from $\frac{3}{4}$ time and completely eliminating another position. She further stated that the elimination will not affect services. She also reported that the Housing program also lost the renewal of an Attorney General contract which meant the loss of \$51,000 for the Housing program. She reported that the budget included a 2 $\frac{1}{2}$ percent salary increase for staff. She further reported that there is no fund balance use in the proposed budget.

Ms. Osborn stated that the Administrative Council unanimously recommended approval of the FY16 Budget with the addition of \$20,500 to restore the Housing position to full time and \$10,000 for the grant writing contractor, which equals a total fund balance use of \$30,500.

There was further discussion regarding the SEAGO Housing program and how the program adds value to SEAGO member constituents. Ms. Shay Saucedo commented that SEAGO's Housing Program is a valuable resource to the Congressional Office in assisting homeowners facing the loss of their homes.

Mr. Shane Dille reported that the Administrative Council had extensively discussed the impacts of the Housing Program and had asked for additional details about what specific areas are benefitting from the program. He also reported the Administrative Council will continue to review the use of general funds to support the Housing Program. Mr. Heiss added that per the fund balance policy, both uses are potentially recurring and will require a supermajority vote of the Executive Board members present at the meeting.

Ms. Dustie Robinette inquired about how successful efforts to save homes through the program have been and Ms. Packer responded there was an approximate 35% success rate. Ms. Packer also stated that educational classes for new and prospective homeowners have picked up and she has held 4 classes so far this year.

MOTION: Councilman Luis Montoya moved to approve the Dues and Assessment Schedule FY16 Option 1, as modified and recommended by the Administrative Council.
SECOND: Mayor Ron Oertle
ACTION: **APPROVED UNANIMOUSLY**

Supervisor English asked how the FY16 Dues and Assessments were determined and Mr. Heiss explained how the Option 1 assessments and dues were determined.

MOTION: Supervisor English moved to approve the FY16 Budget as recommended by the Administrative Council.
SECOND: Councilman Sam Lindsey
ACTION: **APPROVED UNANIMOUSLY**

4. FY15 CDBG Regional Account Applications

Ms. Bonnie Williams reported that the deadline for CDBG applications to SEAGO was May 1 and the ADOH CDBG program deadline for submissions is August 3. Ms. Williams stated she had received applications from Bisbee, Nogales, Pima, Willcox and Duncan.

Ms. Williams shed some light on the new low-moderate income requirements and responded to questions. Mayor Oertle thanked Ms. Williams for her work. Mayor Oertle commented that political pressure is important to maintain funding for community programs such as the CDBG.

MOTION: Councilman Sam Lindsey made a motion to approve these projects and to forward these applications to ADOH by August 3rd.
SECOND: Supervisor Ann English
ACTION: **APPROVED UNANIMOUSLY**

5. Discussion And Possible Action To Adopt ADOT's DBE Plan.

Mr. Chris Vertrees discussed the ADOT Disadvantaged Business Enterprise Program (DBE) stating that in order for SEAGO to continue to receive Federal Transit Administration (FTA) funding in FY16 it must have a DBE policy/plan in place and since the ADOT DBE Plan is FTA

approved and is applicable to SEAGO, recommends that SEAGO adopt ADOT's plan instead of developing its own.

Councilman Sam Lindsey commented that Northern Cochise Community Hospital had previously operated a transportation program in Willcox and has since been disbanded. He stated that the senior center in Willcox had received one of the vans and inquired whether they would be eligible for funding. Mr. Vertrees stated SEAGO had met with that group in order to assist them with obtaining funding through the 5310.

MOTION: Councilman Luis Montoya made a motion to formally adopt ADOT's FTA DBE Program Plan.

SECOND: Mayor John Doyle

ACTION: **APPROVED UNANIMOUSLY**

6. Consideration of FY16 AAA Subaward Renewal Recommendations

Ms. Laura Villa reported 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. She further stated that subaward agreement renewals needed to be approved so that services could be in place by July 1.

Mr. Heiss added that the original recommendation erroneously omitted funding for the City of Douglas' transportation system of \$33,650 and stated it should be included in the motion.

MOTION: Mayor John Doyle made a motion to approve the proposed FY16 AAA subaward recommendations, including \$33,650 for the City of Douglas

SECOND: Mayor Rick Mueller

ACTION: **APPROVED UNANIMOUSLY**

V. Information Items

A. Future Meeting Dates

Mr. Heiss discussed the proposed meeting dates for both the Administrative Council and Executive Board through May 19, 2016. He also mentioned that there would need to be a special telephonic Committee meeting in June to approve the TIP Amendment.

B. Private Sector Representative Vacancies

Mr. Heiss also discussed the two private sector vacancies (Cochise and Graham Counties) and asked members in those two counties to start thinking about who might possibly serve in those positions. Chair Rivera thanked Ms. Bernadette Polley for her service as the Cochise County Representative.

C. Finance Report

Ms. Cindy Osborn discussed the Statement of Revenues & Expenditures for the period March 2015 and FY15 to date.

D. SEAGO Economic Development District (EDD) Report

Mr. Larry Catten discussed how SEAGO can be most effective in serving the members in the area of economic development and how to position SEAGO as an economic development resource on a community by community basis. Supervisor Smith inquired about a recent EDA email regarding regional economic development funding for grants and loans. Mr. Catten responded that he also received the email and would be further researching those programs and would be in contact with member representatives at a later date if there are funding opportunities for SEAGO members.

E. Housing Program Statistics

Ms. Julie Packer referenced her memo and had nothing further to report.

VI. RTAC Report

Mr. Kevin Adam updated the members on legislative issues regarding transportation and responded to questions. Mayor Oertle inquired about how much money is in the Federal Highway Trust Fund and Mr. Adams responded he thought that about 15-18 billion per year would be needed to sustain the fund. Mayor Oertle also asked how Federal transportation program funds coming into Arizona were allocated and Mr. Adam explained the process.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Ms. Laura Villa announced the AAA's First Annual Conference on Aging scheduled for Saturday, June 6, 2015 and invited all to attend.

Supervisor English commented on the name change of the Douglas Port of Entry in honor of former Governor Raul Castro. Supervisor English thanked Senator McCain's office for their work and support of the name change. Supervisor English also mentioned the new photographic memories display located at the Douglas Service Center.

Mayor Rick Mueller invited everyone to attend the Memorial Day activities being held at Ft. Huachuca and the Southern Arizona Veteran's Cemetery.

VIII. FUTURE AGENDA ITEMS

Chair Rivera asked for any future agenda items from the Board and there were none at this time.

IX. EXECUTIVE SESSION

The Board adjourned to Executive Session pursuant to A.R.S. §38.431.03 Subsection A.1.

X. RECONVENE PUBLIC SESSION

Chair Rivera called the meeting back to public session at 1:26 PM. There was a discussion regarding survey scores for the job performance of the Executive Director, which were above average. The results of the survey show that the Board would like more information on what goes on at SEAGO on a monthly basis. This would allow the Board to also spread the word and help to publicize SEAGO activities and events. The Board encouraged the Executive Director to do more civic engagement activities and community outreach about SEAGO and its activities and services.

XI. ADJOURNMENT

MOTION: Ms. Bernadette Polley made a motion to adjourn the meeting at 1:37 PM.
SECOND: Supervisor Ann English
ACTION: **APPROVED UNANIMOUSLY**