

**MINUTES OF THE
SEAGO EXECUTIVE BOARD
SAFFORD CITY ANNEX
808 S. 8TH AVENUE
SAFFORD, AZ
MAY 19, 2017**

OFFICERS PRESENT: Lindsey, Sam - Councilman, City of Wilcox (*Chair*)
Rivera, Bob - Mayor, Town of Thatcher (*Treasurer*)

MEMBERS PRESENT: Barlow, Bill - Mayor Pro-Tem, City of Tombstone
David, Paul - Supervisor, Graham County
Diaz, Jose - Vice Mayor, City of Nogales (*phone*)
O'Donnell, Patrick - Graham County Private Sector Rep.
Robinette, Dustie - Greenlee County Private Sector Rep.
Sedwick, Tony - Santa Cruz County Private Sector Rep.
Smerekanich, Ilona - Cochise County Private Sector Rep.
Montoya, Louis - Vice Mayor, Town of Clifton
Morales, Danny - Mayor Pro-Tem, City of Douglas

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

GUESTS: Adam, Kevin - Executive Director, RTAC
Andaloza, Michael - Councilman, City of Safford
McGaughey, Steve - Councilman, City of Safford
Morales, Martha
Skeete, Horatio - Manager, City of Safford

I. EXECUTIVE SESSION

Chairman Lindsey asked Mr. Heiss if he would prefer his evaluation conducted in Executive Session or in public. Mr. Heiss stated that he preferred Executive Session. Mayor Rivera made a motion to adjourn to Executive Session.

MOTION: Mayor Rivera
SECOND: Mayor Pro-Tem Barlow
ACTION: **UNANIMOUS**

Chairman Lindsey called the Executive Session to order at 9:14 A.M.

II. RE-CONVENE PUBLIC SESSION

Chairman Lindsey reconvened the meeting to public session at 10:40 A.M. Mr. O'Donnell stated that the Board appreciates the professionalism of the Executive Director. Chairman Lindsey expressed that the record should also reflect that the Director had an excellent evaluation.

III. CALL TO ORDER / PLEDGE OF ALLEGIANCE / INTRODUCTIONS

City of Safford Councilman Michael Andaloza welcomed everyone to Safford on behalf of the City Council. Introductions were made and the Pledge of Allegiance was recited.

IV. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)

There was no member entities' discussion at this time.

V. CALL TO THE PUBLIC

There were no members of the public present.

VI. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 24, 2017 Minutes
 - b. Nominations to the Advisory Council on Aging

Mayor Rivera made a motion to approve the Consent Agenda as presented.

MOTION: Mayor Rivera
SECOND: Mayor Pro-Tem Morales
ACTION: **UNANIMOUS**

2. Discussion and possible action to adopt the SEAGO Five-Year Strategic Plan FY 2018 - 2022

Mr. Heiss discussed the recent Strategic Planning retreat that was held in Benson February 9th and 10th. The data gathered from the retreat was used to update the strategic plan tactics and underlying tasks.

Mr. Heiss explained that the Goals of the updated strategic plan had not changed, and proceeded to outline the new tactics that were identified as a result of the retreat which were:

Under the Goal "Expand SEAGO services to member entities and constituents." new Tactics identified were:

- a. Tactic A: Increase the Capacity of the Community Development Program;
- b. Tactic B: Conduct Region-Wide Target Industry Analysis;

- c. Tactic C: Develop and Market New Transportation Program Services;
- d. Tactic D: Kick off Regional Technical Services Center;
- e. Tactic E: Conduct Feasibility Analysis of Consolidated Regional Human Services; and
- f. Tactic F: Create a Region-Wide Economic Development Data Portal.

Under the Goal “Enhance awareness of SEAGO and the value of its services”, new Tactics identified were:

- a. Tactic A: Improve Service Delivery in the Family Caregiver Support Program;
- b. Tactic B: Convene and Facilitate Regional Continuum of Care Planning Group;
- c. Tactic C: Organize Volunteers for Housing Rehabilitation Projects; and
- d. Tactic D: Continue Public Information and Outreach Activities in Regional Newspapers.

Under the goal “Advance economic competitiveness and sustainability”, new Tactics identified were:

- a. Tactic A: Increase the Capacity of the Community Development Program;
- b. Tactic B: Conduct Region-Wide Target Industry Analysis;
- c. Tactic C: Kick Off Regional Technical Services Center;
- d. Tactic D: Conduct Feasibility Analysis of Consolidated Regional Human Services
- e. Tactic E: Create a Region-Wide Economic Development Portal

Mayor Rivera asked if the County case managers would be reporting to SEAGO’s new in-house caregiver/case manager and Ms. Villa responded that the new person would work with County case managers to promote programs such as respite, outreach, trainings and conferences and is not intended to replace the work currently being done by regional case managers. Mayor Rivera asked whether the new person has started working yet and Ms. Villa replied that they would start early in the next fiscal year.

Vice Mayor Montoya made a motion to approve the SEAGO Five-Year Strategic Plan FY18-22.

MOTION: Vice Mayor Montoya
SECOND: Mr. O’Donnell
ACTION: **UNANIMOUS**

3. Discussion and possible action to adopt the Area Plan on Aging SFY 2018 – SFY 2021

Ms. Villa presented the SFY18-21 Area Plan on Aging and thanked Mr. Heiss for his support and guidance throughout the process of updating the Plan. She reported the needs

assessment had helped identify some new operational and strategic objectives for addressing the goals in the plan.

Goal 1 – To increase awareness and understanding of aging issues and help prepare Arizona for an aging population through partnerships and collaborating with existing organizations within the region.

Goal 2 – To increase the ability of older adults to remain active, healthy, and living independently in their communities.

Goal 3 – To increase the safety and well-being of older Arizonans.

Supervisor David asked whether survey respondents were looking for free dental care or more affordable care and Ms. Villa responded that they were not able to determine that with the survey responses. Supervisor David asked what type of dental care was needed and Ms. Villa responded prevention care was the highest need.

Vice-Mayor Montoya thanked Ms. Villa for her responsiveness and emphasized the need to increase efforts to educate the elderly populations on what resources and programs are available to them.

Mayor Rivera made a motion to approve the SFY18-21 Area Plan on Aging.

MOTION: Mayor Rivera
SECOND: Ms. Smerekanich
ACTION: **UNANIMOUS**

4. Fiscal Year 2018 Budget Action Items

a. Resolution 2017-02 EDA Grant Authorization

Mr. Larry Catten presented Resolution No. 2017-02, EDA Partnership Planning Assistance Grant in the amount of \$75,000, stating that 70% of SEAGO Economic Development budget is funded through the EDA and this resolution requests up to \$35,357 to allow SEAGO EDD to meet the subject grant's required matching amount and perform related economic development activities.

Mayor-Pro Tem Montoya asked whether the matching \$35,000 is included in the budget and is funded through member assessments? Mr. Heiss responded that was correct and there has been no change in the assessment from the previous year.

Mayor Pro-Tem Danny Morales made a motion to approve Resolution 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: Mayor Pro-Tem Morales
SECOND: Ms. Robinette
ACTION: **UNANIMOUS**

- b. Discussion and possible action regarding the proposed Fiscal Year 2018 Assessment Schedule and Budget

Mr. Heiss presented the proposed member entity assessments for FY18, noting the only change was an increase in RTAC assessments which amounted to an approximately \$2,700 increase to members. Mr. Heiss stated he supports the increase and values the services provided by RTAC. He outlined other assumptions included in the budget and responded to questions.

Mr. Heiss also pointed out a contingency line item included in the budget as a stopgap measure that could be used for matching funds for grants, grant writing fees, equipment critical to operations, bridge funding, education assistance. Mr. Heiss stated that funds would not be used without first having a plan approved by the Administrative Council and Executive Board.

Mayor Montoya asked about the funding deficit shown for the SHIP program and Mr. Heiss responded the program funding is supplemented by AAA Administration to make up for lack of funding.

Mayor-Pro Tem Morales asked about anticipated CDBG and EDA funding levels and whether there would be ongoing support from D.C. to continue funding these programs. Mr. Heiss stated he did not have solid information at this point but here is good bipartisan support for both programs.

Vice Mayor Montoya asked for clarification on use of the \$35,000 contingency funds and Mr. Heiss responded it would be coming from fund balance and would only be used with prior approval. Vice Mayor Montoya stated it was important to maintain fund balance levels. Mr. Heiss mentioned that in addition to the fund balance policy limiting the use of fund balance, there is also an austerity plan in place that would kick in to minimize any use of fund balance in the event of a government shutdown or absence of program funding in the future.

Vice Mayor Montoya made a motion to approve the FY18 Assessment Schedule and Budget as presented.

MOTION: Mayor Pro-Tem Montoya
SECOND: Mr. O'Donnell
ACTION: **UNANIMOUS**

- c. Sustainability of the SEAGO Fund Balance

There were no further questions regarding the SEAGO fund balance at this time.

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

Mr. Heiss discussed the background information regarding updates to the Policy Manual and responded to questions.

Mayor Pro-Tem Morales asked whether there were any internship opportunities with SEAGO and Mr. Heiss stated there was not but that interns could be used to assist various SEAGO programs as needed. Mayor Pro-Tem Morales asked whether there was a program for students to get college credit for internships at SEAGO and Mr. Heiss responded there currently was not, but it could be looked into.

Ms. Robinette asked whether the updates had been through a legal review and Mr. Heiss responded not by SEAGO but since it was modeled largely from Cochise County's policy, he was sure their attorney had reviewed it.

Supervisor David asked whether the policy required students to utilize in-state educational institutions and Mr. Heiss responded there was no such language in the proposed Policy.

Mayor Rivera made a motion to approve the proposed revisions to Section 5.6 of the SEAGO Policy Manual.

MOTION: Mayor Rivera
SECOND: Mayor Pro-Tem Morales
ACTION: **UNANIMOUS**

6. Discussion and possible action regarding the proposed Fiscal year 2018 AAA Subaward Renewal Recommendations

Ms. Villa discussed the proposed FY18 AAA Subaward Renewal funding recommendations, stating that funding levels remain more or less the same and the agreements need to be in place so that services can start July 1, 2017.

Mr. O'Donnell made a motion to approve the proposed FY18 AAA subaward renewal recommendations as presented.

MOTION: Mr. O'Donnell
SECOND: Mayor Pro-Tem Montoya
ACTION: **UNANIMOUS**

VII. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the upcoming meeting dates for the next twelve months and stated there would be a telephonic meeting of the Joint Administrative and Executive Committees on June 1, 2017. Mr. Heiss discussed the need to ensure quorums at the Administrative Committee meetings so that recommendations could continue to be considered by the Executive Board.

Mr. Heiss responded to questions.

Supervisor David asked whether it's possible to use a webinar format for the telephonic meetings. Mr. Heiss responded that SEAGO does not presently have a license to webinar software, but that it could be looked into for future telephonic meetings.

B. Election of Administrative Council Officers

Mr. Heiss discussed election of Administrative Council Officers which took place at their meeting May 4th. He reported the Administrative Council opted to retain the slate of officers elected last year and as a result, the Officers for FY18 remains as follows:

Chair: Mr. Tedmond Soltis, City of Willcox Manager
Vice-Chair: Ms. Tammy Mitchell, Town of Huachuca City Clerk/Manager
Secretary: Mr. Horatio Skeete, City of Safford Manager

C. Quarterly Finance Report

Mr. Diane Pashley thanked Mr. Heiss and the SEAGO team for their assistance in helping her learn about SEAGO and presented the quarterly finance report for the period March 2017 and FY17 year-to-date.

Supervisor David asked about revenues coming in at 100% for each of the line items and Mr. Heiss responded that we do anticipate that.

D. SEAGO Economic Development District Report

Mr. Catten provided updates relating to recent EDD activities and responded to questions.

At this time Chairman Lindsey recessed the meeting for lunch from 12 noon to 12:26 P.M.

E. Transit Report

Mr. Chris Vertrees provided updates to the Transit Report and responded to questions.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on regional highway safety plan and responded to questions.

G. AAA Updates

Ms. Villa provided the AAA updates and responded to questions.

VIII. RTAC REPORT

Mr. Kevin Adam provided the RTAC report and responded to questions. Mayor Rivera added the date for this year's Rural Transportation Summit would be October 18-20.

IX. STAFF ANNOUNCEMENTS / CURRENT EVENTS

There were no Staff announcements at this time.

Mayor Pro-Tem Barlow mentioned the upcoming Wyatt Earp Days in Tombstone.

Mayor Pro-Tem Morales mentioned the Bi-National Concert happening in Douglas/Agua Prieta this weekend.

Vice Mayor Diaz mentioned the VFW Memorial Day to be held in Nogales May 29th.

Chairman Lindsey mentioned the wine festival happening in Willcox this weekend.

X. FUTURE AGENDA ITEMS

Mr. Heiss stated there would be a Title VI Plan update and Section 208 program agenda items, and possibly an information item on the roles and responsibilities of the Executive Board and a presentation on the Strategic Highway Safety plan at the next meeting.

XI. ADJOURNMENT

Chairman Lindsay adjourned the meeting at 1:15 P.M.