

**MINUTES OF THE
SEAGO EXECUTIVE BOARD
EASTERN ARIZONA COLLEGE
GHERALD L. HOOPES ACTIVITIES CENTER
615 NORTH STADIUM AVENUE
THATCHER, ARIZONA
MAY 18, 2018**

OFFICERS PRESENT: Doyle, John – Mayor, City of Nogales (*Chair*)
Gomez, David – Supervisor, Greenlee County (*1nd Vice Chair*)
Ortega, Richard – Vice Mayor, City of Safford (*2nd Vice Chair*)
Lindsey, Sam – Councilman, City of Willcox (*Treasurer*)

MEMBERS PRESENT: David, Paul – Supervisor, Graham County
Doyle, John – Mayor, City of Nogales
Judd, Peggy – Supervisor, Cochise County
Kovach, Akos – Councilman, Town of Clifton (*Alternate*)
O'Donnell, Patrick – Graham County Private Sector Rep.
Richardson, Barbara – Cochise County Private Sector Rep.
Rivera, Bob – Mayor, Town of Thatcher
Robinette, Dustie – Greenlee County Private Sector Rep.

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

GUESTS: Adam, Kevin – RTAC
Doyle, Griselda
Mortensen, Michelle – Town of Thatcher

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Doyle called the meeting to order at 10:17 a.m. Town of Thatcher Mayor Bob Rivera provided welcoming remarks and introductions were made.

II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)

Mr. Patrick O'Donnell mentioned the upcoming Blues Fest to be held June 2nd at the Graham County Fairgrounds. Mr. Sam Lindsey reminded everyone about the Willcox Wine Festival May 19-20. He also reported that Willcox is in the process of selecting a new city manager. Mayor Rivera reported that this weeks is National Law Enforcement Week and in light of recent shootings in Santa Fe, Texas and the City of Nogales it is important to acknowledge the daily sacrifice made by those in uniform. Mr. Anthony Sedwick announced the first annual Ranch Days May 19th at the Santa Fe Ranch. Mayor Doyle announced memorial events to be held for their fallen officer and thanked everyone for their well wishes.

III. CALL TO THE PUBLIC

Mr. Kovach handed out copies of the Greenlee Clarion and Gateway to the Copper Corridor publications and discussed recent economic development progress in the region.

Supervisor David commented on discussions with the Forest Service regarding the economic impact of forest closures.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 23, 2018 Minutes
 - b. Nomination to the Advisory Council on Aging

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

MOTION: Mayor Rivera
SECOND: Mr. O'Donnell
ACTION: Unanimous

2. Fiscal Year 2019 Budget Action Items

- a. Discussion and possible action regarding Resolution 2018-02 EDA Grant Authorization

Mr. Larry Catten presented the annual EDA grant resolution. 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.

Mr. O'Donnell made a motion to approve Resolution 2018-02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds up to \$35,357 funded through annual assessments paid by SEAGO member entities.

MOTION: Mr. O'Donnell
SECOND: Supervisor Gomez
ACTION: Unanimous

b. Discussion and possible action regarding the proposed FY 2019 SEAGO Assessment Schedule and Budget

Ms. Diane Pashley presented the proposed FY 2019 Assessment Schedule and Budget, pointing out the following assumptions:

- 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.

Mr. Heiss discussed the sustainability of the SEAGO fund balance and guidelines established to sustain the existing fund balance for as long as possible.

Supervisor Gomez made a motion to approve the FY 2019 SEAGO budget and assessments.

MOTION: Supervisor Gomez
SECOND: Councilman Kovach

Mayor Rivera asked whether the EDA annual matching funds assessment would be ongoing and Mr. Heiss responded that it would be. Mr. Heiss also clarified the decrease in the RTAC assessment.

ACTION: Unanimous

c. Sustainability of Fund Balance

Mr. Heiss discussed the sustainability of the SEAGO fund balance and guidelines established to sustain the existing fund balance for as long as possible. He also clarified the \$222,000 operating surplus stating that it was a posting error of grant monies received, and the actual surplus was about \$22,000.

3. Discussion and possible action regarding the proposed updates to the SEAGO Policy Manual relating to the FWHFA.

Mr. Heiss explained that 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, SEAGO's policy manual precludes part-time employees scheduled for less than 20 hours per week, and temporary employees from accruing sick leave. As a result, staff recommended that the SEAGO Policy Manual be amended to bring it into alignment with the FWHFA.

This requires updating Sections 4.1 and 6.5 of the SEAGO Policy Manual. Mr. Heiss presented the proposed Policy Manual changes and responded to questions.

Mayor Rivera made a motion to approve the proposed FWHFA updates to the SEAGO Policy Manual.

MOTION: Mayor Rivera
SECOND: Vice Mayor Ortega

Mr. Kovach asked if SEAGO had any part time employees and Mr. Heiss responded that yes, there is currently one part time and one temporary employee.

ACTION: Unanimous

4. Discussion and possible action to recommend approval of the FFY 2018 CDBG applications

Ms. Bonnie Williams presented the proposed FFY 2018 CDBG project applications which will be submitted to SEAGO and also reported that since the memo was written the final funding numbers had been received and the SEAGO region had received \$92,593 more than the previous year:

Safford: \$241,793 for ADA improvements to park playgrounds.

Nogales: \$386,019 for water line and paving replacement on MacNab Drive.

Bisbee: \$482,967 for street and drainage improvements in Tin Town.

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

Mayor Rivera made a motion to approve FFY 2018 CDBG Regional Account project applications.

MOTION: Mayor Rivera
SECOND: Mr. O'Donnell

Supervisor David asked whether these project have already been through the design phase and are ready for construction. Ms. Williams responded some do and some do not due to staffing resources but the State does require some advance preliminary planning. Supervisor David mentioned the increase in petroleum and labor costs stating that the sooner work can be done the better.

ACTION: Unanimous

5. Discussion and possible action regarding the proposed Fiscal Year 2019 AAA Subaward Renewal Recommendations

Ms. Laura Villa provided background information on subawards 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. Mr. Villa stated the amounts shown are initial DES allocations and she would be receiving an Alert on May 30 that should show slight increases from the amounts shown.

Supervisor Gomez made a motion to approve the proposed FY 2019 AAA subaward renewal recommendations.

MOTION: Supervisor Gomez
SECOND: Councilman Kovach

Supervisor David asked if the amounts are allocated on a per capital basis and Ms. Villa responded that it is based on a DES formula and additional funds can be added based on performance as necessary.

Supervisor Judd asked to be contacted regarding the possibility of expanding some AAA services to the Willcox and San Simone communities.

ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates for the following twelve months. He also stated the joint Administrative/Executive Committees conference call on May 31st would be cancelled.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of Strategic Plan goals.

C. Quarterly Finance Report

Ms. Diane Pashley provided the quarterly finance report and responded to questions.

D. SEAGO Economic Development District Report

Mr. Larry Catten provided the Economic Development report and responded to questions.

E. AAA Updates

Ms. Laura Villa provided the Area Agency on Aging Region VI updates and responded to questions.

There was a break for lunch from 12:10 – 12:35 p.m.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Regional Strategic Highway Safety Plan and responded to questions.

G. Transit Report

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

VI. RTAC REPORT

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

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. Heiss discussed the upcoming Open Meeting law changes which become effective August 3rd.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss mentioned there would be a job classifications update, SHSP, cooperative purchasing agreements, and Title VI Plan update items presented at the August meeting.

IX. ADJOURNMENT

Mr. O'Donnell made a motion to adjourn the meeting at 1:29 p.m.

MOTION: Patrick O'Donnell
SECOND: David Gomez
ACTION: Unanimous