



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 24, 2018
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

Please see the details below for the Administrative Council meeting date, time, and location.

**Thursday, May 3, 2018 at 9 a.m.
Cochise College Benson Center
1025 Highway 90
Benson, Arizona**

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

The Administrative Packet will be sent to members through the e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

If you have any questions, please call me at (520) 432-5301 Extension 202. You can also send an e-mail to rheiss@seago.org.



ADMINISTRATIVE COUNCIL AGENDA

9 A.M., THURSDAY, MAY 3, 2018
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA

| | | |
|---|---------------------|-----------------|
| I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS | Vice-Chair Williams | |
| II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues) | Vice-Chair Williams | |
| III. CALL TO THE PUBLIC | Vice-Chair Williams | |
| IV. ACTION ITEMS | | <u>Page No.</u> |
| 1. Consent Agenda | | |
| a. Approval of the February 8, 2018 Minutes | Vice-Chair Williams | 1 |
| b. Nomination to the Advisory Council on Aging | Laura Villa | 6 |
| 2. Election of Officers | Randy Heiss | 7 |
| 3. Fiscal Year 2019 Budget Action Items | | |
| a. Discussion and possible action regarding Resolution 2018-02 EDA Grant Authorization | Larry Catten | 8 |
| b. Discussion and possible action regarding the proposed FY 2019 SEAGO Assessment Schedule and Budget | Diane Pashley | 10 |
| c. Sustainability of Fund Balance | Randy Heiss | 13 |
| 4. Discussion and possible action regarding the proposed updates to the SEAGO Policy Manual relating to the FWHFA | Randy Heiss | 15 |
| 5. Discussion and possible action to recommend approval of the FFY 2018 CDBG applications | Bonnie Williams | 18 |
| 6. Discussion and possible action regarding the proposed Fiscal Year 2019 AAA Subaward Renewal Recommendations | Laura Villa | 19 |

V. INFORMATION ITEMS

| | | |
|--|----------------|----|
| A. Future Meeting Dates | Randy Heiss | 23 |
| B. Strategic Plan Implementation Progress Report | Randy Heiss | 24 |
| C. Quarterly Finance Report | Diane Pashley | 27 |
| D. SEAGO Economic Development District Report | Larry Catten | 29 |
| E. AAA Updates | Laura Villa | 34 |
| F. Strategic Regional Highway Safety Plan Update | Chris Vertrees | 43 |
| G. Transit Report | Chris Vertrees | 45 |

VI. RTAC REPORT

Kevin Adam

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Vice-Chair Williams

VIII. FUTURE AGENDA ITEMS

Vice-Chair Williams

IX. ADJOURNMENT

Vice-Chair Williams

DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter may contact John Merideth at (520) 432-5301 extension 212 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting John Merideth at (520) 432-5301 extension 212. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Juan Merideth al número (520) 432-5301, extensión 212, por lo menos setenta y dos (72) horas antes de la conferencia.

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

FEBRUARY 08, 2018

OFFICERS PRESENT: Soltis, Tedmond – City of Willcox (*Chair*)
Skeete, Horatio – City of Safford (*Secretary*)

MEMBERS PRESENT: Basteen, John Jr. – Town of Duncan
Cooper, Terry – Graham County (*proxy*)
Gale, Kay – Greenlee County
Gilligan, Ed – Cochise County (*phone*)
Lewis, Sean – Town of Pima
McGaughey, Ian – Town of Clifton (*phone*)
McLachlan, Matt – City of Sierra Vista
Smith, Robert – City of Bisbee
Vivian, Vicki – City of Benson
Williams, Matthew – Town of Huachuca City

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

GUESTS: None

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Soltis called the meeting to order at 9:05 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

Ms. Vicki Vivian, City Clerk for the City of Benson, announced the departure of City Manager Bill Stephens, stating that she had been appointed as the acting City Manager.

Ms. Kay Gale announced the Blue bridge dedication which was planned for the upcoming week.

Mr. Matt McLachlan discussed the homeless housing initiative in Sierra Vista.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 2, 2017 Minutes
 - b. Nomination to the Advisory Council on Aging

Ms. Gale made a motion to approve the Consent Agenda as presented.

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

- 2. Discussion and possible action to fill the vacant Administrative Council Vice-Chair position.

Mr. Heiss discussed the vacancy on the Administrative Council as a result of Vice Chair Tammy Mitchell resigning her position with the Town of Huachuca City effective November 29th, which also leaves a vacancy on the Administrative Committee until the May 3rd meeting when the officers are scheduled to be elected for FY19.

Chairman Ted Soltis felt it would be okay to wait until the May meeting when new officers would be elected. Ms. Kay Gale asked whether anyone had shown any interest in filling the position and Mr. Matthew Williams stated that he would be interested.

Mr. Horatio Skeete made a motion to nominate Mr. Williams to the Vice Chair position until the May 3rd meeting when a new slate of Officers would be elected.

MOTION: Horatio Skeete
SECOND: Matt McLachlan
ACTION: **UNANIMOUS**

- 3. Consideration of the proposed revisions to the SEAGO Bylaws.

Mr. Heiss outlined proposed revisions to the SEAGO Bylaws which, if approved, would align the language of the Bylaws with the long time practices of the organization. Areas outlined were: annual budget review, annual evaluation of the executive director, approval of emergency fund balance usage, membership of functional committees, appointment of functional committee members, and implementing the purpose of gifts, grants, and donations.

Mr. Skeete made a motion to recommend approval of the proposed February 2018 Bylaws revisions to the Executive Board.

MOTION: Horatio Skeete
SECOND: Kay Gale
ACTION: **UNANIMOUS**

- 4. Consideration of Nominee for Cochise County Private Sector Representative.

Mr. Heiss discussed the EDA requirements of private sector representation on the SEAGO Executive Board, stating that the second term of Mr. Mark Schmitt will expire at the February 23 meeting of the Board. There is a need to find a replacement and that Ms. Barbara Richardson had been recommended as a potential replacement from the education sector. Ms. Richardson has agreed to serve in this capacity.

Mr. McLachlan made a motion to recommend the appointment of Ms. Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board.

MOTION: Matt McLachlan
SECOND: Matthew Williams
ACTION: **UNANIMOUS**

5. Consideration of the proposed revisions to the FY2016-FY2018 Method of Distribution for CDBG funding.

Ms. Bonnie Williams provided proposed revisions to the FY16 – FY18 Method of Distribution stating that under SEAGO’s current Method of Distribution (MOD) for Fiscal Years 2016 – 2018, each of the six jurisdictions participating in the Community Development Block Grant (CDBG) Regional Account (RA) for the Cochise County subregion receive ½ of the available funding every third year. Due to the extensive administrative requirements of the CDBG program, the City of Willcox was considering entering into an arrangement with the City of Bisbee under which Bisbee would receive the entire Cochise County RA allocation in 2018, and in turn, Willcox would receive the entire RA allocation in 2021.

In discussing the proposed gifting of funds, it was suggested that the participating Cochise County jurisdictions consider revising the current MOD to implement a six-year rotation under which each community would receive the entire RA allocation, to enable these jurisdictions to accomplish projects of larger scale than under the current MOD. As a result, a Subregional Working Group made up of the six participating jurisdictions from Cochise County scheduled a conference call on January 11th, to discuss whether to revise the MOD to implement a six-year rotation. After discussing the matter, it was the consensus of the Working Group (five in favor, and one against) to revise the FY2016 – FY2018 MOD to reflect a six-year rotation schedule beginning with Bisbee in 2018.

Mr. Basteen made a motion to recommend approval of the proposed revision to the FY2016-FY2018 Method of Distribution to the Executive Board.

MOTION: John Basteen, Jr.
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

6. Consideration of Resolution No. 2018-01 relating to NAFTA Renegotiation or Modernization.

Mr. Larry Catten discussed the North American Free Trade Agreement (NAFTA) which is currently being renegotiated. A few months ago, a member of the SEAGO Executive Board suggested that SEAGO consider a resolution supporting a fair, equitable and mutually acceptable renegotiated trade agreement. At the November 17, 2017 Executive Board meeting, the Board directed the Economic Development Planner to draft a SEAGO resolution that would: 1) highlight some of the benefits that Arizona has experienced because of NAFTA, 2) recognize that it is beneficial to update and modernized the 24 year old Agreement consistent with today’s economy, and 3) express support for continuing NAFTA as a viable instrument for Arizona economic development.

Resolution 2018-01 was drafted with the intent of complying with the Executive Board’s direction.

Ms. Vicki Vivian made a motion to recommend approval of Resolution No. 2018-01 to the Executive Board.

MOTION: Vicki Vivian
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

7. Discussion and possible action to authorize initiation of procurement for studies in Graham and Greenlee Counties.

Mr. Catten stated that SEAGO had recently been awarded grants for target industry studies in Graham and Greenlee counties, and a housing feasibility study in Greenlee County. The studies will be managed and conducted by SEAGO in collaboration with Graham and Greenlee County

officials. Each of the grant funded studies will require the services of qualified consultants, and each will require an expenditure in excess of \$30,000.00 to retain the services of said consultants. Pursuant to SEAGO’s procurement policy, the purpose of this agenda item is to request Executive Board approval to solicit RFPs from consultants to provide the analytical and consulting services required to complete each of the studies.

Ms. Gale made a motion to recommend approval to the Executive Board for SEAGO staff to solicit RFPs for 1) a Graham County Target Industry Study; 2) a Greenlee County Target Industry Study; and 3) a Greenlee County Housing Feasibility Study.

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

8. Consideration of 2018-2022 TIP Amendment #3.

Mr. Chris Vertrees presented amendments to SEAGO’s 2017-2021 TIP that were approved by the TAC at its January 18th meeting.

Mr. Skeete made a motion to recommend to the Executive Board the approval of the SEAGO 2018-2022 TIP Amendment #3.

- MOTION:** Horatio Skeete
- SECOND:** Kay Gale
- ACTION:** **UNANIMOUS**

9. Discussion and possible action to authorize initiation of procurement for a Willcox Transit Feasibility Study.

Mr. Vertrees discussed the Transit Needs Survey of the Willcox area to determine the potential demand for transportation services which took place last summer. The goal of the study is to conduct a deeper look into the demand/need of transit services and develop an implementation plan for public bus service (FTA Section 5311) for the Willcox area. SEAGO used three methods to identify demand and all three models demonstrated significant demand for services.

As a result, SEAGO submitted a FTA Section 5305 Transit Planning Grant application for a Willcox Area Transit Feasibility Study, and on December 8, 2017, SEAGO was notified that the grant was awarded. The FTA share of the project will be \$56,000. Local match will be \$14,000. SEAGO can use in-kind services to meet the match requirements. A feasibility study is a precondition for applying for FTA Section 5311 funding and is available to support an application for 5 years.

Ms. Gale made a motion to approve the acceptance of the FTA Section 5305 Transit Planning Grant Award to conduct a Willcox Area Transit Feasibility Study and authorize any associated procurement needed for the study.

- MOTION:** Kay Gale
- SECOND:** Matthew Williams
- ACTION:** **UNANIMOUS**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined future meeting dates scheduled for the following twelve-month period.

B. Strategic Plan Implementation Progress Report

Mr. Heiss outlined progress on the Strategic Plan Implementation as well as the Maricopa Association of Governments employment viewer online database. He referred the group to the reports generated for each SEAGO county of businesses, jobs and industry highlights. Ms. Gale stated that Gila Health Resources was not shown as an employer in Greenlee County and Mr. John Merideth replied that he would check into it and that the work to update the information for 2017 would begin in the next month. Ms. Gale asked to be copied on the Greenlee County data when it is sent out for review.

C. Quarterly Finance Report

Mr. Heiss presented the quarterly finance report and responded to questions.

D. Economic Development District Report

Mr. Catten presented the economic development report and responded to questions.

E. AAA Updates

Ms. Laura Villa discussed AAA program updates and responded to questions.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees presented the strategic regional highway safety plan update and responded to questions.

G. CDBG Program Information

Ms. Williams provided CDBG program updates and responded to questions.

VI. RTAC REPORT

No report at this time.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

None.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss mentioned election of officers, items related to approval of the FY 2019 budget, and possibly items related to initiation of the regional technical services center as likely items for the May meeting agenda.

IX. ADJOURNMENT

The meeting was adjourned at 10:38 AM.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: APRIL 24, 2018
SUBJECT: NOMINATION TO FILL VACANT TOWN OF PIMA ACOA POSTION

On April 19, 2018 the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Ms. Cheryl Christensen to represent the Town of Pima.

As some of you may recall, for the past two years SEAGO AAA has struggled in identifying someone from the Town of Pima who would be interested in representing the area. Ms. Christensen attended one of AAA presentations in Graham County, and by doing so this opened her interest in being part of the team and advocating for the elderly in her community. Cheryl is currently employed with Department of Economic Security (DES) as a workforce specialist in Safford. Cheryl has dedicated time volunteering in her community as:

- Library Advisory Board Member, 2016 to present.
- Library Advisory Board, Budget Committee Chairman, 11/2017 to present.
- GGSV; Graham County Veteran's Resource Fair - Pet Services Chairman, 2017 & 2018
- 501c3 non-profit – CEO/Director; Desert Cat Rescue & Sanctuary of Arizona, 2015-present.
- VITA Income Tax Preparation, 2016 & 2017
- A Tree 4 Christmas 2017

As a reminder, a position became available for Santa Cruz County unincorporated late in 2017, and additional vacancies on the ACOA recently occurred due to the resignation of member Mrs. Barbara Ahmann representing the Town of Clifton, and the termination of Mr. Moe Sinsley representing Cochise County unincorporated. Any suggestions on individuals who would be willing to serve in these positions would be greatly appreciated.

I will attempt to answer any questions you may have at the meeting.

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to recommend to the Executive Board approval of the nomination of Ms. Cheryl Christensen to fill the vacant position for the Town of Pima on the Advisory Council on Aging.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 24, 2018
SUBJECT: 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 officers of the Administrative Council constitute the Administrative Committee, and current slate of officers is as follows:

Chair: Vacant
Vice-Chair: Matthew Williams, Town of Huachuca City Manager
Secretary: Horatio Skeete, City of Safford Manager

I have communicated with Mr. Williams and even though he is relatively new to the region, he is willing to assist in any way he can. I have also spoken with Mr. Skeete and he remains willing to serve in his current position, but would prefer not becoming Chair.

None of the existing officers have served three consecutive terms and remain eligible to serve in their existing roles. So you could elevate the existing officers and seek a nomination to fill the Secretary position, or you could elevate Mr. Williams to the Chair position and seek a nomination to fill the Vice-Chair position. Or, per the Bylaws, the Administrative Council has the option of electing an entirely new slate of officers annually or any combination of new officers and existing officers.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to elect a slate of officers of the Administrative Council for Fiscal Year 2018 - 2019.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: APRIL 24, 2018
SUBJECT: RESOLUTION NO. 2018-02

Attached for your consideration is SEAGO Resolution No. 2018-02. This resolution is 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.

The SEAGO EDD utilizes these funds not only for existing planning work but also possible expanded activities which will further the cause of economic development. The SEAGO EDD will utilize the grant proceeds, and requisite matching funds to implement and sustain regional solutions to promote healthy, economic development throughout the four counties of the SEAGO region.

The 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. The match is funded through an annual Economic Development Assessment paid by SEAGO member entities.

Attachment: Resolution No. 2018-02

Action Requested: Information Only Action Requested Below:

A motion to recommend approval to the Executive Board of Resolution 2018-02 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.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

SEAGO Member Entities

- Cochise County
 - Benson
 - Bisbee
 - Douglas
 - Huachuca City
 - Sierra Vista
 - Tombstone
 - Willcox
- Graham County
 - Pima
 - Safford
 - San Carlos
 - Apache Tribe
 - Thatcher
- Greenlee County
 - Clifton
 - Duncan
- Santa Cruz County
 - Nogales
 - Patagonia

SEAGO Main Office

Administration
CDBG
Economic Dev.
Transportation

1403 W. Hwy 92
 Bisbee, AZ 85603
 520-432-5301
 520-432-5858 Fax

Area Agency on Aging Office

300 Collins Road
 Bisbee, AZ 85603
 520-432-5301
 520-432-9168 Fax

www.seago.org

RESOLUTION NO. 2018-02

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FY 2019 PARTNERSHIP PLANNING ASSISTANCE GRANT FUNDS FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, SEAGO is desirous of continuing and expanding activities to advance the economic development of these four counties; and

WHEREAS, the Economic Development Administration of the U.S. Department of Commerce has partnership planning assistance grants which will cultivate long-range and regional planning among the SEAGO member entities to alleviate economic distress; and

WHEREAS, the current economic stress in these four counties is demonstrated by the continued depletion of full time high-wage jobs, continuing market stagnation of commercial and residential properties, unresolved international border issues, unacceptable unemployment levels, lack of business diversity throughout the SEAGO Region, and persistent low/median family incomes in the majority of the SEAGO Region.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby authorizes an application be made to the U.S. Department of Commerce, EDA for a Fiscal Year 2019 planning grant in the amount of \$75,000; and

THAT, up to \$35,357 is hereby committed to assure that SEAGO meets the matching funds requirement for the EDA grant, funded through annual assessment (membership) dues paid by its members; and

THAT, SEAGO's Executive Director is authorized to sign and execute all application forms, contracts, or documents for the receipt and use of these funds.

Passed and adopted by the SEAGO Executive Board on this 18th day of May 2018.

 Randy Heiss, Executive Director
 SouthEastern Arizona
 Governments Organization

 John Doyle, Chair
 Executive Board



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DIANE PASHLEY, ACCOUNTS MANAGER
DATE: APRIL 24, 2018
SUBJECT: FY19 BUDGET

The assumptions in the FY 2019 budget are as follows:

- A decrease of \$2,111 in the RTAC Assessments due to an expansion of the SVMPO boundaries. This expansion increased the population within the SVMPO boundary and reduced the population within the non-urbanized area of the region – hence the decrease in the amount of the RTAC Assessments. All other assessments remain unchanged from FY 2018.
- Congress will continue funding the current programs including EDA and CDBG at or above current levels.
- A \$50,000 contingency line item from the fund balance has been included in this year’s budget for unanticipated events that may come up in FY 2019. The Administrative and Executive Committees will be consulted before contingency funds are used.
- Across-the-board salary increases for all employees are unsustainable at this time.

The proposed FY 2019 budget worksheet included in your packet provides a detailed overview of each program’s budget. Program Managers participated in the development of their program budget(s), and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

Attachments: Proposed FY 2019 Assessment Schedule; Proposed FY 2019 Budget; Information Memo - Sustainability of Fund Balance.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the FY19 Budget to the Executive Board.

FY 2019 ASSESSMENT SCHEDULE

SouthEastern Arizona Governments Organization Draft Dues and Assessment Schedule Fiscal Year 2019

| SEAGO Member | 2015 OEPS Est. (a) | SEAGO Member Dues (b) | ED Planning Assessment (c) | RTAC Assessment (d) | Total FY2019 Estimated Assessment (e) | Member Percent of Total FY2019 Assessment (f) | Total FY2018 SEAGO Assessment (g) | Total FY2010 SEAGO Assessment (h) |
|----------------------------|--------------------------|--------------------------------|----------------------------------|---------------------------|--|---|--|---|
| Benson | 4,999 | \$1,750 | \$1,054 | \$147 | \$2,951 | 3.73% | \$3,000 | \$2,055 |
| Bisbee | 5,297 | \$1,442 | \$1,117 | \$156 | \$2,715 | 3.43% | \$2,767 | \$2,305 |
| Douglas | 16,956 | \$3,815 | \$3,577 | \$499 | \$7,890 | 9.97% | \$8,056 | \$7,078 |
| Huachuca City | 1,794 | \$897 | \$378 | \$0 | \$1,275 | 1.61% | \$1,346 | \$747 |
| Sierra Vista | 44,183 | \$3,314 | \$1,977 | \$0 | \$5,291 | 6.69% | \$5,291 | \$17,798 |
| Tombstone | 1,333 | \$1,066 | \$281 | \$39 | \$1,387 | 1.75% | \$1,400 | \$579 |
| Willcox | 3,636 | \$1,273 | \$767 | \$107 | \$2,146 | 2.71% | \$2,182 | \$1,529 |
| Cochise County* | 50,914 | \$2,037 | \$8,299 | \$777 | \$11,113 | 14.05% | \$11,864 | \$21,406 |
| Pima | 2,553 | \$894 | \$539 | \$75 | \$1,507 | 1.91% | \$1,532 | \$954 |
| Safford | 9,659 | \$2,630 | \$2,037 | \$284 | \$4,951 | 6.26% | \$5,046 | \$3,859 |
| Thatcher | 5,125 | \$1,396 | \$1,081 | \$151 | \$2,627 | 3.32% | \$2,677 | \$1,992 |
| San Carlos Apache Tribe | 5,029 | \$1,369 | \$1,061 | \$148 | \$2,578 | 3.26% | \$2,627 | \$2,365 |
| Graham County* | 16,109 | \$3,625 | \$3,398 | \$474 | \$7,496 | 9.48% | \$7,654 | \$5,882 |
| Clifton | 4,510 | \$1,579 | \$951 | \$133 | \$2,662 | 3.37% | \$2,707 | \$1,281 |
| Duncan | 802 | \$642 | \$169 | \$24 | \$834 | 1.05% | \$842 | \$290 |
| Greenlee County* | 5,243 | \$1,428 | \$519 | \$154 | \$2,101 | 2.66% | \$2,152 | \$1,836 |
| Nogales | 21,910 | \$4,382 | \$2,169 | \$644 | \$7,195 | 9.10% | \$7,410 | \$8,486 |
| Patagonia | 963 | \$770 | \$203 | \$28 | \$1,002 | 1.27% | \$1,011 | \$370 |
| Santa Cruz County* | 27,397 | \$4,794 | \$5,779 | \$805 | \$11,379 | 14.38% | \$11,647 | \$10,275 |
| SEAGO Region Totals | 228,412 | \$39,101 | \$35,357 | \$4,644 | \$79,102 | 100.00% | \$81,213 | \$91,089 |

*Unincorporated area only

Notes to Assessments:

- (a) Most calculations are based on the 2015 OEPS Population Estimates for each member community. Mid-decade population estimates will be used until the 2020 Census figures are available. No change from FY 2018
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. No change from FY2018.
- (c) The assessment provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. No change from FY 2018.
- (d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 9.8 cents per capita (increased from 8.2 CPC) as approved by the RTAC Board. The SVMPO pays its dues directly to the RTAC and its population increased by 14,348 due to an expansion of its planning boundary in 2018.
- (e) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses.
- (f) This column displays the percentage of the total FY 2019 assessment each member's assessment represents.
- (g) Information is provided so comparisons can be drawn between total FY2019 assessment and total FY2018 assessment.
- (h) Information is provided so comparisons can be drawn between total FY2019 assessment and total FY2010 assessment.

FY19 Budget Worksheet

| | GF | CA | AR | CDBG | ED | ADEQ | AAA | AAA EOL | SPR | RMM | RMM TRNG | 5310 | 5311 | LEGACY | WILCOX | TOTAL |
|-------------------------------------|------------------|---------------------|------------------|-------------------|-------------------|-----------------|-------------------|------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|---------------------|
| Revenue | | | | | | | | | | | | | | | | |
| AAA Revenue | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Federal Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Federal Grant | \$ - | \$ - | \$ - | \$ - | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| Federal thru State Funds | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ 6,675 | \$ - | \$ - | \$ 255,500 | \$ 135,000 | \$ 100,000 | \$ 20,000 | \$ 20,000 | \$ - | \$ 56,000 | \$ 613,175 |
| Assessment Funds | \$ - | \$ - | \$ 79,102 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 79,102 |
| State Respite | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Senior Patrol | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,237 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,237 |
| State Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 57,514 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 57,514 |
| State OMB | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 35,207 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 35,207 |
| MIPPA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| State Independent Living | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 13,750 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 13,750 |
| Interest | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Local Funds | \$ - | \$ - | \$ - | \$ 104,861 | \$ - | \$ 2,000 | \$ - | \$ 18,936 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ - | \$ 175,797 |
| In Kind Revenue | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 63,250 | \$ 33,750 | \$ 25,000 | \$ - | \$ - | \$ - | \$ 14,000 | \$ 136,000 |
| Title III B | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 60,000 |
| Title III C-1/C-1 ADM | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 121,663 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 121,663 |
| Title III C-2 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Title III D | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,963 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,963 |
| Title III E ADM/FAMCR | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 67,716 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 67,716 |
| SSBG | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 58,674 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 58,674 |
| State Health Insurance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,892 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,892 |
| Title VII/OMB/ELDER AB | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,374 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,374 |
| NSIP/CILC | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Lottery Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SPP | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Alzheimer's Dememtia Cap | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrealized Gain/Loss on Inv | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Assessment Transfer | \$ - | \$ - | \$ (35,357) | \$ - | \$ 35,357 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfer to/from fund balance | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| Total Revenue | \$ 50,000 | \$ - | \$ 43,745 | \$ 124,861 | \$ 110,357 | \$ 8,675 | \$ 476,990 | \$ 18,936 | \$ 318,750 | \$ 168,750 | \$ 125,000 | \$ 20,000 | \$ 20,000 | \$ 50,000 | \$ 70,000 | \$ 1,606,064 |
| Expenses | | | | | | | | | | | | | | | | |
| Salary/Wages | \$ - | \$ 81,640 | \$ 15,512 | \$ 71,001 | \$ 56,179 | \$ 3,523 | \$ 212,613 | \$ 3,697 | \$ 81,221 | \$ 61,480 | \$ 28,533 | \$ 12,416 | \$ 10,432 | \$ 11,975 | \$ 16,395 | \$ 666,617 |
| ERE | \$ - | \$ 27,758 | \$ 5,099 | \$ 20,927 | \$ 20,550 | \$ 1,157 | \$ 84,625 | \$ 1,757 | \$ 26,715 | \$ 17,710 | \$ 10,180 | \$ 3,331 | \$ 3,446 | \$ 4,975 | \$ 4,939 | \$ 233,168 |
| Total Labor Expenses | \$ - | \$ 109,398 | \$ 20,611 | \$ 91,927 | \$ 76,729 | \$ 4,680 | \$ 297,238 | \$ 5,454 | \$ 107,936 | \$ 79,190 | \$ 38,713 | \$ 15,747 | \$ 13,878 | \$ 16,950 | \$ 21,334 | \$ 899,785 |
| Operating Expenditures | | | | | | | | | | | | | | | | |
| Audit | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| Contract Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,375 | \$ 15,000 | \$ - | \$ 30,000 | \$ - | \$ - | \$ 10,000 | \$ 5,000 | \$ 68,375 |
| Outside Services | \$ - | \$ 8,341 | \$ 1,000 | \$ 355 | \$ 5,560 | \$ - | \$ 1,058 | \$ - | \$ 60,002 | \$ 20,211 | \$ 6,943 | \$ - | \$ 1,311 | \$ 8,938 | \$ 17,170 | \$ 130,889 |
| Depreciation | \$ - | \$ 9,317 | \$ - | \$ 964 | \$ 368 | \$ - | \$ - | \$ - | \$ 2,000 | \$ 685 | \$ - | \$ - | \$ - | \$ 298 | \$ - | \$ 13,631 |
| Supplies | \$ - | \$ 3,188 | \$ 350 | \$ 227 | \$ 400 | \$ 25 | \$ 10,295 | \$ 1,476 | \$ 5,740 | \$ 1,500 | \$ 5,000 | \$ 50 | \$ 100 | \$ 2,000 | \$ 1,000 | \$ 31,351 |
| Postage | \$ - | \$ 556 | \$ 200 | \$ 100 | \$ - | \$ - | \$ 305 | \$ - | \$ 100 | \$ 50 | \$ 500 | \$ - | \$ 25 | \$ 50 | \$ 500 | \$ 2,386 |
| Copy | \$ - | \$ 164 | \$ 100 | \$ 102 | \$ 36 | \$ 25 | \$ 7,011 | \$ - | \$ 3,250 | \$ 750 | \$ 2,000 | \$ 50 | \$ 100 | \$ 600 | \$ 3,000 | \$ 17,189 |
| Travel | \$ - | \$ 4,269 | \$ 4,788 | \$ 8,436 | \$ 7,500 | \$ 1,172 | \$ 45,184 | \$ 365 | \$ 13,950 | \$ 8,500 | \$ 4,017 | \$ 955 | \$ 1,500 | \$ 2,500 | \$ 2,500 | \$ 105,636 |
| Phone | \$ - | \$ 5,848 | \$ 300 | \$ 751 | \$ 689 | \$ 70 | \$ 4,625 | \$ 200 | \$ 840 | \$ 902 | \$ 225 | \$ - | \$ - | \$ 415 | \$ - | \$ 14,864 |
| Internet Charges | \$ - | \$ 627 | \$ - | \$ 296 | \$ 143 | \$ - | \$ 1,424 | \$ - | \$ 276 | \$ 285 | \$ - | \$ - | \$ - | \$ 55 | \$ - | \$ 3,106 |
| Utilities | \$ - | \$ 2,726 | \$ - | \$ 368 | \$ 140 | \$ - | \$ - | \$ - | \$ 145 | \$ 300 | \$ - | \$ - | \$ - | \$ 200 | \$ - | \$ 3,879 |
| Equipment Maintenance | \$ - | \$ 867 | \$ - | \$ - | \$ - | \$ - | \$ 867 | \$ - | \$ - | \$ - | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,735 |
| Equipment Lease | \$ - | \$ 2,078 | \$ - | \$ - | \$ - | \$ - | \$ 2,078 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,156 |
| Equipment Purchase | \$ - | \$ - | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,500 | \$ 1,500 | \$ 500 | \$ - | \$ - | \$ - | \$ 600 | \$ 12,100 |
| Advertising | \$ - | \$ 86 | \$ - | \$ 82 | \$ - | \$ - | \$ 5,300 | \$ 1,500 | \$ - | \$ 250 | \$ - | \$ - | \$ - | \$ 2,000 | \$ 1,000 | \$ 10,218 |
| Contingency | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 52,000 |
| Dues/Subscriptions | \$ - | \$ - | \$ 6,507 | \$ - | \$ 2,700 | \$ - | \$ 7,690 | \$ - | \$ 16,221 | \$ 1,000 | \$ 250 | \$ - | \$ 450 | \$ 500 | \$ - | \$ 35,318 |
| Insurance | \$ - | \$ 6,132 | \$ - | \$ 112 | \$ 101 | \$ - | \$ 730 | \$ - | \$ 250 | \$ 1,000 | \$ 1,100 | \$ - | \$ - | \$ 500 | \$ - | \$ 9,924 |
| Conferences/Workshops | \$ - | \$ 1,103 | \$ 4,789 | \$ 900 | \$ 1,500 | \$ - | \$ 12,317 | \$ - | \$ 2,250 | \$ 2,163 | \$ 1,500 | \$ - | \$ - | \$ 1,000 | \$ - | \$ 27,522 |
| Total Operating Expenditures | \$ 50,000 | \$ 70,300 | \$ 20,033 | \$ 12,694 | \$ 19,137 | \$ 3,292 | \$ 98,884 | \$ 11,916 | \$ 127,525 | \$ 39,096 | \$ 53,035 | \$ 1,055 | \$ 3,486 | \$ 29,056 | \$ 30,770 | \$ 570,279 |
| Other | | | | | | | | | | | | | | | | |
| Indirect Costs Control | \$ - | \$ (179,698) | \$ 3,100 | \$ 20,240 | \$ 14,491 | \$ 703 | \$ 80,867 | \$ 1,566 | \$ 20,040 | \$ 16,715 | \$ 8,252 | \$ 3,198 | \$ 2,636 | \$ 3,994 | \$ 3,897 | \$ 0 |
| In Kind Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 63,250 | \$ 33,750 | \$ 25,000 | \$ - | \$ - | \$ - | \$ 14,000 | \$ 136,000 |
| Total Other | \$ - | \$ (179,698) | \$ 3,100 | \$ 20,240 | \$ 14,491 | \$ 703 | \$ 80,867 | \$ 1,566 | \$ 83,290 | \$ 50,465 | \$ 33,252 | \$ 3,198 | \$ 2,636 | \$ 3,994 | \$ 17,897 | \$ 136,000 |
| Total Expenses | \$ 50,000 | \$ 0 | \$ 43,745 | \$ 124,861 | \$ 110,357 | \$ 8,675 | \$ 476,990 | \$ 18,936 | \$ 318,750 | \$ 168,750 | \$ 125,000 | \$ 20,000 | \$ 20,000 | \$ 50,000 | \$ 70,000 | \$ 1,606,064 |
| Balance | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 24, 2018
SUBJECT: SUSTAINABILITY OF THE SEAGO FUND BALANCE

The purpose of this memorandum is to enable the Administrative Council and Executive Board to better understand the use of fund balance in prior years, the amount of fund balance currently available, and to provide a projection of how long uses of fund balance may be sustained. This information is intended to guide decisions as to how much of the fund balance should be used in balancing the annual budget when such use is requested. The table below provides an overview of the use of fund balance over the last nine fiscal years:

| Fund Balance Use ¹ | | | |
|----------------------------------|-------------------|----------------|----------------------------|
| Fiscal Year Ending | Beginning Balance | Ending Balance | Fund Balance Surplus (Use) |
| 6/30/09 | \$ 1,681,043 | \$ 1,921,455 | \$ 240,412 |
| 6/30/10 | \$ 1,921,455 | \$ 1,877,819 | (\$ 43,636) |
| 6/30/11 (Restated ²) | \$ 1,451,014 | \$ 1,297,124 | (\$ 153,890 ³) |
| 6/30/12 | \$ 1,297,124 | \$ 1,298,000 | \$ 876 |
| 6/30/13 | \$ 1,298,000 | \$ 1,136,413 | (\$ 161,587 ⁴) |
| 6/30/14 | \$ 1,136,413 | \$ 1,319,039 | \$ 182,626 |
| 6/30/15 | \$ 1,319,039 | \$ 1,382,732 | \$ 63,693 |
| 6/30/16 | \$ 1,382,732 | \$ 1,414,782 | \$ 32,050 |
| 6/30/17 | \$ 1,414,782 | \$ 1,636,984 | \$ 222,202 ⁵ |

The fund balance policy established by the Executive Board on February 27, 2015 sets the minimum unrestricted fund balance in the General Fund at fifty percent of the prior fiscal year's total actual operating expenditures. In FY 2017, the most recent year for which final figures are available, actual operating expenditures were **\$1,735,864**. Fifty percent of the actual operating expenditures in FY 2017 is **\$867,932**. The amount of fund balance available at the end of FY 2017 (\$1,636,984) amounts to **94%** of that year's actual operating expenditures, and well over the 50% required by the fund balance policy. Under this scenario, there would conceptually be **\$769,052** available for use in future budget years before the minimum level of fund balance is reached.

¹ All figures are from audited financial statements for said years.

² In FY 11, the Arizona Department of Housing eliminated SEAGO from the Save My Home Program and recovered \$426,804 on deposit with SEAGO so that this funding could be used for foreclosure prevention assistance in the more urbanized counties.

³ Approximately \$152,000 of this amount was to purchase the SEAGO office building and associated land.

⁴ Renovation and improvements to the SEAGO office building plus amounts approved for program use in the FY 13 budget process.

⁵ FY 18 Legacy Foundation grant funds (\$200,000) were received in May 2017 and posted to FY 17 revenues instead of deferred revenue for FY 18. Actual FY 17 surplus is \$22,202.

The table below provides an overview of how long it would take to reduce the existing fund balance of \$1,636,984 to \$867,932 under a number of different scenarios:

| Impact of Fund Balance Use | |
|----------------------------|-----------------|
| Annual Use of Fund Balance | Number of Years |
| \$ 5,000 per year | 114 |
| \$ 10,000 per year | 57 |
| \$ 15,000 per year | 38 |
| \$ 20,000 per year | 28 |
| \$ 25,000 per year | 23 |
| \$ 30,000 per year | 19 |
| \$ 35,000 per year | 16 |
| \$ 40,000 per year | 14 |
| \$ 45,000 per year | 13 |
| \$ 50,000 per year | 11 |

As shown in the table above, SEAGO would be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$867,932. However, because almost all of SEAGO’s programs operate on a cost reimbursement basis, there is very limited excess revenue generated that can be used to cover any expenses in excess of program revenues. As a Council of Governments, SEAGO has no taxation authority, and other than the annual assessment to our member entities, SEAGO has no significant and sustainable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that is ‘sustainable’ in the purest sense of the term.

As a result, SEAGO intends to adhere to the following guidelines to sustain the existing fund balance for as long as possible:

- 1) Track the use of fund balance annually in order to monitor the level of fund balance available for future years.
- 2) Present annual budgets that minimize the use of fund balance to the extent practicable.
- 3) Clearly identify any proposed use of fund balance in the annual budget approval process so that the Administrative Council and Executive Board have the opportunity to control the amount of fund balance used.
- 4) Operate programs within their approved budgets and evaluate accordingly.
- 5) Continue seeking new grants and funding sources, and/or developing new programs and services that generate excess revenue to replenish any fund balance used.
- 6) Expense depreciation of buildings and improvements to the benefiting programs and use those funds to replenish the fund balance that was used to purchase and improve these assets.

Attachments: None

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 24, 2018
SUBJECT: POLICY MANUAL UPDATE TO ADDRESS FWHFA

As most of you know, on November 8, 2016, Arizona voters enacted the Fair Wages and Healthy Families Act (FWHFA), which amends the Arizona Minimum Wage Act to provide for incremental increases to the minimum wage for Arizona workers beginning on January 1, 2017. The Act also requires that, beginning July 1, 2017, Arizona workers shall accrue, and have the legal right to use, a minimum amount of “Paid Sick Time” benefits each year.

Under the FWHFA, employees are entitled to accrue a minimum of one hour of earned paid sick time for every 30 hours worked. Currently, our policy manual precludes part-time employees scheduled for less than 20 hours per week, and temporary employees from accruing sick leave. As a result, I’m recommending that the SEAGO Policy Manual be amended to bring it into alignment with the FWHFA. This will require updating Sections 4.1 and 6.5 of the Policy Manual.

I have attached proposed updates to our Policy Manual for your consideration that will address this issue. I’ll look forward to answering any questions you may have at the meeting.

Attachments: Proposed FWHFA Policy Manual updates.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed FWHFA policy update to the Executive Board.

4.1. Employment Classifications

Positions within the Organization are generally designed for full-time employees. In certain functions and during some seasons, work schedules and SEAGO needs may require the services of other than full-time employees. Employee classifications that correlate to their work schedules are defined below.

- **Regular.** An employee working in a position that has no defined ending date. A regular employee may be full-time or part-time.
- **Full-Time.** An employee hired for an indefinite period in a position for which the normal work schedule is 40 hours per week.
- **Part-Time.** An employee hired for an indefinite period in a position for which the normal work schedule is less than 40 hours per week.

Regular, part-time employees may be eligible for some SEAGO benefits depending on the number of hours in their regular work schedules. ~~Employees scheduled for fewer than 20 hours per week are not benefits eligible.~~ Employees who are regularly scheduled for more than 20 hours per week are eligible for retirement benefits, health insurance, holidays and pro-rated leave time. Employees scheduled for fewer than 20 hours per week are eligible for sick leave on a pro-rated basis based on the number of hours in their regular work schedules, but are ineligible for all other SEAGO benefits. Requirements for eligibility and participation are explained more fully in Section 5: Employee Benefits and Section 6: Leave.

- **Probationary.** An employee hired for an indefinite period in a full-time or part-time position. The employee's performance is being evaluated to determine whether he or she should be transferred to regular status or should be terminated.
- **Temporary.** An employee hired for a position that has a defined ending date. The position may be scheduled for any number of hours per week, not normally to exceed 40.
- **Grant-Funded.** A grant-funded position is a position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position will be eliminated and the employee will be subject to layoff procedures.

6.3. Sick Leave

SEAGO provides sick leave with pay to eligible employees. Sick leave credit is cumulative with no maximum accumulation. Sick leave may be used after 1 month of employment and shall be deducted on a one-hour basis.

A. Eligibility

Employees in the following employment classifications are eligible to receive and use sick leave as described in this policy:

- Regular full-time employees
- Regular part-time employees ~~scheduled for 20 or more hours per week, and~~
- Probationary employees ~~Employees who are in an introductory period.~~
- Temporary employees
- Grant Funded employees

~~Eligible p~~Part-time employees, whether they be regular part time, probationary part-time, temporary part-time, or grant funded part-time employees, accrue sick leave on a pro-rated basis depending on the number of hours in their regular weekly schedule. ~~Temporary employees will not accrue sick leave.~~

B. Rate of Accumulation

Regular full-time employees, full-time probationary employees, full-time temporary employees, and full-time grant funded employees ~~and employees who are in a probationary period~~ shall accumulate sick leave at the rate of 1 day per month beginning from the date of employment. Employees on unpaid leave will not accumulate leave while they are in an unpaid status.

There is no maximum on the amount of sick leave that can be accumulated. It is a benefit provided to employees to protect them in the case of injury or illness. It is not a form of additional vacation leave. Misuse of sick leave can be cause for disciplinary action.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: BONNIE WILLIAMS, CDBG PROGRAM MANAGER
DATE: APRIL 24, 2018
SUBJECT: FISCAL YEAR 2018 REGIONAL ACCOUNT (RA) CDBG APPLICATIONS

For those of you unfamiliar with the CDBG application process, it began months ago with the two required hearings for public participation. From the start of the public participation process to the conclusion of a project often takes up to three years.

While the deadline for submitting this year's applications to SEAGO is July 1, I have continued to be in frequent contact with the designated CDBG contact person from all applicant communities to assist them with completing their applications. All applicants have selected their projects and sent their Letters of Intent to ADOH. However, we are still waiting to hear the exact funding amount that will be allocated to SEAGO, so the figures below are estimates. I am bringing this action to you now because the next Board meeting will be after the August 1 deadline to submit these applications to ADOH.

Following is a list of the FFY 2018 applications which will be submitted to SEAGO, for which I seek your recommendation for approval to our Executive Board:

Safford: \$220,000 for ADA improvements to park playgrounds

Nogales: \$323,921 for water line and paving replacement on MacNab Drive.

Bisbee: \$471,000 for street and drainage improvements in Tin Town.

Clifton: \$100,000 for improvements to their wastewater system.

Please be aware that ADOH has the final authority to award these projects. Communities must submit eligible, affordable and compliant project applications, and demonstrate the capacity to administer and complete them within the projected budget. Failure to do so may result in non-award, with the funds rolled into the State Special Projects (SSP) account. Please contact me if you have any questions.

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the FFY 2018 CDBG project applications to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AAA PROGRAM MANAGER
DATE: APRIL 24, 2018
SUBJECT: FY 2019 AAA SUBAWARD RENEWAL RECOMMENDATIONS

Prior to the start FY 2015, 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. Subaward agreements developed pursuant to the Request for Proposals were issued for FY 2015, with an option to renew subawards for up to an additional 4 years as was expressed in the RFP. Subaward renewals were issued in subsequent fiscal years based on the recommendations developed by staff and approved by the Administrative Council and Executive Board.

The Executive Board must again consider our tentative subaward renewal recommendations at their meeting on May 18th so that subaward agreements can be in place and services begun by July 1st. Based on the initial funding available from the Arizona Department of Economic Security (ADES) for the AAA services listed above, we have developed recommendations for subaward renewal funding for Fiscal Year 2019. It's important to remember that these are only the initial funding levels, and they may be increased or decreased based on subaward negotiations, alerts from ADES, or to reallocate units to areas of greater need in order to better manage the carryover of funds.

Staff requests your support of the attached recommendations for Fiscal Year 2019 subaward renewals. I will attempt to answer any questions you may have at the meeting.

Attachment: Fiscal Year 2019 Subaward Renewal Recommendations

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the proposed Fiscal Year 2019 AAA subaward renewal recommendations to the Executive Board.

AAA FY 2019 Subaward Renewal Recommendations

| Case Management | | | |
|--|-----------------|-------------------------|------------------------|
| Provider | Service | Service Area | Contract Amount |
| Cochise Health and Social Services | Case Management | Cochise County - All | \$ 175,000 |
| Greenlee County Health Department | Case Management | Greenlee County - All | \$ 21,511 |
| Santa Cruz County Public Fiduciary | Case Management | Santa Cruz County - All | \$ 40,000 |
| Southeastern Arizona Community Unique Services | Case Management | Graham County - All | \$ 35,000 |

| Home Care Cluster | | | |
|-----------------------------------|-----------------|-------------------------|------------------------|
| Provider | Service | Service Area | Contract Amount |
| Accent Care | Housekeeping | Cochise County - All | \$ 160,000 |
| | Personal Care | | \$ 68,846 |
| | In-home Respite | | \$ 22,465 |
| Accent Care | Housekeeping | Graham County - All | \$ 14,000 |
| | Personal Care | | \$ 5,000 |
| | In-home Respite | | \$ 500 |
| Accent Care | Housekeeping | Greenlee County - All | \$ 5,000 |
| | Personal Care | | \$ 2,000 |
| | In-home Respite | | \$ - |
| Accent Care | Housekeeping | Santa Cruz County - All | \$ 26,000 |
| | Personal Care | | \$ 11,000 |
| | In-home Respite | | \$ 500 |
| Consumer Direct | Housekeeping | Santa Cruz County - All | \$ 20,427 |
| | Personal Care | | \$ 12,000 |
| | In-home Respite | | \$ 1,200 |
| Greenlee County Health Department | Housekeeping | Greenlee County - All | \$ 18,393 |
| | Personal Care | | \$ 22,000 |
| | In-home Respite | | \$ 4,000 |
| | Home Nursing | | \$ 9,000 |
| Lutheran Social Services | Housekeeping | Cochise County - All | \$ 63,500 |
| | Personal Care | | \$ 28,000 |
| | In-home Respite | | \$ 11,000 |

| Home Care Cluster (continued) | | | |
|--|-----------------|-------------------------|-----------------|
| Provider | Service | Service Area | Contract Amount |
| Lutheran Social Services | Housekeeping | Santa Cruz County - All | \$ 31,500 |
| | Personal Care | | \$ 12,000 |
| | In-home Respite | | \$ 500 |
| Southeastern Arizona Community Unique Services | Housekeeping | Graham County - All | \$ 85,000 |
| | Personal Care | | \$ 32,000 |
| | In-home Respite | | \$ 500 |

| Meals Programs | | | |
|--|----------------------|---|-----------------|
| Provider | Service | Service Area | Contract Amount |
| Catholic Community Services | HDM Lotto Funds | Benson, Sierra Vista | \$ 40,064 |
| | Home Delivered Meals | Rural Cochise County | \$ 140,000 |
| City of Tombstone | Congregate Meals | Tombstone | \$ 35,000 |
| Douglas ARC | Congregate Meals | Douglas | \$ 10,000 |
| | Home Delivered Meals | Southeastern Cochise County | \$ 172,516 |
| Mom's Meals | Home Delivered Meals | Cochise, Graham, Greenlee and Santa Cruz Counties | \$ 100,000 |
| Santa Cruz Council on Aging | Congregate Meals | Nogales, Rio Rico | \$ 100,000 |
| Southeastern Arizona Community Unique Services | Congregate Meals | Safford, Clifton and Duncan | \$ 67,000 |
| | HDM-Lotto Funds | Graham and Greenlee | \$ 4,000 |
| | Home Delivered Meals | Graham and Greenlee Counties | \$ 100,000 |
| Senior Citizens of Patagonia | Congregate Meals | Patagonia | \$ 38,000 |

| Transportation | | | |
|----------------|----------------|--------------|-----------------|
| Provider | Service | Service Area | Contract Amount |
| City of Benson | Transportation | Benson Area | \$ 25,000 |
| City of Bisbee | Transportation | Bisbee Area | \$ 28,000 |

| Transportation (continued) | | | |
|--|----------------|---------------------|------------------------|
| Provider | Service | Service Area | Contract Amount |
| City of Douglas | Transportation | Douglas | \$ 41,555 |
| Easter Seals Blake Foundation | Transportation | Graham County | \$ 30,000 |
| | | Greenlee - Clifton | \$ 15,000 |
| | | Greenlee - Duncan | \$ 15,000 |
| Volunteer Interfaith Caregiver Program (VICAP) | Transportation | Cochise | \$ 30,000 |

| Other Services | | | |
|--|-----------------------|---|------------------------|
| Provider | Service | Service Area | Contract Amount |
| Greenlee County Health Department | Caregiver Training | Greenlee County-All | \$ 1,000 |
| | Caregiver Outreach | | \$ 1,000 |
| Santa Cruz County Public Fiduciary | Caregiver Training | SantaCruz County-All | \$ 1,000 |
| | Caregiver Outreach | | \$ 1,000 |
| Southeastern Arizona Community Unique Services | Caregiver Training | Graham County-All | \$ 1,000 |
| | Caregiver Outreach | | \$ 1,000 |
| Southeastern Arizona Community Unique Services | Adaptive Aids | Graham County - All | \$ 11,500 |
| | Caregiver Home Repair | | \$ 11,000 |
| Southern Arizona Legal Aid | Legal Counseling | Cochise, Graham, Greenlee and Santa Cruz Counties | \$ 14,541 |
| Unobligated Funds | | | |
| Provider | Service | Service Area | Contract Amount |
| | Caregiver Outreach | Cochise, Graham, Greenlee and Santa Cruz Counties | \$ 11,654 |
| | Caregiver Training | Cochise, Graham, Greenlee and Santa Cruz Counties | \$ 7,200 |
| | | | \$ 1,990,872 |



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 24, 2018
SUBJECT: FUTURE MEETING DATES

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.

| Administrative Council | Executive Board |
|------------------------|--|
| August 2, 2018 | August 17, 2018 Greenlee County |
| November 1, 2018 | November 16, 2018 Santa Cruz County |
| February 7, 2019* | February 22, 2019* Cochise County |
| May 2, 2019 | May 17, 2019 Graham County |

** The February 2019 meeting dates may 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:

| Combined Administrative and Executive Committee Meetings (telephonic) |
|---|
| May 31, 2018 – 9:00 a.m. |
| October 4, 2018 – 9:00 a.m. |
| November 29, 2018 – 9:00 a.m. |
| April 4, 2019 – 9:00 a.m. |

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: APRIL 24, 2018

SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS

As you know, the [FY 2018 - 2022 SEAGO Strategic Plan Update](#) was approved by the Administrative Council and Executive Board at the May 2017 meetings. The updated plan became effective July 1st, and below is a brief update on the progress staff has made to implement the tactics of the updated Plan to date:

Goal 1: Expand SEAGO services to member entities and constituents

Tactic A - Increase the Capacity of the Community Development Program: As you may recall, Keith Dennis was recruited to fill the CDBG Senior Planning Specialist position and to succeed Bonnie Williams when she retires in March 2019. Keith now has a reasonably good grasp on the federal Davis-Bacon Act and FSLA requirements and is well into the learning curve of the environmental review process and requirements for the CDBG program, and has been incrementally learning the public participation process and application requirements. He has proven himself to be a quick study on everything we have thrown his way and I am confident you will enjoy working with him on your local projects for many years to come.

Tactic B - Conduct Region-Wide Target Industry Analysis: As previously reported, Larry Catten, our Economic Development Planner has applied for and was awarded a \$34,000 grant to perform a Target Industry Study in Graham County. He also applied for and has been awarded a separate \$33,000 grant to perform a similar study in Greenlee County. Larry has completed the scope of work for the study, and is now in the process of developing a request for proposals for selection of a qualified consultant to perform a target industry study in these two counties. The funds for the Greenlee County study may be used to demonstrate matching funds for a separate grant to expand the study to the remaining counties in the region. Larry continues to seek funding opportunities to conduct similar studies in Cochise and Santa Cruz Counties and we will keep you posted on progress in future reports and at the May Executive Board meeting.

Tactic C - Develop and Market New Transportation Program Services: The equipment needed to begin a SEAGO Traffic Counting Program was purchased and received before the end of FY 2017. ADOT will be providing training on the process of uploading the traffic counting data to their traffic data management system on May 17th and Cochise County will be training SEAGO staff on the use of the traffic counting equipment, safety procedures, and data management in the coming months. We are also positioning SEAGO to be able to provide GIS services in the future. GIS software was purchased for four

users, and John Merideth has completed approximately 30 hours of training on its use, as well as meeting with MAG, PAG and Greenlee County GIS personnel to gain a better understanding of GIS systems in general. We have hired a temporary intern from Cochise College who is in the process of entering GIS data into the SEAGO region database.

Tactic D - Kick Off Regional Technical Services Center: In November, I drafted the IGAs needed to access on-call technical services procured by the City of Sierra Vista, and other services through their public works department staff. One of these documents is still under review by the City, while another one has been reviewed and approved by all parties, signed, and is in effect, enabling us to access on-call services procured by the City. I still need to finalize the procedures that will be followed to access services through the RTSC, but expect to be able to complete that in the coming months. Barring any unforeseen obstacles, I hope to bring you some items for approval at your August meeting.

Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services: As previously reported, the idea of consolidating regional human services was identified at a strategic planning retreat for the SouthEastern Arizona Community Action Program in November 2017 as something that could be included in the agency's strategic plan. Additional discussion of the strategic planning process was to be held at a SEACAP meeting on March 27th, but unfortunately, I was unable to attend. In speaking with SEACAP Board members, it's unclear when the Board will have an opportunity to review the Strategic Plan Report or discuss the goals, strategies and tactics that may be included in the final Strategic Plan that the Board will consider for adoption. If studying the feasibility of consolidating regional human services under a single agency is included in the SEACAP strategic plan, we may have a good chance of obtaining a grant to do so. I am aware of at least one source of funding for such a study, but we may need to identify additional funding partners. This is something I intend to discuss in an upcoming interview with the ADES Office of Continuous Improvement.

Tactic F - Create a Region-Wide Economic Development Data Portal: The data portals for Cochise, Graham, and Greenlee Counties are complete and on line. As soon as Santa Cruz County has hired their economic development director, we will encourage them to begin working with U.S. Economic Research to build something similar for their part of the region. Also, John Merideth is currently working with our member entities and the staff from the Maricopa Association of Governments to update the employment data that was used to create a statewide interactive employment viewer for the SEAGO region. The State Employment Interactive Viewer is online and available for your use and a link to this resource has been posted to the SEAGO Economic Development webpage at <http://www.seago.org/edd/>. You are invited to link the statewide employment viewer to your City, Town or County's websites and/or data portals.

Goal 2: Enhance awareness of SEAGO and the value of its services

Tactic A - Improve Service Delivery in the Family Caregiver Support Program: As previously reported, Ms. Sarah Villalobos was recruited for the Care Coordinator position with the Area Agency on Aging, and she began her employment with SEAGO on December 18th. Sarah quickly familiarized herself with the details of the program and held a very successful caregiver workshop in Sierra Vista in February. She also held a caregiver workshop in Willcox on April 20th, and another in Clifton on April 26th. Meanwhile, Sarah continues conducting caregiver outreach through mailings, social media, SEAGO website, newspaper ads, and in-person contacts with a focus on education in the areas of stress

management, health, nutrition, available resources, and medical and financial decision making. Sarah will also be the AAA coordinator for the End of Life Care Matters Project as mentioned in my April 2018 mid-point report to the Executive Board.

Tactic B - Convene and Facilitate Regional Continuum of Care (CoC) Planning Group: Not yet started.

Tactic C - Organize Volunteers for Housing Rehabilitation Projects: Not yet started.

Tactic D - Continue Current Public Information and Outreach Activities in Regional Newspapers: Ongoing.

Goal 3: Advance economic competitiveness and sustainability

Tactic A - Increase the Capacity of the Community Development Program: Same as Goal 1, Tactic A.

Tactic B - Conduct Region-Wide Target Industry Analysis: Same as Goal 1, Tactic B.

Tactic C - Kick Off Regional Technical Services Center: Same as Goal 1, Tactic D.

Tactic D - Conduct Feasibility Analysis of Consolidated Regional Human Services: Same as Goal 1, Tactic E.

Tactic E - Create a Region-Wide Economic Development Data Portal: Same as Goal 1, Tactic F.

Attachments: None

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DIANE PASHLEY, ACCOUNTS MANAGER
DATE: APRIL 24, 2018
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues & Expenditures for the period ending March 2018 and Fiscal Year 2018 to date is attached. I will attempt to answer any questions you may have at the meeting.

Attachment: Revenue and Expenditure Report 3.31.2018

Action Requested: Information Only Action Requested Below

SEAGO
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2018 Through 3/31/2018
(In Whole Numbers)

| | | <u>Cur Pd Actual</u> | <u>YTD Actual</u> | <u>Total Budget</u> | <u>% of Budget Used</u> |
|--|-----|----------------------|-------------------|---------------------|-------------------------|
| Revenue | | | | | |
| General Fund | 101 | 3,375 | 4,368 | 35,000 | 12.48% |
| Agency Response | 301 | (2,945) | 57,263 | 45,856 | 124.87% |
| Community Development Block Grant | 302 | 6,000 | 132,552 | 110,609 | 119.83% |
| Economic Development | 303 | 9,817 | 79,867 | 110,357 | 72.37% |
| Environmental Quality | 306 | 55 | 3,211 | 6,682 | 48.04% |
| Elderly Transit | 307 | 130 | 10,802 | 20,000 | 54.01% |
| Public Transit | 308 | 496 | 16,976 | 20,000 | 84.88% |
| State Planning & Research | 309 | 9,090 | 83,703 | 156,250 | 53.56% |
| Area Agency on Aging | 310 | 30,982 | 305,015 | 407,862 | 74.78% |
| Regional Mobility Management | 311 | 9,940 | 129,938 | 168,750 | 77.00% |
| Traffic Count | 312 | 32 | 2,362 | 115,092 | 2.05% |
| RMM Training | 314 | 5,594 | 74,868 | 125,000 | 59.89% |
| Regional Strategic Highway Safety Plan | 315 | 13,854 | 168,895 | 183,804 | 91.88% |
| Legacy | 317 | 0 | 0 | 75,000 | 0.00% |
| 5311 Grant App-Easter Seals Blake | 319 | 0 | 15,000 | 15,000 | 100.00% |
| Greenlee County Road Ownership Study | 321 | 8,073 | 13,902 | 175,000 | 7.94% |
| Total Revenue | | <u>94,494</u> | <u>1,098,722</u> | <u>1,770,262</u> | <u>62.07%</u> |
| Expenses | | | | | |
| General Fund | 101 | 0 | 0 | 35,000 | 0.00% |
| Agency Response | 301 | 3,650 | 20,889 | 45,856 | 45.55% |
| Community Development Block Grant | 302 | 11,860 | 115,843 | 110,609 | 104.73% |
| Economic Development | 303 | 9,817 | 79,867 | 110,357 | 72.37% |
| Environmental Quality | 306 | 55 | 3,211 | 6,682 | 48.04% |
| Elderly Transit | 307 | 130 | 10,802 | 20,000 | 54.01% |
| Public Transit | 308 | 496 | 16,976 | 20,000 | 84.88% |
| State Planning & Research | 309 | 9,090 | 83,702 | 156,250 | 53.56% |
| Area Agency on Aging | 310 | 30,067 | 292,324 | 407,862 | 71.67% |
| Regional Mobility Management | 311 | 9,940 | 129,937 | 168,750 | 76.99% |
| Traffic Count | 312 | 32 | 2,362 | 115,092 | 2.05% |
| RMM Training | 314 | 5,594 | 74,868 | 125,000 | 59.89% |
| Regional Strategic Highway Safety Plan | 315 | 13,854 | 168,895 | 183,804 | 91.88% |
| Legacy | 317 | 453 | 46,652 | 75,000 | 62.20% |
| 5311 Grant App-Easter Seals Blake | 319 | 0 | 1,710 | 15,000 | 11.39% |
| Greenlee County Road Ownership Study | 321 | 8,073 | 13,922 | 175,000 | 7.95% |
| Total Expenses | | <u>103,112</u> | <u>1,061,959</u> | <u>1,770,262</u> | <u>59.99%</u> |
| Balance | | <u>(8,618)</u> | <u>36,764</u> | <u>0</u> | <u>0.00%</u> |



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: APRIL 24, 2018
SUBJECT: RECENT ECONOMIC DEVELOPMENT ACTIVITY

The purpose of this memorandum is to advise the Administrative Council of recent activity in the SEAGO Economic Development District (EDD).

Recent Activity

1. Status of grants for economic development studies in Greenlee and Graham Counties

County: Greenlee County
Grant: Housing Feasibility Study
Grant Source: United Way of Graham and Greenlee Counties
Grant Amount: \$35,000.00
Grant Summary: This study will be administered by SEAGO, with management assistance and oversight from a management committee consisting of Kay Gale, Greenlee County Administrator, Mayor Luis Montoya, Town of Clifton, John Basteen, Town of Duncan Manager, and Emily Muteb, Freeport-McMoRan Community Development. The study will be conducted by a qualified and experienced housing consultant, and will focus on developing analysis and data to attract housing developers and builders to invest in constructing owner occupied and rental housing stock in Greenlee County. It is expected that the consultant will complete an analysis of each community, and the County as a whole. The consultant will provide a comprehensive plan of the housing needs and development opportunities in Greenlee County.

Current Activity: The above noted management committee met with representatives of the University of Arizona Real Estate Development Department of the School of Landscape Architecture and Planning on several occasions to negotiate a scope of work for consulting services for the housing study. The scope of work discussions with the U of A officials focused on achieving the “deliverables” identified in the attached Exhibit 1. However, after the U of A team submitted their final proposal, the management committee felt it would be prudent to prepare an RFP to solicit private consultants to perform the study. It was felt that soliciting a consultant could possibly improve on the timeline for the study, provide a scope of work that may better achieve the identified “deliverables”, and come at a better cost than the U of A proposed costs. At the very least, receiving other proposals will help the management committee compare private sector approach to the study with that being proposed by the U of A.

An RFP for the Greenlee Housing Feasibility study was posted and sent to interested consultants. The proposals were received on Thursday, April 19, and are currently being reviewed by the management committee.

County: Graham County
Grant: Target Industry Study
Grant Source: Freeport-McMoRan Foundation Community Investment Fund
Grant Amount: \$34,000.00
Grant Summary: The goal of a target industry study is to determine, in Graham County, which industry sectors should be targeted for both business attraction and business expansion. Once targeted industries are identified, Graham County, Safford, Thatcher, and Pima can develop strategies (with SEAGO's assistance if requested) that are specific to the targeted industries. Such strategies could include, but not be limited to, developing employee training programs that fit targeted industry needs, attending trade shows of the target industries, developing relationships with site selectors and real estate professionals that specialize in the targeted industries, developing location sites that meet the needs of identified target industries, and developing plans for infrastructure construction/improvements, and possible assistance programs to attract target business and assist existing targeted business in the communities.

Current Activity: The SEAGO Economic Development Planner has prepared an RFP for the Graham County Target Industry Study and is currently being reviewed by the Board of Directors of the Gila Valley Economic Development Corporation, which includes private sector representatives as well as representatives from Graham County, the City of Safford, the Town of Thatcher, and the town of Pima. The RFP calls for applicant consultants to develop and implement a scope of work that will achieve the "deliverables" included in Exhibit 2. It is anticipated that the consulting service contract will be for consulting services for both Graham and Greenlee Counties (see below for status of Greenlee County target industry study).

Also see #4 below regarding SEAGO's exploring the possibility of utilizing the Western Rural Development Center for all or part of the target industry study for both Graham and Greenlee Counties.

County: Greenlee County
Grant: Target Industry Study
Grant Source: United Way of Graham and Greenlee Counties
Grant Amount: \$33,000.00
Grant Summary: The goal of a target industry study is to determine, in Greenlee County, which industry sectors should be targeted for both business attraction and business expansion. Once targeted industries are identified, Greenlee County, Clifton and Duncan can develop strategies (with SEAGO's assistance if requested) that are specific to the targeted industries. Such strategies could include, but not be limited to, developing employee training programs that fit targeted industry needs, attending trade shows of the target industries, developing relationships with site selectors and real estate professionals that specialize in the targeted industries, developing location sites that meet the needs of identified target industries, and developing plans for infrastructure construction/improvements, and possible assistance programs to attract target business and assist existing targeted business in the communities.

Current Activity: Once the Greenlee County housing Feasibility Study consultant is selected and the analytical process has begun, the SEAGO Economic Development

Planner, working closely with representatives from the Clifton, Duncan, and Greenlee County will begin fine tuning the scope of work for consulting services to conduct the target industry study. When the scope of work is completed, an RFP will be prepared and distributed to solicit the requisite consulting services. As indicated above, since both Graham and Greenlee Counties have grants for a target industry study, it is anticipated that a single RFP, to include both counties, will be prepared and distributed for selection of a qualified consultant.

2. The SEAGO Economic Development Planner is working closely with the Graham County Cohort's "Shark Tank" entrepreneur training and funding event. The cohort is having bimonthly meetings, with numerous between meeting assignments, in preparation for the November 1, 2018 event. The goal of the event is to begin developing an entrepreneurial spirit in Graham County. The event will consist of extensive business training for event applicants, and will award prizes for winning entrepreneurial proposals. Prizes will consist of cash to assist startup businesses with their actual startup and working capital needs, as well as "in kind" prizes of things like no cost or low cost space for operating the business, legal and accounting assistance, website and social media development assistance, and business mentoring assistance.
3. The SEAGO Economic Development Planner is working closely with the Graham County Cohort's micro-loan program for small business financing. Pursuant to a grant from the Freeport-McMoRan Foundation Community Investment Fund, the Cohort is developing a revolving loan program with the assistance of Local First Arizona, and the Community Investment Corporation to provide loans to small businesses that cannot obtain financing from established financial institutions.
4. The SEAGO Economic Development Planner continues to work with economic development practitioners on a target industry study similar to the studies currently being pursued in Graham and Greenlee Counties. The process in Cochise County is more complex due to the diverse economic assets and needs of the various communities in the County. SEAGO, in conjunction with the City of Willcox' initiative of a target industry study being conducted by the Western Rural Development Center located at Utah State University, and the Sierra Vista target industry study initiative being conducted by Sun Corridor, Inc. continues to develop a target industry study approach that meets the needs of all communities in Cochise County. As part of SEAGO's due diligence investigation of the best approach to conduct a relevant and implementable target industry study and strategic plan, the Economic Development Planner has met with potential study consultants to discuss the possibility of merging the Western Rural Development Center analytical approach to identifying target industry sector with a private consultant responsibility to utilize the data in working with the respective communities to develop specific target industry attraction/expansion strategies.

A meeting of the SEAGO Economic Development Advisory Council has been scheduled for May 14. Included in the meeting will be presentations by the Western Rural Development Center, and Sun Corridor, Inc.

Attachments: Exhibits 1 and 2

Action Requested:

Information Only

Action Requested Below:

Greenlee County, Arizona

Housing Feasibility Study Deliverables

Goal of Housing Feasibility Study - Based on the assumption that, given the current economic conditions in Greenlee County, there is a need for additional housing stock to accommodate current and future employees in Greenlee County, the goal of the housing feasibility study is to have a document that:

1. Can be utilized by the County to attract potential housing developers/builders
2. Can be utilized by the County to identify impediments to housing development in the County and measures that the County, towns, and companies operating in the County, can take to make developable housing parcels financially viable for private development.

Deliverables - Following, are the expected deliverables from the consultant retained to perform the Greenlee County housing feasibility study:

1. Needs Assessment - Analysis of the current need for housing development in Greenlee County, and a 10 year future housing need assessment. The analysis must take into account the cyclical nature of employment, and contractor services at the Morenci Mine located in Greenlee County, as well as current and future housing needs for non-mine related employees).
2. Housing Mix and Pricing - Analysis of:
 - a. the optimal mix of housing types (e.g. rental housing, owner occupied housing, multifamily housing, single family housing, senior housing etc.)
 - b. the optimal rental/purchase price ranges for Greenlee County housing to assure the housing marketability to potential buyers/renters.
3. Identification of Developable Property - Identification and prioritization of potential housing development sites in Greenlee County
4. Proforma Analysis - Proforma analysis of the two most highly prioritized potential housing development sites in order to:
 - a. assess the Return on Investment (ROI) that a housing developer/builder can reasonably expect in the development of the identified sites
 - b. assess the need and cost of a community and corporate partnership to make improvements to the identified housing development sites that can bring the sites into a cost/return ratio that could attract potential housing developers/builders

Graham County, Arizona
Target Industry Study Deliverables

Study Goal

The goal of the “Target Industry Study” is to:

1. Identify industry sectors (“target industry sector”) and businesses within those industry sectors that may have an interest in locating in Graham County, Arizona
2. Identify the reasons why a business within a target industry sector may have reason to consider Graham County as a location to locate a business operation
3. Identify possible strategic goals to effectively position Graham County to attract businesses within the identified target industry sectors
4. Identify possible strategic goals for effectively attracting businesses within the identified target industry sectors
5. Identify businesses currently located in Graham County that fall within the category of a target industry sector
6. Identify the potential for expansion of target industry businesses located in Graham County
7. Identify possible strategic goals for effectively assisting the growth/expansion of local businesses within the identified target industry sectors

Study Deliverables

Following are the expected deliverables from the consultant retained to perform the Graham County target industry analysis:

1. A concise identification of target industry sectors that might be attracted to locate in Graham County. The identification must include, but not be limited to:
 - a. Detailed analysis of the reasons that a particular industry sector would consider locating in Graham County.
 - b. Recommendations for specific strategic goals, objectives and action steps for recruitment of businesses in the identified industry sectors. Strategic goals, objectives, and action steps should address, but not be limited to:
 - 1) Infrastructure needs/development that would position Graham County for effective target industry attraction.
 - 2) Community development needs that should be addressed to position Graham County for effective target industry attraction.
 - 3) Specific marketing and outreach strategies that should be engaged to attract businesses within the identified target industry sectors.
2. Identification of existing Graham County businesses that fall within the identified category of target industries (identified in Deliverables #1 above). The identification of existing Graham County businesses must also include, but not be limited to:
 - a. The expansion potential of the identified businesses.
 - b. Recommendations for specific strategic goals, objectives and action steps for expansion of local businesses in the identified industry sectors.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: APRIL 24, 2018
SUBJECT: SEAGO AAA PROGRAM UPDATES

HCBS Program Monitoring: SEAGO AAA has completed SFY18 programmatic monitoring on all Home and Community Based Service providers (5) along with Case Managers (7) throughout the four-county region. During these visits, client files were reviewed to ensure continuity and compliance with state regulations. The visits went well and there were no major discrepancies or deficiencies to report in any of the client files pulled.

Carry-Over Funding Reduction Plan: Despite the mandatory training that the Area Agency on Aging organized for AAA case managers January 29, 2018 and continued one-on-one meetings, we continue to experience difficulties getting case managers to increase client services and open new client cases to eliminate the need to carry over funding that is left unspent at the end of the fiscal year. ADES has become increasingly concerned with the practice of carrying over unspent funds and intends to reduce the amount that can be carried over from 10% to 3% over the next three years- carryover amounts in excess of 3% will be subject to rescission.

The purpose of the January training was to establish uniformity within all AAA case managers in the four-county region so they are able to follow the same program guidelines with a focus on utilizing all of the funds allocated to their county for client services. Case managers were trained on using the AAA analysis tool that can help them manage their units of service, and report from the Division of Aging Adults Reporting System (DAARS) that case managers can use to determine the amount of funds available for client services. These tools provide them the data to enable them to increase services for existing clients or to open new client cases and utilize all of the funding allocated so we can meet ADES's goal of reducing and eliminating carryover requests. We are currently evaluating what steps to take to be able to meet the expectations of ADES-DAAS, including possibly bringing case management services in-house.

Outreach – Advocacy efforts: I will be visiting your Senior or Community Centers beginning in May and every other month after that. Carrie, will reach out to each of our partners and schedule a date and time for “**Community Coffee Hour**” with the AAA Program Manager for one on one conversation and overview of AAA services.

Health and Nutrition Program: Shi Martin, our HPR Coordinator, will begin Programmatic Monitoring of the six subcontracted providers within the SEAGO region by the end of April. We expect to find that all Congregate and Home Delivered Meal sites will be in compliance with their cycle menus signed off and approved by a registered dietitian, among other findings identified in the last ADES-DAAS contract compliance review. With the information presented at the training that was held on January 29th and the visit from ADES-DAAS, the SEAGO AAA is looking forward to this visit again in 2019 and hopes to find everything in compliance.

A Matter of Balance (AMOB): SEAGO AAA is unfortunate to have lost a AMOB coach in Greenlee County; Mrs. Barbara Ahmann was not able to proceed with her commitment to the program and resigned.

Shi has connected with an interested individual, and if all goes as planned, we will be starting a class in May. In order to maintain the integrity of the evidence-based program, there is a requirement that we have two coaches and this is what is preventing us from starting as soon as we would like. Again, if you know of anyone interested in becoming a AMOB coach in Greenlee County and would like to volunteer some of their time to the evidence based program, please refer them to Shi Martin. Shi would be glad to speak with them, provide them information about AMOB and what is required of them. We do reimburse all of our volunteers for mileage travelled as well as the materials and snacks for their classes.

Tai Chi for Arthritis - our newest addition to Health and Nutrition program: Tai Chi for Arthritis is an evidence based program that will help increase muscular strength, support and protect joints, and will reduce pain and stiffness, thus improving mobility. Stamina or fitness is important for overall health and proper function of your heart, lungs and muscles. *Tai Chi for Arthritis*, by Dr. Paul Lam helps people with arthritis to improve all these and more. It improves balance both mentally and physically, and thus significantly reduces the rate of fall of the older adults. Additional benefits include improving relaxation, vitality, posture, and immunity. SEAGO AAA has connected with two active coaches in Santa Cruz County who hold the certification and will be under the SEAGO AAA umbrella to host classes in their communities. Since this is an evidence based program, we will be adopting it in-house as Title III B funds from the Older Americans Act can be utilized for classes, the same as AMOB. In order for SEAGO AAA to go through the certification process, we must have at least 10 individuals that can come to a 6-8 hour training session that will be hosted by the only certified master trainer in this region, Heather Chalon. Shi and I will be included but we are still in need of one each from Cochise, Graham and Greenlee counties. Again, if you all know of someone who is currently practicing Tai Chi or who would be a good coach, please send them our way and Shi would be glad to connect and inform them of the requirements. We are very excited to continue to find ways to promote prevention and motivate individuals in preserving their health.

End of Life Care Matters Legacy grant- SEAGO AAA is pleased to announce a grant awarded to us for Cochise and Eastern Santa Cruz County. With the grant award, the AAA will take the lead in accomplishing its goals of educating, promoting, and increasing the number of individuals nearing the end of life who will fill out their Advanced Directives. SEAGO AAA believes there is a need to address the topic of End of Life Care decision making in order to raise awareness and change the perceptions that have historically been associated with the topic. As more and more baby boomers approach their end of life, planning for end of life events is often overlooked, leaving family members and loved ones having to make decisions on their behalf that they feel are appropriate. Instead of placing the burden of making these critical decisions on others, the AAA hopes to provide the tools dying individuals need to make those decisions on their own. End of Life Care Matters, will focus primarily on individuals, however, community organization professionals and healthcare providers will also be engaged to assist and support the program now and in the future in order to be able to dialogue with the community on this topic. Sarah Villalobos, our Family Caregiver Support Program Coordinator along with a private subcontractor Veronica Squyres will be responsible for coordinating certified individuals who have become trainers in giving the information and material to accomplish these goals. AAA staff members have received training and are able to promote end of life care planning, educate the community on this important topic, as well as coordinate workshops for other trainers who have also gone through the training sessions. With this grant, both Sarah and Ronni will dedicate four hours each per week to coordinate or host two workshops per month for the next 12 month period starting in April. Sara has participated in trainings and workshops to help her prepare to give her own two hour trainings. She, along with Ramona MacMurtrie, will hold their first EOL workshop scheduled for May 4th, 2018 at the Bisbee Senior Center, where they will be evaluated and cleared by AZ Hospital and Healthcare Association (AZHHA). If you know of a group of 15-20 individuals who would like to attend an End of Life Care Workshop, please have them sign up on the sheet attached to this memo and e-mail or fax to our office. Sarah or Ronnie will organize events in any part of Cochise County.

Long Term Care Ombudsman Program: There are two new assisted living facilities in Cochise County - Sierra Vista area: Healing Hearts at 777 Golf Links Road, and JR Caring Hearts at 425 North Bernini Avenue. As mandated by the Center for Medicare Services (CMS), all five nursing home facilities in the area are in compliance with the new rule by CMS on notifications of all discharges to the regional

Ombudsman's office. Shi Martin is mandated to respond immediately to all those reportable which consist of 30 day discharge as well as any Disputes Notification of Non-Medical coverage. Shi receives all discharges and completes a report to ADES-DAAS once per month showing the number of discharges in the four-county region.

Family Caregiver Support Program: Since Sarah Villalobos started end of December 2017, she has conducted two Caregiver Workshops - one in Sierra Vista and another one in Nogales. The intention is to provide a series of workshops in each county; the first one consisted of Signs and Symptoms of a stroke and available Resources in your community. Sarah connects with speakers in each area in order to bring the information on medical topics for each of her workshops. On Friday April 20, 2018 Sarah completed her third workshop that took place in Willcox at the Northern Cochise Community Hospital. She also joined forces with Greenlee County to assist with their Caregiver Conference on April 26th, 2018. Sarah has participated in several events including health fairs and support groups to promote the FCSP. Sarah will be connecting with existing partners in Graham County to promote and hold the first series of the Caregiver Workshop. This will help promote the SEACUS Senior Expo which takes place in October. Part of what Sarah does is to entice caregivers to use respite care, learn about resources, but also provide them the tools to better care for themselves. Currently, Sarah is putting together a Caregiver packet which was approved by ADES to give to existing and registered caregivers within the program. These packets include items such as first aid safety kits, teas, candles, gait belts and more that they can use themselves in order to make their lives easier. At the same time, this serves as a token of appreciation for the care they provide. All case managers who currently have caregivers under Respite care and on-going caregivers under this program in general, will receive a basket with some goodies before June 30th.

State Health Insurance Program/Senior Medicare Patrol- (SHIP/SMP):

State SHIP/SMP changes:

- **SIRS**, the SMP Info and Reporting System is on line and fully functional. All data is entered and current.
- **STARS**, the SHIP Tracking and Reporting System will be replacing SHIP NPR (National Performance Reporting) by 9/2018. All NPR data from 1/1/2017 forward must be re-entered into STARS and must be updated and complete by 4/30/2018. This new data system will:
 - Modernize SHIP forms
 - Simplify reporting
 - Allowing easier access to submitted data
 - Allow for system generated reports
 - Track more specific topics allowing for a more accurate picture of the SHIP program scope and progress
 - Collect cost data on Prescription Drug Plan and Medicare Advantage Plan enrollments and more accurately track MIPPA (Medicare Improvements for Patients and Providers Act) funding to ensure the regions are receiving the funding needed to provide the required outreach and education activities that help make Medicare more affordable for low-income seniors and people with disabilities
 - Improve financial assistance programs, including Medicare Savings Programs and the Part D Low-Income Subsidy.
 - Share data with the new SIRS system to accurately track both SHIP and SMP cases and activities.
- **VRPM**, the Volunteer Risk and Program Management is being implemented as per schedule to establish and organize the structure and organization of SHIP/SMP volunteer programs on a nationwide basis.
- **Volunteer Recruitment** - Two new volunteers were trained in the Graham/Greenlee County area in March and will complete monitoring in April. This will give the SHIP program greater coverage in the area with Medicare appointments available on a monthly basis throughout the year and a weekly basis during Medicare Open Enrollment (October 15th – December 7th)

SHIP/SMP Counseling Sites

- Cochise County: Bisbee – Bisbee Senior Center/Copper Queen Library; Douglas – Douglas Government Center; Sierra Vista - THRIVE at the Sierra Vista Mall/Ethel Berger Center; Huachuca City – Huachuca City Senior Center; Chiricahua Community Clinics – Willcox/Bowie/Benson/Douglas/Sierra Vista/Bisbee
- Graham County: Safford – SEACUS
- Greenlee County: Clifton – Clifton Public Library
- Santa Cruz County: Patagonia – Patagonia Public Library Nogales – Bowman Senior Residences/Casitas de Santa Cruz

We are always looking for sites where we can schedule regular counseling sessions. If your community would like for a counselor to visit regularly, please contact Ramona at 520-432-2528 Ext. 222 or at shiphelp@seago.org.

Conference on Aging - “Aging the Power of Community”: Planning for our annual conference is coming along great. We currently have 64 people registered out of the 150 that we targeted. We still have one month and a half and if you have not yet registered or encouraged others in your areas to take advantage of this conference and the wonderful speakers, I encourage you to do so soon as space is limited. Eastern AZ Courier in Graham County has graciously put out an article in the newspaper helping us promote the event in the area. The Courier is very supportive of what SEAGO AAA does for the community and we are happy to partner with them. I remind you that in future years, the Conference on Aging will be hosted in your areas, so please help us by disseminating the attached save the date in your communities, as it is not just for Cochise County. Next year, it will be another county and therefore, we will need assistance in finding the sponsors and speakers who will help us in making it happen.

AZ4A Aging Summit “Aging Well in Arizona”: The AZ4A Aging summit will be held September 20 and 21st in Mesa. All AAA regions are combining our efforts to make this statewide event a continued success. I encourage you to look at the flier and help us disseminate it in your areas.

Attachments: End of Life Care Sign-up Sheet; EOL Community Education Training Flyer, Community Coffee Hour, SEAGO AAA Conference on Aging Flyer, 2018 Aging Summit Flyer.

Action Requested: Information Only Action Requested Below:



South Eastern Arizona
Governments Organization



Honoring A Life: Advance Care Planning

May 4, 2018
2:00 p.m. to 4:00 p.m.
Bisbee Senior Center
300 Collins Road
Bisbee, AZ 85603

When it comes to end-of-life care, one conversation can make all the difference. This 2-hour workshop helps people begin the conversation and outlines a clear process for them to ensure that their priorities and preferences for end-of-life care are known, documented and honored. Objectives are to reduce fear and stigma around talking about dying and to allow people to consider what's important to them; learn how to talk to others about their wishes; review healthcare planning decisions, resources and documents; learn with whom to share their healthcare planning documents; and discuss when to review and update these documents.

Target Audience:

The general public, anyone 18 years or older but with special focus on the elderly or those with serious illness.

Registration is free but space is limited.

Registration includes refreshments, and program materials. [**Register Here.**](#)

If you have any questions, please contact Sarah Villalobos at 520-432-2528 ext. 221, email svillalobos@seago.org or Karen Beckford at 602-445-4312, email kbeckford@azhha.org.



**With SEAGO/Area Agency on Aging
Program Manager Laura Villa**

Join us for Coffee,
conversation and an overview
of AAA services.

SEAGO /Area Agency on Aging will be at

Santa Cruz Council on Aging

May 24th

10:30am-11:30am

125 E Madison St, Nogales, AZ 85621

For more information Please call

Marco Lozoya at 520-287-7422



Follow us on Facebook

www.facebook.com/seagoareaagencyonaging/

This program was funded through a Contract with the Arizona Department of Economic Security. "Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and Title VII) and the Americans Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, SEAGO Area Agency on Aging prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex national origin, age, and disability. The SEAGO Area Agency on Aging must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means that if necessary, the SEAGO Area Agency on Aging must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the SEAGO Area Agency on Aging will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program, service, or activity, you should request this document in an alternative format or for further information about this policy please contact: SEAGO Area Agency on Aging at 520-432-2528." Para obtener este documento en otro formato u obtener informacion adicional sobre esta politica, SEAGO Area Agency on Aging 520-432-2528. This program was funded through a Contract with the Arizona Department of Economic Security.

Region 6 Area Agency on Aging

4th Annual Conference on Aging

AGING TOGETHER THE POWER OF COMMUNITY



Featuring The Virtual Dementia Tour



June 6th, 2018
8:00am – 5:00pm
Cochise College Sierra Vista Campus
901 North Colombo Ave
Sierra Vista, AZ

Registration is required as seating is limited.

Register online: <https://www.eventbrite.com/e/region-6-area-agency-on-aging-conference-on-aging-aging-together-the-power-of-community-tickets-42022793306>

Register by Phone: 520-432-2528

- 8:00 AM...Registration
- 8:30 AM...Welcome to Conference/ The Virtual Dementia Tour
- 8:45 AM...SEAGO Staff and Ambassadors
- 9:00 AM...**Dr. Monica Vandivort: Team Care; Impacting Community Health**
- 10:00 AM...Break
- 10:10 AM...**Firefighters/Paramedicine Community Programs Panel**
- 12:00...Lunch
- 1:00 PM...**End of Life Planning: Sandra Severson**
- 2:00 PM...**Morgen Hartford – Alzheimer’s Assoc. “Dementia Friends**
- 2:50 PM...Break
- 3:00... **VA Benefits -Nathan Hutchins Veterans Benefits Counselor**
- 4:00...Q & A Panel
 - AAA Staff
 - Cochise Connections
 - Speakers

alzheimer's  association[®]

Desert Southwest Chapter



VIRTUAL DEMENTIA TOUR[®]
YOUR WINDOW INTO THEIR WORLD



Legacy Foundation of Southeast Arizona

Promoting Population Health and Community Wellness throughout Southeast Arizona

This program was funded through a Contract with the Arizona Department of Economic Security. "Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and Title VII) and the Americans Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, SEAGO Area Agency on Aging prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex national origin, age, and disability. The SEAGO Area Agency on Aging must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means that if necessary, the SEAGO Area Agency on Aging must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the SEAGO Area Agency on Aging will take any other reasonable action that allows you to take part in a program, service, or activity. If you believe that you have a disability, please contact the SEAGO Area Agency on Aging at 520-432-2528. "Para obtener este documento en otro formato u obtener informacion adicional sobre esta politica, SEAGO Area Agency on Aging 520-432-2528.



AGING WELL IN ARIZONA

September 20-21, 2018

www.regonline.com/az4a2018

2018 AGING SUMMIT

Keynote Speakers

Sandy Markwood, CEO, n4a

Fernando Torres-Gil, Director, UCLA Center for Policy Research on Aging

Enid Borden, Founder, President and CEO, National Foundation to End Senior Hunger

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Early registration \$169 paid by 8/15/2018
Regular registration \$185 paid after 8/15/2018

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Questions? 888-783-7500



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: APRIL 24, 2018
SUBJECT: SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

Greenlight Consulting has completed the update of our regional crash data to reflect the most recent year of ADOT crash data (2016). The 2016 crash locations have been located spatially by jurisdiction using GIS to ensure accuracy. The crash data has been re-analyzed for the region for high priority locations for potential HSIP projects. TAC members were provided electronic versions and hard copies of the updated crash maps.

The new data allowed us to narrow the scope of the projects and keep a majority of the projects off of state facilities. We now have some local projects with B/C ratios that will allow us to compete at the state level. At our March TAC meeting, the TAC reviewed the new HSIP locations and selected 3 projects for submission during the current ADOT HSIP call for applications. The following table shows the selected projects:

| Project Name | Road | Location | Length (miles) | Estimated Cost | B/C Ratio |
|--|----------------------|---|----------------|--------------------|-------------|
| Cochise County Road Safety Improvement Project | Charleston Road | Tombstone to 4.8 miles South of Tombstone | 4.8 | \$253,000 | 34.3 |
| | Double Adobe Road | SR 80 to Frontier Road | 4.5 | \$210,000 | 6.7 |
| | Barataria Blvd | Moson Road to Ranch Road | 1.0 | \$88,000 | 48.2 |
| Total Project | | | 10.3 | \$551,000 | 29.7 |
| Graham County Road Safety Improvement Project | Cottonwood Wash Road | 1200 South to Saguaro Drive | 3.5 | \$237,000 | 22.0 |
| | Golf Course Road | Hoopes Avenue to Elizabeth Ann Drive | 1.6 | \$1,009,000 | 37.5 |
| Total Project | | | 5.1 | \$1,246,000 | 30.9 |
| Santa Cruz County Sonoita Creek Wash Safety Project | Pendleton Drive | Pendleton Drive Dip at Sonoita Creek Wash | 1.0 | \$1,536,000 | 3.10 |
| Total Project | | | 1.0 | \$1,536,000 | 3.10 |

Our consultant has fully developed the applications. The applications are currently being reviewed by the submitting agencies. Applications must be submitted to ADOT by May 8, 2018.

The final due date for the draft SHSP has been adjusted to April 30, 2018. This will allow time for comment prior to our May 17th TAC meeting in which we will have a final presentation and approve the plan.

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: APRIL 24, 2018
SUBJECT: TRANSIT REPORT

The following is a brief update involving our Transit and Mobility Management Programs:

REGIONAL MOBILITY MANAGEMENT

SEAGO has developed a website specifically dedicated to linking the public and human services providers to transportation resources within the region. The website is <http://www.azmobility.org>. The SEAGO Transportation Services Coordination Plan has been updated and is available at: <http://www.seago.org/tsp/rmm.html>.

WILLCOX TRANSPORTATION PROJECT

The Willcox Transit feasibility Study has been programmed into our FY19 ADOT Work Program. The study will kick-off on July 1, 2018. The goal of the study is to identify the demand/need and develop an implementation plan for public bus service (FTA Section 5311) for the Willcox area. The study will explore the possibility of a dial-a-ride service that builds on the current ViCaP service model and opens access to additional transit funding opportunities for Willcox and northeast Cochise County. A feasibility study is a precondition for applying for FTA Section 5311 funding and is available to support an application for 5 years.

COCHISE CONNECTION

Cochise Connection kicked off service on August 7, 2017. The Connection expanded service to Benson on January 15, 2018. The bus is currently providing two trips daily (Monday thru Friday) to Benson. Ridership has increased steadily each month since kick-off. The Connection is currently on pace to hit 7,500 rides during its first year of service. The new bus is currently being wrapped with the Cochise Connection logo. It is expected to be received in early May. This should increase exposure and ridership. A TAC meeting is scheduled for May 2, 2018, to review progress and develop new strategies to increase ridership and reduce costs.

GRAHAM/GREENLEE COUNTY FTA 5310 PROGRAM TRANSITION PROJECT

Easter Seals Blake Foundation (ESBF) just completed their 9th month of services in Graham and Greenlee Counties. The project has greatly increased accessibility and is seeing significant growth. In FY17, SEACAP averaged 420 rides per month for their services. In

March, ESBF has almost tripled SEACAP's average ridership with over 1,100 rides. Due to the success of the program, ESBF management has expressed the desire to pursue FTA 5311 (Public Transit) funding in FY20. SEAGO will be updating the 2016 Transit Feasibility Study and will be assisting ESBF initiate the 5311 application process.

I will be glad to answer any questions you may have at the meeting.

Action Requested: Information Only Action Requested Below