



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** EXECUTIVE BOARD MEETING

---

Please see the details below for the Executive Board meeting date, time, and location.

**Friday, August 16, 2019 at 10 a.m.**

**[American Legion Hall](#)**

**[51 Frisco Ave,](#)**

**[Clifton, Arizona](#)**

**WARNING** - If you try to search for the address above, most maps applications will take you to the wrong location, **so please click on the hyperlink** for a Google Map to the [American Legion Hall](#). Driving northbound on Highway 191 (Coronado Boulevard) through Clifton, continue past the old Railroad Depot, which is also the Clifton Visitor's Center. You will take the next right turn onto Zorilla Street, and then an immediate left turn onto Frisco Avenue. The American Legion Hall will be the first building on your left. If you see the Circle K on your right, you went too far on Highway 191 and will need to turn around.

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

The Executive Board Packet will be sent to members through 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](mailto:rheiss@seago.org).



# EXECUTIVE BOARD AGENDA

10 A.M., FRIDAY, AUGUST 16, 2019  
AMERICAN LEGION HALL  
51 FRISCO AVENUE  
CLIFTON, ARIZONA

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Gomez	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Gomez	
<b>III. CALL TO THE PUBLIC</b>	Chair Gomez	
<b>IV. PRESENTATION:</b> Every Day Counts 5 (EDC5) Initiative - Karla Petty, Administrator Arizona Division Federal Highway Administration		
<b>V. ACTION ITEMS</b>		<u>Page No.</u>
1. Consent Agenda		
a. Approval of the May 17, 2019 Minutes	Chair Gomez	1
b. Nomination to the Advisory Council on Aging	Laura Villa	8
2. Discussion and possible action to recommend authorizing the Executive Director to execute an engagement letter with Colby and Powell PLC to perform the fiscal year 2019 audit	Randy Heiss	9
3. Discussion and possible action to recommend approval of Resolution No. 2019-03 approving and adopting SEAGO's FY 2020 Title VI Implementation and Public Participation Plan	Jim Russell	16
4. Discussion and possible action regarding SEAGO 2019 - 2023 TIP Amendment #4	Jim Russell	18
<b>VI. INFORMATION ITEMS</b>		
A. Future Meeting Dates	Randy Heiss	21
B. Strategic Plan Implementation Progress Report	Randy Heiss	22
C. Quarterly Finance Report	Dina Curtiss	25
D. SEAGO Economic Development District Report	Larry Catten	27
E. AAA Updates	Laura Villa	30

Page No.

<b>VII. RTAC REPORT</b>	Kevin Adam	N/A
<b>VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS</b>	Chair Gomez	N/A
<b>IX. FUTURE AGENDA ITEMS</b>	Chair Gomez	N/A
<b>X. ADJOURNMENT</b>	Chair Gomez	N/A

**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 Heather Glenn at (520) 432-5301 extension 207 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 Heather Glenn at (520) 432-5301 extension 207. 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 Heather Glenn al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**DRAFT MINUTES OF THE  
SEAGO EXECUTIVE BOARD  
SAFFORD LIBRARY MEETING ROOM  
808 7<sup>TH</sup> ST.  
SAFFORD, ARIZONA  
MAY 17, 2019**

**OFFICERS PRESENT:** Gomez, David – Supervisor, Greenlee County (*Chair*)  
Ortega, Richard – Vice Mayor, City of Safford (*1st Vice Chair*)  
Laws, Mike – Mayor, City of Willcox (*2<sup>nd</sup> Vice Chair*)  
Garino, Arturo – Mayor, City of Nogales (Treasurer)

**MEMBERS PRESENT:** Barlow, Bill – Mayor Pro-Tem, City of Tombstone  
David, Paul – Supervisor, Graham County  
Gray, Rachel – Vice Mayor, City of Sierra Vista (Phone)  
Judd, Peggy – Supervisor, Cochise County (Phone)  
Mueller, Rick – Mayor, City of Sierra Vista (Phone)  
O’Donnell, Patrick – Graham County Private Sector  
Pike, Allred – Councilman, San Carlos Apache Tribe  
Richardson, Barbara – Representative, Cochise County Private Sector  
Rivera, Bob – Mayor, City of Thatcher  
Sedgwick, Anthony – Representative, Santa Cruz County Private Sector  
Smith, David – City of Bisbee  
Soto, Cesar – City of Douglas  
Thurman, Anne – Mayor, Town of Duncan

**STAFF PRESENT:** Catten, Larry – Economic Development Planner  
Dennis, Keith – Community Development Program Manager  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Pashley, Diane – Accounting Manager  
Vertrees, Chris – Transportation Program Administrator  
Villa, Laura – AAA Program Director

**GUESTS:** Garino, Cathy  
Goding, Clark  
Hunt, Royce  
Skeete, Horatio

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

Vice Chair Ortega called the meeting to order at 9:00 a.m. and introductions were made.

**II. EXECUTIVE SESSION**

Pursuant to A.R.S. §38.431.03 Subsection A.1., the Executive Board may adjourn to Executive Session for purposes of evaluating the performance of the Executive Director

Vice Chair Ortega made a motion to adjourn the public session to go into executive session to evaluate the performance of the Executive Director.

**MOTION:** Supervisor David Gomez  
**SECOND:** Mayor David Smith  
**ACTION:** Unanimous

**III. PUBLIC SESSION**

- a. Reconvene Public Session

The Executive Board returned and Mayor David Smith made a motion to reconvene the Public Session. Vice Chair Ortega seconded the motion. Vice Chair Ortega called the Public Session to order at 10:01 am.

**MOTION:** Mayor David Smith  
**SECOND:** Vice Mayor Richard Ortega  
**ACTION:** Unanimous

- b. Discussion and possible action relating to a proposed five-year employment contract with the Executive Director.

Ms. Barbara Richardson made a recommendation to raise the Executive Director’s base salary to \$75,000 annually and modify the contract to reflect a 3 year contract with up to a 4% increase annually based on positive performance evaluations and economic conditions. The motion was seconded by Mayor Pro-Tem Bill Barlow. Supervisor Gomez explained that, just for clarity, the word ‘automatically’ is removed from the provision of a 4% raise but the \$75,000 base does reflect the positive service that the Board has been receiving for many years from Randy and his staff.

**MOTION:** Barbara Richardson  
**SECOND:** Mayor Pro-Tem Bill Barlow  
**ACTION:** Unanimous

**IV. CALL TO THE PUBLIC**

No one from the public spoke.

**V. PRESENTATION :** Independent Auditor’s Report and Audited Financial Statements for the year ending June 30, 2018

Mr. Clark Goding from Regier, Carr and Monroe gave an overview of the audit, their one finding and recommendations. He explained that their audit revealed quite a few corrections between the funds and in balancing the ‘due to’ and ‘due from’ areas between all the funds. One of the matters was a continuation from the previous year. They are concerned that their independence was close to being compromised because of the amount of adjustments they made. They suggested getting someone to help out with fund accounting to create some standard entries and then have the consultant come in and make any adjustments to the funds prior to the audit.

Supervisor David asked what the most expeditious way would be for SEAGO to achieve what their finding is indicating. Mr. Heiss explained that dealing with the audit finding would be paying a consultant outside of SEAGO to help prepare for the audit. Supervisor David requested that SEAGO do whatever Ms. Pashley needs to succeed and feel confident in her work.

**V. MEMBER ENTITIES’ DISCUSSION (Common Critical Issues)**

Supervisor David stated his interest in discussing the resolution regarding concertina wire. Mayor Mike Laws stated that the wine festival in Willcox starts today, goes throughout the weekend and invited everyone to attend. He expressed his gratitude for assistance provided ADOT helped them with a traffic issue that others said couldn’t be done.

**VII. ACTION ITEMS**

- 1. Consent Agenda
  - a. Approval of the March 14, 2019 Minutes

**MOTION: Mayor Pro-Tem Bill Barlow**  
**SECOND: Patrick O’Donnell**  
**ACTION: Unanimous**

- 2. Fiscal Year 2020 Budget Items
  - a. Discussion and possible action regarding Resolution No. 2019-01 EDA Grant Authorization

Larry Catten requested to combine this item with his economic development update report (see item D below for that discussion). Mr. Catten provided an overview of the grant resolution and addressed questions. Supervisor David inquired if SCAT will be a part of the grant. Mr. Catten replied affirmatively.

Patrick O’Donnell made a motion to approve Resolution 2019-01 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. Mayor Laws seconded the motion.

**MOTION: Patrick O’Donnell**  
**SECOND: Mayor Mike Laws**  
**ACTION: Unanimous**

- b. Sustainability of Fund Balance

Randy Heiss advised the members that no fund balance was programmed into the budget. He shared that overall, the fund balance is healthy and recovering nicely from the purchase of the land, buildings and improvements that SEAGO now enjoys as the Main Office location. He also stated that the fund balance stands at 48% above the minimum required by the fund balance policy adopted by the Board in 2015. Supervisor David commented that it is good that SEAGO has a healthy fund balance because of the uncertainty of what is happening in Washington.

- c. Discussion and possible action regarding the FY 2020 Assessment Schedule

Randy Heiss

Randy Heiss explained that there were no changes from the previous year; no increases were requested from SEAGO or the RTAC, and the assessments are the same as last year's.

Patrick O'Donnell made a motion to approve the FY 2020 Assessment Schedule. Mayor Smith seconded.

**MOTION: Patrick O'Donnell**  
**SECOND: Mayor David Smith**  
**ACTION: Unanimous**

d. Discussion and possible action regarding the proposed FY 2020 SEAGO Budget

Diane Pashley highlighted the assumptions used to prepare the budget. Ms. Pashley provided estimates for departmental budgets to the managers and there were only a few changes needed after the first review. Mr. Heiss pointed out the \$50,000 Contingency line item in the budget and stated that this would be used to sustain SEAGO operations in the event of a government shutdown. He anticipates another government shutdown may happen around October 1<sup>st</sup>, and reassured the Board that any funds expended during the shutdown would be reimbursed once the shutdown ends. Another possible use of the fund balance may be to pay for a consultant to help prepare for the audit.

Mayor Pro-Tem Barlow asked how long SEAGO could sustain its operations during a shutdown. Mr. Heiss advised approximately 45 days and that SEAGO would implement the SEAGO austerity plan which limits any non-essential work or travel. He explained that public transit programs were affected during the most recent shutdown. Mayor Smith asked how the Executive Director salary increase would affect the overall budget. Randy stated he thought the impact would be minimal and suggested that any motion made should address the raise.

Mayor Smith made a motion to approve the FY 2020 Budget with the addition of the salary and EREs for Executive Director raise and benefit package. Patrick O'Donnell seconded the motion.

**MOTION: Mayor David Smith**  
**SECOND: Patrick O'Donnell**  
**ACTION: Unanimous**

Mr. Heiss thanked Ms. Pashley for the good work she's done and announced that she is retiring at the end of the fiscal year. Mr. O'Donnell asked if Ms. Pashley has had any chance to address the transition issues that occurred when she came on board. Diane responded that she is in process of creating a detailed procedures manual, and other financial issues. She will also make herself available to train her replacement. Barbara Richardson asked what the plan is to fill Ms. Pashley's position. Mr. Heiss stated SEAGO is advertising in the Sierra Vista Herald; posted on Indeed.com and on the SEAGO website.

On behalf of the Executive Board, Vice Chair Ortega thanked Ms. Pashley for her good work.

3. Discussion and possible action to approve the FFY 2019 CDBG Regional Account applications

Keith Dennis gave an update on the CDBG process for this year and stated he is seeking approval for the applications forthcoming.

Mayor Smith made a motion to approve the FFY 2019 CDBG Regional Account applications. Mayor Pro-Tem Barlow seconded the motion.

**MOTION: Mayor David Smith**  
**SECOND: Mayor Pro-Tem Bill Barlow**  
**ACTION: Unanimous**

Mayor Pro-Tem Barlow commended the SEAGO staff for being such a tremendous help to Tombstone.

4. Discussion and possible action regarding the proposed Fiscal Year 2020 AAA Subaward Recommendations

Laura Villa distributed the subaward recommendations, explained the process and advised that the committee is still reviewing applications. She also explained that some services had been changed; which ones and why, and addressed questions.

Supervisor David commented that Ms. Villa does a tremendous job promoting SEAGO and its activities. He then made a motion to approve the FY 2020 AAA subaward recommendations on the condition that providers correct any deficiencies in their applications by a date established by the Area Agency on Aging Director. Ms. Richardson seconded the motion.

**MOTION: Supervisor David Paul**  
**SECOND: Barbara Richardson**  
**ACTION: Unanimous**

5. Discussion and possible action regarding Resolution 2019-02 requesting the removal of concertina wire from the International Border Wall within the SEAGO Region

Randy Heiss stated he prepared a draft Resolution to reflect that the Board supports reasonable border security measures such as drones, surveillance towers, non-intrusive scanning, forward operation bases for border patrol. In response to Mayor Garino about people getting injured by it, he added that the concertina wire should be installed no lower than six feet. Mr. Heiss explained that the Administrative Council was reticent to take any action adding that they are not politicians and that they approached it wondering whether the resolution reflected SEAGO's mission. As such, despite a robust discussion, there was no recommendation passed by the Administrative Council. Mayor Pro-Tem Barlow commented on the economic impact of the concertina wire and that the Board wants to secure our borders but doesn't want to endanger our residents in the process. Mr. Heiss directed the Board to the last 2 paragraphs that address these issues. Mayor Garino explained that the Nogales has a city ordinance allowing concertina wire only in certain areas. The current placement of the concertina wire started in downtown Nogales. Border patrol stated they needed to 'fortify' the area. Mayor Garino detailed the lost in revenue in the

months since the wire has been installed; revenue that is generated by people legally crossing the border. Mayor Smith stated Bisbee is considered a border city even though it is 6 miles from the actual border. He explained that Bisbee also passed an ordinance opposing the wire. There are 8 miles of concertina wire where many children pass that area from Sonora to go to school. He shared that border patrol has a good relationship with the mayor's office and called to advise him about the wire installation. He stated he is in favor of the resolution. He stated that border patrol has provided training to Bisbee's first responders on dealing with calls related to the concertina wire. It also affects wildlife. Mayor Garino thanked Mr. Heiss for putting it on the agenda.

Mayor Smith made a motion to approve Resolution 2019-02. Mayor Pro-Tem Barlow seconded the motion.

**MOTION:** Mayor David Smith  
**SECOND:** Mayor Pro-Tem Bill Barlow  
**ACTION:** Unanimous

## VI. INFORMATION ITEMS

### A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates for the following twelve months.

### B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of Strategic Plan goals. Supervisor David inquired what the process will be for addressing the feasibility analysis of consolidated regional human services. Randy responded a potential funding source would need buy in from the SEACAP Board to move forward.

### C. Quarterly Finance Report

Diane Pashley provided the quarterly Finance report and responded to questions.

### D. SEAGO Economic Development District Report

Larry Catten provided the Economic Development report and answered questions. Supervisor David asked about the make-up of the Economic Advisory Council. Mr. Catten responded that it is an informal group that is a mix of professionals, officials and government from the area. Mayor Garino asked if the Santa Cruz study was for the County or the City of Nogales. Mr. Catten responded that it is for the County, but he would like to meet with Mayor Garino to discuss further.

### E. AAA Updates

Laura Villa provided updates on AAA activities and addressed questions.

## VII. RTAC REPORT

Mr. Kevin Adam updated the Board on RTAC activities and answered questions.

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

Keith Dennis announced that Colonias grant funding opportunities will be coming up next year. These grants are targeting communities within 150 miles of the Mexican border that are experiencing deteriorating water and wastewater infrastructure. The majority of Colonias areas in the state are within the SEAGO region. There's a \$2 million cap for all regions combined. Mr. Dennis emphatically believes that money belongs in the SEAGO region. He stated that there are potentially 2 applicants for the next Colonias funding round; projects must be shovel ready. Bisbee and potentially Tombstone may be eligible. Tintown in Bisbee and the towns of Tombstone, Clifton and Duncan would all qualify as Colonias areas. SEAGO has the potential to double the amount of grant funds to use if Colonias monies are sought. Mr. Dennis will be putting a presentation together for the fall and will be requesting that the Administrative Council or Executive Board put forth a resolution to support CDBG. Randy Heiss announced that Mexico is now officially the #1 trade partner with the U.S. He stated that the Rural Transportation Summit, October 16-19, is coming up. Registration is opening within the week. SEAGO has partnered with ADES to apply for an Administration for Community Living for a grant for SEAGO's freeze drying program. He encouraged everyone to try the samples of freeze dried items that were being distributed.

### **IX. FUTURE AGENDA ITEMS**

Mr. Heiss listed the following items for the upcoming agenda: a possible procurement policy update; Title VI plan update; appointment of a Greenlee County private sector representative; an auditing firm agreement with Colby and Powell; and possibly a resolution supporting CDBG. He also added that Karla Petty, Administrator for the Federal Highway Administration, Arizona Division has requested to speak to the Board.

### **XI. ADJOURNMENT**

Vice Chair Ortega thanked everyone for participating and called for a motion to adjourn. Patrick O'Donnell made the motion; Mayor Pro-Tem Barlow seconded the motion. The meeting adjourned at 12:41 p.m.

**MOTION:** Patrick O'Donnell  
**SECOND:** Mayor Pro-Tem Bill Barlow  
**ACTION:** Unanimous



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** NOMINATION TO FILL THATCHER SEAT ON THE ACOA.

---

On July 18, 2019 the Advisory Council on Aging (ACOA) made a nomination and recommended the re-appointment of Mr. Arnold Lopez to represent the Town of Thatcher. Mr. Arnold Lopez, who currently represents the Town of Thatcher, will be retiring from his Thatcher employment and has given notification to the Area Agency on Aging as form of transparency and respect to the Bylaws.

Mr. Lopez, who resides in Safford has expressed an interest in his continued participation on the council and would like to be considered. Per the ACOA Bylaws as long as there is no objection he can continue:

**“ARTICLE III-MEMBERSHIP**

Section 1. Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives each from Greenlee, and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated communities within each county. *However, when a vacancy occurs in representation from an incorporated city or town, the SEAGO member entity representative from the city or town must approve the nomination of any person from outside their incorporated boundaries.”*

This request was brought to the attention of the Mayor Bob Rivera, Thatcher’s Executive Board member, and there was no objection as Mr. Lopez has been a dedicated and valuable asset to the ACOA and to the community he represents. Before Mr. Lopez came on board the Thatcher seat was vacant for over a year and we are concerned that this might happen again if he is not able to serve.

At their meeting on August 1<sup>st</sup>, the Administrative Council unanimously recommended that the Executive Board approve the reappointment of Mr. Lopez to the ACOA.

As a reminder, there are still three (3) positions available: Santa Cruz County unincorporated, and the cities of Sierra Vista and Douglas. 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 re-appoint Mr. Arnold Lopez to represent the Town of Thatcher on the Advisory Council on Aging.**



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** ENGAGEMENT OF COLBY AND POWELL FOR FY 2019 AUDIT

---

Every five years, SEAGO issues a request for proposals for auditing services. The highest ranked firm is awarded a contract to perform auditing services for the subsequent five-year period. The highest ranked firm emerging from the last RFP process was Regier, Carr and Monroe (RCM) who provided auditing services for SEAGO in fiscal years 2016, 2017, and most recently, 2018.

As mentioned at your May meeting, due to the level of technical assistance provided to SEAGO in making the audit adjustments necessary to close fiscal year 2018, RCM has expressed that they believe their independence is compromised to the extent they will not be able to provide audit services for the final two fiscal years of their contract. This required SEAGO to find another firm to provide auditing services for fiscal years 2019 and 2020 in a relatively short amount of time.

As a result, I reviewed the procurement records from 2016 when proposals for audit services were last solicited, and contacted the second ranked firm from that process to determine if they would be interested in performing our audits for the next two fiscal years. Fortunately, Colby and Powell, PLC, is more than happy to be considered to perform our audit as requested. The fee to audit fiscal year 2019 remains the same as was originally proposed in the firm's 2016 proposal (\$17,400).

Since the auditors work for the Executive Board, I thought it would be prudent to request the Board's authorization to sign the engagement letter before moving forward. At their meeting on August 1<sup>st</sup>, the Administrative Council unanimously recommended the Executive Board authorize the Executive Director to execute the attached engagement letter. I'm looking forward to answering any questions you may have at our meeting.

Attachments: May 23, 2019 Engagement Letter

Action Requested:  Information Only  Action Requested Below:

**A motion to authorize the Executive Director to execute the engagement letter with Colby and Powell PLC to perform auditing services for the Fiscal Year ending June 30, 2019.**



1535 VV. Harvard Avenue, Suite 101- Gilbert,  
Arizona 85233

Tel: (180) 635-3200 • Fax: (480) 635-3201

May 23, 2019

To the Board of Directors and Management  
SouthEastern Arizona Governments Organization  
1403 W Highway 92  
Bisbee, Arizona 85603

We are pleased to confirm our understanding of the services we are to provide for SouthEastern Arizona Governments Organization (SEAGO) for the year ended June 30, 2019.

We will audit the financial statements of SouthEastern Arizona Governments Organization, which comprise the statement(s) of financial position as of June 30, 2019, the related statements of activities, functional expenses, and cash flows OR activities and cash flows for the year then ended, and the related notes to the financial statements. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

#### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms or conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinions are other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures-Internal Control**

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an

opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of SEAGO's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on SEAGO's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will prepare the Organization's federal and state information returns for the year ended June 30, 2018 based on the information provided by you. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Organization in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws

and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documents, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP;

(3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Colby & Powell PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal agencies providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Colby & Powell PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

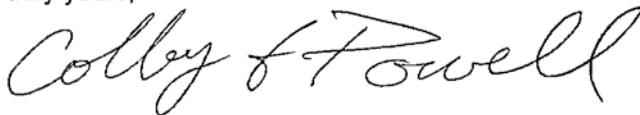
The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jim Usevitch is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately August 13, 2019 and to complete your information returns and issue our reports no later than December 31, 2019.

Our fee for these services will not exceed \$17,400. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You **will** be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Colby & Powell, PLC

RESPONSE:

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** JIM RUSSELL, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** RESOLUTION NO. 2019-03

---

In response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title VI Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4 702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 16<sup>th</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2019.

Due to the amount of paper inclusion of the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan is available to read or download the plan at that time by clicking the following link: <http://www.keepandshare.com/doc12/view.php?id=248901&da=y>

At their meeting on August 1<sup>st</sup>, the Administrative Council unanimously recommended approval of the subject Resolution. I'll be happy to answer any questions at the meeting.

Attachments: Resolution No. 2019-03

Action Requested:  Information Only  Action Requested Below

**A motion to approve Resolution No. 2019-03.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2019-03

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2019

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

**WHEREAS**, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

**WHEREAS**, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

**WHEREAS**, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region; and

**WHEREAS**, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby approves the Title VI Implementation and Public Participation Plan dated August 1, 2019.

Passed and adopted by the SEAGO Executive Board on this 16<sup>th</sup> day of August 2019.

\_\_\_\_\_  
Randy Heiss, Executive Director

\_\_\_\_\_  
David Gomez, Chair

### 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.**
- Housing**
- 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  
520-432-2528  
520-432-9168 Fax

[www.seago.org](http://www.seago.org)



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** JIM RUSSELL, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** 2019 – 2023 TIP AMENDMENT #4

---

At their meeting on July 18<sup>th</sup>, the SEAGO TAC recommended approval of the following request to amend the 2019 - 2023 TIP:

**NOG 19-02 – Nogales (Bankerd Ave. Paving Project):** The City of Nogales has requested that this project be cancelled and removed from the 2019 - 2023 TIP. After reviewing the budgeted amount of \$47,000 for the design portion of the project, it was determined that this amount would be insufficient and therefore the cost estimate to support the project exceeds the total programmed amount. After presenting the numbers to the Mayor and Council, they have decided to cancel the project and possibly reallocate the funds to the next CMAQ project on the list (Bicycle/Pedestrian Pathway on Grand Avenue, north of Baffert Drive). **If this request receives final approval by the Executive Board, this project will be removed from the current TIP.**

At their meeting on August 1<sup>st</sup>, the Administrative Council unanimously recommended approval of the subject amendment to the TIP. I will look forward to answering any questions at the meeting.

Attachments: 2019 – 2023 TIP Amendment #4

Action Requested:  Information Only  Action Requested Below

**A motion to approve 2019 - 2023 TIP Amendment #4.**

**SEAGO REGION**  
**Draft 2019- 2023 TIP Amendment #4**  
**Approved By: TAC 7/18/2019 - Administrative Council- Executive Board -**

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	HURF EXCHANGE	OTHER FUNDS	TOTAL COST
<b>2019</b>														
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP			\$2,402,528	\$243,981	\$2,646,509
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HPP	\$996,375	\$60,226			\$1,056,601
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000				\$2,300,000
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.		1150 Feet	Construction	Urban Local	2	2	CMAQ	\$537,510	\$32,490			\$570,000
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	Pendleton Drive, Via Caliente to Circulo Cerro & Pendleton Drive/Ruby Road Intersection	Varies	Construction	Rural Major Collector	2	2	CMAQ	\$672,213	\$40,632			\$712,845
CCH 19-01	Cochise County	Cochise County Rumble Strips and Other Countermeasures	Charleston Road from County Line to 4 miles north of Brunckow Road	4 miles	Design	Major Collector	2	2	HSIP	\$123,156	\$0			\$123,156
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494			\$1,043,750
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	STP	\$200,000	\$12,089			\$212,089
	LTAP								STP	\$10,000				\$10,000
	<b>TOTAL FOR 2019</b>													
										<b>\$5,823,510</b>	<b>\$204,931</b>	<b>\$2,402,528</b>	<b>\$243,981</b>	<b>\$8,674,950</b>
<b>2020</b>														
NOG 20-02	City of Nogales	Pathway Project, Baffert Dr to Nogales High School	East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School	3 miles	Design	N/A	N/A	N/A	CMAQ	\$121,162	\$7,324			\$128,486
NOG 19-02	City of Nogales	Bankerd Ave. Paving Project	Bankerd Avenue from East Doe Street Intersection	510 Feet	Construction	Urban Local	2	2	CMAQ	\$214,462	\$12,964			\$227,426
CCH 19-01	Cochise County	Cochise County Rumble Strips and Other Countermeasures	Charleston Road from County Line to 4 miles north of Brunckow Road	4 miles	Construction	Major Collector	2	2	HSIP	\$501,000	\$0			\$501,000
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	PMDR Fee	Rural Local	2	2	CMAQ	\$28,290	\$1,710			\$30,000
SCC20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	Construction	Rural Local	2	2	CMAQ	\$719,917	\$43,516			\$763,433
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$984,555	\$50,445			\$1,035,000
	LTAP								STP	\$10,000				\$10,000
	<b>TOTAL FOR 2020</b>													
										<b>\$2,579,386</b>	<b>\$115,959</b>		<b>\$0</b>	<b>\$2,695,345</b>
<b>2021</b>														
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891			\$2,120,891
CCH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000	\$0		\$0	\$264,000
SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Design	Major Collector	2	2	HSIP	\$241,408	\$14,592			\$256,000
GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	5.1 miles	Design	Major Collector	2	2	HSIP	\$212,603	\$12,851			\$225,454
NOG 20-02	City of Nogales	Dr to Nogales High School	Baffert Drive to Country Club	3 miles	Construction	N/A	N/A	N/A	CMAQ	\$637,780	\$38,551			\$676,331

**SEAGO REGION**  
**Draft 2019- 2023 TIP Amendment #4**  
**Approved By: TAC - Administrative Council- Executive Board -**

	LTAP								STP	\$10,000				\$10,000
	<b>TOTAL FOR 2021</b>									<b>\$647,780</b>	<b>\$38,551</b>			<b>\$686,331</b>
	<b>2022</b>													
CCH 21-01	Cochise County	Barataria Rds - E & C Rumble Strips	to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to	10.7 miles	Construction	Major Collector	2	2	HSIP	\$383,940			\$0	\$383,940
SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Construction	Major Collector	2	2	HSIP	\$424,350	\$25,650			\$450,000
GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	5.1 miles	Construction	Major Collector	2	2	HSIP	\$1,991,490	\$120,376			\$2,111,866
	LTAP								STP	\$10,000				\$10,000
	<b>TOTAL FOR 2022</b>									<b>\$10,000</b>			<b>\$0</b>	<b>\$10,000</b>
	<b>2023</b>													
	<b>(Place Holder)</b>													
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,829,000	\$171,000			\$3,000,000
SAF12-02	City of Safford	20th Ave, Phase III	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815			\$1,417,815
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440	\$4,560			\$80,000
	LTAP								STP	\$10,000				\$10,000
	<b>TOTAL FOR 2023</b>									<b>\$4,251,440</b>	<b>\$256,375</b>			<b>\$4,507,815</b>
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Scoping, Design, Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445			\$1,060,445
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650			\$450,000
	<b>TOTAL BRIDGE PROJECTS</b>									<b>\$1,424,350</b>	<b>\$86,095</b>		<b>\$0</b>	<b>\$1,510,445</b>
	<b>TOTAL FOR FIVE YEAR PROGRAM</b>									<b>\$14,926,275</b>	<b>\$716,142</b>		<b>\$0</b>	<b>\$15,642,417</b>
	<b>FUNDING OBLIGATED IN 2018</b>													
CCH18-01	Cochise County	Davis Road Project Assessment and DCR	Davis Road from Hwy 191 to N. Central Highway	1.7 miles	ROW	Rural Major Collector	2	2	STP	\$404,438	\$24,446		\$116,116	\$545,000
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Design	Urban Local	2	2	CMAQ	\$80,593	\$4,871			\$85,464
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Design (PMDR Fee)	Urban Local	2	2	CMAQ	\$28,290	\$1,710			\$30,000
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$2,664,700	\$159,865			\$2,824,565
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Design	Rural Major Collector			HSIP	\$70,725	\$4,275			\$75,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		ROW	Rural Major Collector			HSIP	\$188,600	\$11,400			\$200,000
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HSIP	\$181,340	\$10,961			\$192,301
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	STP	\$150,000	\$9,067			\$159,067
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118			\$774,014
	LTAP								STP	\$10,000				\$10,000
	<b>TOTAL FOR 2018</b>									<b>\$4,508,582</b>	<b>\$270,714</b>		<b>\$130,000</b>	<b>\$4,779,296</b>



# EXECUTIVE BOARD PACKET

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** AUGUST 8, 2019  
**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
November 7, 2019	November 22, 2019 Santa Cruz County
February 6, 2020	February 21, 2020 Cochise County
May 7, 2020	May 22, 2020 Graham County
August 6, 2020	August 21, 2020* Greenlee County

\* Possible conflict with the League of Cities and Towns Annual 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)
October 3, 2019 – 9:00 a.m.
December 5, 2019 – 9:00 a.m.
April 2, 2020 – 9:00 a.m.
June 4, 2020 – 9:00 a.m.

**Attachments:** None.

**Action Requested:**       Information Only       Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** AUGUST 8, 2019

**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 meeting and became effective July 1, 2017. Below is a brief update on the progress staff has made in implementing the tactics of the Plan to date:

## **Goal 1: Expand SEAGO services to member entities and constituents**

***Tactic A – Increase the Capacity of the Community Development Program:*** Since assuming the duties of CDBG Program Manager in March, Keith Dennis has continued to build the CDBG program's capacity. On July 18<sup>th</sup>, Heather Glenn attended a Certified Payroll Workshop in Phoenix and will soon begin to perform labor standards monitoring for the CDBG program. Once she has developed competency in labor standards, she will begin to learn the environmental review process. This will free up time in Keith's schedule to pursue other roles and funding possibilities to the benefit of our member entities. In addition, SEAGO is considering entering into an agreement with the Water Infrastructure Finance Authority to oversee construction procurement and perform labor standards monitoring on WIFA-funded projects within 150 miles of our Bisbee offices. This may become a new enterprise for SEAGO and enable us to build additional capacity in the CDBG program, while providing a new source of unrestricted funds.

***Tactic B - Conduct Region-Wide Target Industry Analysis:*** Target Industry Studies in Graham and Greenlee Counties are nearing completion. The consulting team from the Western Rural Development Center has completed its reports, and the industry sectors have been identified by the Target Industry Steering Committees in Graham and Greenlee Counties. The Steering Committees will now complete strategic plans for business attraction, expansion, and start-ups in their respective counties (see EDD report). Although efforts to stimulate interest in conducting similar studies in other parts of the region have not yet come to fruition, our Economic Development Program Manager will continue to look for opportunities to advance these initiatives when political and economic conditions are more conducive. We will keep you posted on progress in future reports and meetings.

***Tactic C - Develop and Market New Transportation Program Services:*** **NO CHANGE.** The equipment needed to begin a SEAGO Traffic Counting Program has been purchased and staff has received training on the use of the traffic counting equipment, safety procedures, and data management. Additional training on uploading traffic counting data to ADOT's traffic data management system was provided at the July TAC meeting. While we

intended to launch the program early in FY 2020, it's likely this will be stalled due to the unexpected departure of Chris Vertrees at the end of May. SEAGO continues to position itself to provide GIS services for our member agencies. GIS software was purchased in FY 2018 and John Merideth has continued to expand his knowledge, skills and experience working with the software while growing our GIS data bases.

**Tactic D - Kick Off Regional Technical Services Center:** **NO CHANGE**. The Regional Technical Services Center was formally established by the Executive Board at their meeting on March 14, 2019. As time allows, SEAGO will identify additional technical services that can be developed internally or offered through cooperative purchasing agreements with state and local agencies to broaden the range of services to our member agencies.

**Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services:** **NO CHANGE**. As previously reported, the SouthEastern Arizona Community Action Program (SEACAP) Strategic Plan was adopted by their Board on September 19, 2018. The Strategic Plan does mention consolidation as one of the strategies supporting the strategic objective of "Refocusing mission in a changing environment by proactively embracing change". The strategy is to "**Hold meetings to focus on top important projects (public and private) – Consolidation**". The context of this strategy could be in the following statement found elsewhere in the document:

"The importance of addressing barriers associated with meeting basic needs, becoming self-sufficient and living independently were highly emphasized. These were 1) reliable transportation, 2) **integration of social services**, 3) ability to qualify for employment, 3) early integration of post-secondary education, 4) access to childcare and associated costs, 5) community participation, 6) education, 7) less recidivism, 8) more diverse funding."

It will be necessary to engage with SEACAP Board members determine whether this strategy would support a feasibility study of consolidating regional human services under a single agency. I recently had the opportunity to engage with leadership at ADES-DAAS on the idea of a consolidation feasibility study, and received encouraging feedback as it aligns perfectly with strategic initiatives being pursued internally at the agency. I will be looking for an opportunity to revisit that conversation in the coming months.

**Tactic F - Create a Region-Wide Economic Development Data Portal:** **NO CHANGE**. U.S. Economic Research has created economic development data portals for [Cochise](#), [Graham](#), [Greenlee](#) and [Santa Cruz](#) Counties that are complete and on line. The company also recently launched economic development websites for the [Town of Thatcher](#) and the [City of Safford](#). Click the hyperlinks above to browse these sites and see the assets these communities have to offer.

## **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, Amparo Ruede left the position of Care Coordinator with SEAGO AAA so that she and her family could relocate with her husband who serves in the armed forces and has been transferred back east. While we had recruited another person to fill the position, she was unsuccessful in completing her probationary period. However, we have selected another candidate for the Care Coordinator position. Karen Enriquez joined the SEAGO AAA team July 8th, and she can be reached at (520) 432-2528, Extension 221, or [kenriquez@seago.org](mailto:kenriquez@seago.org).

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

**Tactic C - Organize Volunteers for Housing Rehabilitation Projects:** **NO CHANGE.** SEAGO stands ready to continue participating in a collaborative initiative began earlier this year to address the lack of affordable housing in the Bisbee area specifically and the Cochise County subregion in general. While there had been a number of meetings to strategize possible affordable housing solutions, these efforts stalled as the City was in the process of recruiting a new City Manager, and it's likely it will be some time before the issue becomes a top priority for the new administration. Regardless, SEAGO stands ready to offer technical assistance and administration of housing rehabilitation projects using CDBG or other funding sources available through the Arizona Department of Housing in any community throughout our region where there is an interest in doing so. As another small measure to support housing rehabilitation, the SEAGO AAA decided to retain its Home Repair and Adaptive Aids funding in-house in order to make it available to non-profit efforts to rehabilitation homes for older adults and their caregivers region wide.

**Tactic D - Continue Current Public Information and Outreach Activities in Regional Newspapers:** Temporarily paused in order to make progress on other tactics.

### **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:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** FINANCE REPORT

---

The SEAGO Statement of Revenues & Expenditures for the period ending June 30, 2019 and the end of Fiscal Year 2019 is attached for your review and comment. I will attempt to answer any questions you may have relating to the report at the meeting.

Attachment: Statement of Revenue and Expenditures 6/30/2019

Action Requested:       Information Only       Action Requested Below

**SEAGO**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 6/1/2019 Through 6/30/2019

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
<b>Revenue</b>					
General Fund	101	7,043	48,922	50,000	97.84%
Agency Response	301	(2,105)	50,125	43,745	114.58%
Community Development Block Grant	302	43,000	159,428	124,861	127.68%
Economic Development	303	7,017	100,105	110,357	90.71%
Environmental Quality	306	1,322	5,997	8,675	69.13%
Elderly Transit	307	0	18,758	20,000	93.78%
Public Transit	308	0	20,000	20,000	100.00%
State Planning & Research	309	19,946	178,995	263,693	67.87%
Area Agency on Aging	310	38,351	487,087	608,727	80.01%
Regional Mobility Management	311	10,901	160,308	168,750	94.99%
RMM Training	314	3,940	63,191	106,250	59.47%
Legacy	317	0	45,844	45,834	100.02%
Greenlee County Road Ownership Study	321	19,136	86,426	125,776	68.71%
Wilcox Feasibility Study	323	9,077	29,347	70,000	41.92%
End Of Life	326	0	13,742	13,742	100.00%
End of Life - Lovell Foundation	327	0	33,350	33,350	100.00%
<b>Total Revenue</b>		<u>157,629</u>	<u>1,501,624</u>	<u>1,813,761</u>	<u>82.79%</u>
<b>Expenses</b>					
General Fund	101	0	0	50,000	0.00%
Agency Response	301	1,872	35,164	43,745	80.38%
Community Development Block Grant	302	2,309	129,059	124,861	103.36%
Economic Development	303	7,017	100,101	110,357	90.70%
Environmental Quality	306	1,322	5,997	8,675	69.13%
Elderly Transit	307	0	18,758	20,000	93.78%
Public Transit	308	0	20,004	20,000	100.01%
State Planning & Research	309	19,946	178,939	263,693	67.85%
Area Agency on Aging	310	38,221	474,366	608,727	77.92%
Regional Mobility Management	311	10,901	159,123	168,750	94.29%
RMM Training	314	3,940	63,172	106,250	59.45%
Legacy	317	90	26,255	45,834	57.28%
5311 Grant App-Easter Seals Blake	319	0	8,538	0	0.00%
Greenlee County Road Ownership Study	321	19,136	86,418	125,776	68.70%
Wilcox Feasibility Study	323	9,077	29,347	70,000	41.92%
End Of Life	326	0	13,762	13,742	100.14%
End of Life - Lovell Foundation	327	3,025	18,662	33,350	55.95%
<b>Total Expenses</b>		<u>116,857</u>	<u>1,367,665</u>	<u>1,813,761</u>	<u>75.40%</u>
<b>Balance</b>		<u>40,772</u>	<u>133,959</u>	<u>0</u>	<u>0.00%</u>



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LARRY CATTEN, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** AUGUST 8, 2019  
**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:** \$53,000.00

**Current Activity:** The firm of Elliott D. Pollack (EDP) has completed a draft of the housing study report, which includes:

1. Demographic and economic conditions for Greenlee County
2. Analysis of appropriate housing types and price ranges for the community
3. Pro-forma analysis of development costs for possible housing sites including:
  - a. Unincorporated areas in the County
  - b. Town of Duncan

The draft report has been reviewed by the project management team consisting of Kay Gale, Greenlee County Administrator; Derek Rapier, Greenlee County Deputy Administrator; Luis Montoya, Clifton Mayor; John Basteen, Duncan Town Manager; Emily Muteb, FMI Representative; Larry Catten, SEAGO Economic Development Program Manager. The draft has also been independently reviewed by FMI Morenci Mine executives.

The SEAGO Economic Development Program Manager is currently consolidating all of the comments generated by the above noted reviews for submittal and discussion with the representatives of EDP.

It is anticipated that the draft report will be ready for presentation to Greenlee County Stakeholders by mid-August.

**County:** Graham County  
**Grant:** Target Industry Study  
**Grant Source:** Freeport-McMoRan Foundation Community Investment Fund  
**Grant Amount:** \$34,000.00

**Current Activity:** The consulting team from the Western Rural Development Center has completed its report, and the industry sectors have been identified by the Graham County Target Industry Steering Committee. The target industry sectors identified by the Steering Committee, and for which the Committee will complete a strategic plan for business attraction, expansion, and start-up includes:

1. Colleges, Universities and Professional Schools
2. Tourism and Recreation – a combination of several sectors
3. Manufacturing – several sectors including agriculture, construction and mining machinery manufacturing, electrical equipment and component manufacturing, and other activities to support mining
4. Technology and Computer Science Entrepreneurship

The first strategic planning session of the Steering Committee, with consultant Judie Scalise, ESI Corp. was held on July 11, 2019. It is anticipated that the next (and final) strategic planning session will be in mid-August, and the study and strategic plan will be published in late August or early September. Appropriate presentations to stakeholders and elected officials will occur as soon as possible after the report is completed.

**County:** Greenlee County  
**Grant:** Target Industry Study  
**Grant Source:** United Way of Graham and Greenlee Counties  
**Grant Amount:** \$33,000.00

**Current Activity:** The consulting team from the Western Rural Development Center has completed its report, and the industry sectors have been identified by the Greenlee County Target Industry Steering Committee. The target industry sectors identified by the Steering Committee, and for which the Committee will complete a strategic plan for business attraction, expansion, and start-up includes:

1. Support Activities for Mining
2. Tourism and Recreation – This was a combination of several sectors that were both desirable and compatible

3. Medical and diagnostic laboratories and continuing care for the elderly

#### 4. Housing

The first strategic planning session of the Steering Committee, with consultant Judie Scalise, ESI Corp. was held on July 11, 2019. It is anticipated that the next (and final) strategic planning session will be in mid-August, and the study and strategic plan will be published in late August or early September. Appropriate presentations to stakeholders and elected officials will occur as soon as possible after the report is completed.

2. SEAGO, on behalf of Graham and Greenlee Counties, applied for and was awarded a USDA REDI Grant. The REDI Grant is a planning grant that will study the development of regional collaboration opportunities between Graham and Greenlee Counties for implementing the target industry strategic plan, along with other potential economic development collaboration opportunities. The planning process will be led by the McClure Engineering, Economic Development Division, and will be managed by SEAGO under the guidance of the grant management team consisting of representatives from Graham and Greenlee Counties, and FMI.
3. SEAGO has joined the Cochise College SBDC, the Tucson Hispanic Chamber, the City of Douglas, and business and government representatives from Sonora, Mexico in organizing an international business conference to be held on December 3, 2019 in Douglas. Event attendees will consist of business, community, and government leaders from southern Arizona and Sonora, Mexico.
4. SEAGO Economic Development Program Manager is assisting a business consultant for the Pima Community College SBDC in identifying business and community contacts in Santa Cruz County, and identifying potential economic development collaboration opportunities between SEAGO and the Pima College SBDC.
5. The SEAGO Economic Development Program Manager is currently assisting the City of Tombstone in developing a new tourism marketing program for the City.

**Attachments:** None

**Action Requested:**

Information Only

Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** AUGUST 8, 2019  
**SUBJECT:** SEAGO-AAA PROGRAM UPDATES

---

## **Newsletter:**

Thanks to Heather, we are pleased to share with you our summer edition newsletter for the past quarter which includes AAA program information and future events. It was truly an honor to have Sandy Markwood of the National Association of Area Agencies on Aging (n4a) come to southeastern Arizona and spend two days with us. Sandy visited Tombstone, Bisbee, Sierra Vista and Nogales, particularly our senior center partners. Unfortunately, it was not possible to bring her to Graham and Greenlee due to lack of time. However, information was shared as to how well all our service providers are doing. Her presentation was very well received and many questions asked and memories to take back with her to Washington. Sandy is not quite finished visiting the 622 Area Agencies on Aging throughout the country but appreciates all the work each region does and how much we have done and continue to accomplish as a region.

## **Reauthorization of the Older American's Act:**

**We need you!** We rely on all our partners to help us get the word out in your communities about the OAA re-authorization. If the OAA is not reauthorized, we face difficulties in providing Home and Community Based Services to our most vulnerable and disabled clients. The OAA offers numerous services that the AAA provides through subcontracted service providers that offer services such as Case Management, Attendant Care, temporary housekeeping, respite, home delivered meals, congregate meals, transportation, caregiver services, health nutrition programs, Medicare counseling, long term care ombudsman services and many more. This act is to be revisited and changes could be made that either help or negatively affect those we serve. Because of the low population density in rural areas, AAA funding is less than in metropolitan areas, and yet for the same reason the cost to serve these areas is higher and the needs are greater. We must work together in educating, advocating and voicing our community needs to Congressional representatives. If you have a story from someone benefiting from any of these services, please have them reach out to the AAA and we will make sure that their voice is heard one way or another.

## **General:**

Karen Enriquez began her employment with the Area Agency on Aging on Monday July 8<sup>th</sup> and already is demonstrating that she is an asset to the organization. Karen has scheduled a workshop in Bisbee and is working on other events for the rest of the region. Karen has organized herself and has researched the programs throughout the organization and it shows in the questions she asks as she is becoming comfortable in her role. She will be traveling to each county at least once per month, connecting with existing partners and identifying new ones in order to determine the needs for unpaid

caregivers in each community. Karen is a joy to work with and portrays herself as professional, kind and enthusiastic in her duties. Join me in welcoming Karen in her new position.

Subaward agreements with service providers have been developed pursuant to the Request for Applications for SFY20, with options to renew subawards for up to an additional four (4) years. SEAGO AAA has issued its grantees their allocations which began July 1, 2019. Some changes that you will see are:

- South Eastern Arizona Legal Aid (SALA) did not apply for funding for the current period. AAA will set those funds as unobligated until we can find someone who is willing to provide services in the four-county region. We are open to suggestions.
- A new service provider Patagonia Assisted Care Agency was brought on board for Eastern Santa Cruz and potentially for Northern Cochise County for HCBS services.
- End of Life Program is running smoothly as planned in Cochise County. Recently, volunteer facilitators have been recognized for their support and efforts in making this wonderful program a success. Ronnie Squyres is currently working closely with Lynette Smith of Graham County who will be the designated coordinator overseeing this program in both Graham and Greenlee counties. Lynette is motivated and excited to bring these efforts to Graham and Greenlee and is even willing to assist with the Northern parts of Cochise County. Lynette is a registered nurse with Haven Home Health and Hospice and has a group of dedicated, passionate nurses who are already known in those areas. They have all received the Train the Trainer course and are ready to start workshops.
- On May 28<sup>th</sup> ADES-DAAS submitted to Administration for Community Living (ACL) a grant application for Innovations in Nutrition Programs and Services to fund the SEAGO READI meals program in the amount of \$750,000 over a three-year period. The grant awards will be announced by September 1, 2019 and work will begin shortly thereafter. Currently, with DAAS funding, AAA has been testing and running the machines. We have connected with U of A research team to work on a plan for when these funds are granted. If these funds **are not granted** we will continue to look for funding opportunities that will allow us to develop the program. We will begin by deploying a freeze dryer to those counties who do not require a Hazard Analysis and Critical Control Points (HACCP) plan and start the pilot program. There is way more to come on these efforts and we feel confident that ACL will grant us this opportunity to move forward.

**Attachment:** AAA Summer newsletter; OAA Get the Facts; OAA Letter to the Editor

**Action Requested:**                     Information Only                     Action Requested Below:



**SEAGO**  
**Area Agency on Aging**  
Serving Cochise • Graham • Greenlee • Santa Cruz Counties  
**Quarterly Newsletter** **Summer 2019**

# The Transportation Issue

## In This Issue

- Recap: Another Aging Conference Success!
- SEAGO AAA Provider Contract Changes
- Advance Care Planning News & Workshops
- SEAGO funded Transportation Providers
- Medicare Updates You Need to Know

## On the Cover

Pictured are the Region VI Area Agency on Aging staff at the fifth annual Conference on Aging with keynote speaker Sandy Markwood, CEO for the National Association of Areas on Aging. From top to bottom: Shi Martin, AAA Program Director Laura Villa, Heather Glenn, Sandy Markwood, Carrie Gibbons and Ramona MacMurtrie.



## Another Conference on Aging on the Books

The SEAGO Area Agency on Aging's 5<sup>th</sup> Annual Conference—Life's A Journey—Tools for the Road—has come and gone. On June 5<sup>th</sup>, over 170 attendees joined us at the Cochise College Sierra Vista Campus to learn, network and share resources. Starting with the CEO for the National Association of Area Agencies on Aging, Sandy Markwood's dynamic keynote address "What Does the Future Hold for You: Trends and New Directions in Aging," set the tone. Conference goers were treated to a lineup of outstanding presenters. David Parra, the Associate State Director for Multicultural Outreach for AARP galvanized the audience with his presentation on "Social Security & Medicare – Challenges Ahead." Kathleen Heard, retired Director of SEAGO – Area Agency on Aging was honored with the Pioneer in Aging Service Award for her 40 plus years of service.

The afternoon was filled with resources and information from Ronnie Squyres "Journey's End Conversations," Amber Frame's relaxing "Tai Chi for Health" demonstration, and Laura Morehouse's informative "Aging and Addicted: Opioid Use in Older Adults." The day closed out with Doc Morgan from the American Red Cross giving us tips on "Personal Disaster Preparedness" and Greg McQuaide from Cochise Health and Social Services educating us on the importance of the "Cochise County at Risk Population Registration." Definitely a full day! A conference of this scope would not be possible without the generous contributions of our sponsors. Our gratitude goes out to long time Platinum Sponsors **AARP** and **Legacy Foundation of Southeast Arizona**; we couldn't do this conference without them! A warm welcome and thank you to our newest Platinum sponsor, **Banner University Health Plans**. We are grateful to first time Gold Sponsors **Mom's Meals** and **Southwest Gas**; their support was vital in making this conference so enjoyable. Our heartfelt appreciation also goes out to our Silver Sponsors **Adobe Case Management**, **Life Care Center of Sierra Vista**, **Premier Alliances, Inc.**, and **Arizona Community Foundation**. These sponsors, our loyal vendors and especially you, our conference attendees, inspire us to bring you the best resources, most current information and the greatest speakers we can find.

**Please save the date: June 9, 2021**, for our biggest, best Conference yet.

SEAGO Executive Board Meeting 8/16/2019

### OUR MISSION STATEMENT:

To provide services that empower individual choice, independence & dignity for our aging & disabled population & their caregivers.

### OUR VISION:

To create age-friendly communities in Southeastern Arizona that encourage & support individuals to live with dignity & choice.

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 or activity because of your disability, please let us know of your disability needs in advance if at all possible. To 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.

SEAGO Area Agency on Aging  
300 Collins Road  
Bisbee, AZ 85603

Phone: 520-432-2528

Fax: 520-432-9168

[www.seago.org/area-agency-on-aging](http://www.seago.org/area-agency-on-aging)

# Be Aware of Correspondence You Receive from Medicare

The Low Income Subsidy (LIS) helps people with Medicare pay for prescription drugs, and lowers the costs of Medicare prescription drug coverage.

Each September, the Centers for Medicare and Medicare Services mails out (CMS Publication No. 11198) on gray paper to people who'll no longer automatically get the LIS. This notice is a LIS application, and it includes a postage-paid pre-addressed envelope. These people may still qualify for the LIS, but they will need to send in a new application. The gray notice:

- Tells the person why they no longer automatically qualify for the LIS.
- Encourages them to fill out and send in a LIS application

In early October, they mail a (CMS Publication No. 11199) on orange paper to people who'll qualify for extra help, but will have a change to their co-payment.

In early November, they mail a notice on blue paper (CMS Publication No. 11208) to people who qualify for the LIS, but will be reassigned to a new prescription drug plan starting on January 1st.

CMS automatically reassigns people who:

- Qualify for the full (100%) premium subsidy
- Are in a prescription drug plan that's raising the premium above the low-income premium amount
- Were enrolled in their current plan by CMS

They will also automatically reassign people who qualify for the LIS, if their prescription drug plan leaves the Medicare Program.

In early November, CMS mails a notice (CMS Publication No. 11267) to people:

- Whose premium cost will increase, but we're not automatically reassigning to a new plan, because they chose and joined their plan.
- Who qualify for the full (100%) premium subsidy, but are in a plan that's increasing their premium amount so it's more than the standard low-income premium subsidy amount.

This notice tells people about the increase in their drug plan premium costs, and explains their options to stay in their plan or join another plan (including plans for which they won't pay a monthly premium).

If you receive any of these notices and need further explanation, contact your State Health Insurance Assistance Program (SHIP) by calling 1-800-432-4040.

## SEAGO AWARDED FTA GRANT



In May, SEAGO was awarded a \$235,852 grant from the Federal Transportation Administration to create a mobile service hub in which medical, food, and transportation services will be offered simultaneously at strategic locations throughout Cochise County. SEAGO was one of only 14 awards across the US – and the only award in Arizona. We will provide more details as the new program unveils.

## Maricopa Association of Governments Launches Arizona Rural Transportation Incubator

### Is Your Community Interested in Participating?

The Maricopa Association of Governments is looking for communities that are interested in launching new and/or expanded transportation services for older adults in rural areas. Program participants in the Exploratory Track will access workshops and a peer to peer network. Participants in the Implementer Track will access these resources, as well as one-on-one technical assistance and a stipend of \$30,000 to help them launch new and/or expanded transportation services for older adults. Communities wanting to apply by the deadline of July 18 can access the application at this [link](#) or by contacting Nancy Knoche or Amy St. Peter at 602.254.6300.

## Schedule a Community Coffee Conversation Today!



Learn more about SEAGO's Area Agency on Aging and all that we do! Schedule a Community Coffee Hour with AAA's Program Director, Laura Villa, and invite your neighbors for coffee, conversation and an overview of AAA services.

Call us at 520-432-2528 ext. 220, click on the coffee image, or send us an email request at [aging@seago.org](mailto:aging@seago.org).

## Advance Care Planning News

Our first National Healthcare Decision Day Luncheon was held April 16 at Cochise College. Participants got an opportunity to learn and ask questions about palliative care, legal aspects of advance care planning, hospice and area resources from local speakers and agency staff who manned display tables. It was well attended (79 participants) and great feedback was received from those attending about the quality of speakers and the lunch! We are looking forward to an even bigger event next year. A big thank you to our sponsors: Legacy Foundation of Southeast AZ, David and Lura Lovell Foundation and Cochise College.

By participating as a speaker at local conferences (Annual Aging Conference and Greenlee County Caregiver Education), we have been able to spread the word about how having conversations and completing documents on advance care planning is a gift to your family and yourself!

Through our new David and Lura Lovell Foundation grant, we have been continuing to provide free advance care planning workshops throughout Cochise County and are expanding to Graham County. Many have commented how the workshops have increased their confidence in having these important conversations with their healthcare providers and family. In partnership with Thoughtful Life Conversations, a number of excellent facilitators were trained in Graham recently. So be



on the lookout for new advance care planning workshops (free) in that area. You can go to our website for resources, directives, workshops and for registration:

<https://www.seago.org/advance-care-planning>.

We have new AzHHA advance directives that are user friendly and easy to complete – check website!

We celebrated our volunteer facilitators at a luncheon on 6/18/19. What a wonderful, passionate and dedicated group! We could not do it without you!

**Veronica “Ronnie” Squyres**

**Community Education Coordinator, Cochise County**

## New Fiscal Year Brings Changes

July 2019 marks a change in some of the Home and Community Based services subcontracted with vendors who receive SEAGO-Area Agency on Aging funds. The new sub awards granted for the next four-year period include these significant changes for AAA clients:

First, the transition from Housekeeping and Personal Care to Attendant Care services as a result of a screening tool AAA Case Manager use. This was implemented for existing and new clients for home and community based services. This change allows the Area Agency on Aging to give priority to those who are in greater need due to higher physical limitations. It will also allow AAA to reduce the waitlist and provide quality care to our clients in the future.

Home Repair and Adaptive Aids, such as ramps and grab bars, will no longer be subcontracted out. Our AAA Case Managers will work hand in hand with our Family Caregiver Support Program coordinator who will oversee the need and based on availability of funds and resources, AAA will

accept referrals from providers who deliver these services in their areas.

Another change is the increase in demand for home delivered meals. AAA lost a subcontractor from Tucson due to their high meal rate. We have been able to increase units of service with Mom’s Meals who provides frozen meals at a lower cost. Mom’s covers an extensive area of our 4-county region and provides nutritious meals which allowed AAA to provide home delivered meals to everyone who was on the waitlist. This means we will be able to provide home delivered meals to more clients in the future, thereby improving their quality of life.

SEAGO Area Agency on Aging continues searching for and implementing tactics to deliver services to our clients in the most efficient and economical manner possible. By partnering with our providers and listening to our clients, we can achieve even more!

# Getting Help Paying Your Medicare Costs

You can get help from your state paying your Medicare premiums. In some cases, Medicare Savings Programs may also pay Medicare Part A (Hospital Insurance) and Medicare Part B (Medical Insurance) deductibles, coinsurance, and copayments if you meet certain conditions.

PROGRAM	QUALIFIED MEDICARE BENEFICIARY (QMB)	SPECIFIED LOW INCOME MEDICARE BENEFICIARY (SLMB)	QUALIFIED INDIVIDUAL (QI)	QUALIFIED DISABLED AND WORKING INDIVIDUALS (QDWI)
Single Monthly Income	\$1,061	\$1,269	\$1,426	\$4,249
Couple Monthly Income	\$1,430	\$1,711	\$1,923	\$5,722
Single Resource Limit	\$7,730	\$7,730	\$7,730	\$4,000
Couple Resource Limit	\$11,600	\$11,600	\$11,600	\$6,000
Program Helps Pay For:	Part A & B premiums, deductibles, coinsurance and copayments	Part B Premiums only	Part B Premiums only	Part A Premium
Other Information	Automatic Renewal	Automatic Renewal	Must Re-apply every year.	You may qualify if any of these apply to you: You're working disabled under 65 - You lost your premium-free Part A when you went back to work - You aren't getting medical assistance from your state - You meet the income and resource limits required by your state

If you qualify for the QMB program, SLMB, or QI program, you automatically qualify to get **Extra Help** paying for Medicare prescription drug coverage.

You may qualify for Extra Help from Medicare to pay the costs of Medicare prescription drug coverage even if you don't qualify for the MSP's. In 2019, costs are no more than \$3.40 for each generic/\$8.50 for each brand-name covered drug.

Some people pay only a portion of their Medicare drug plan premiums and deductibles based on their income level. In 2019, you may qualify if you have up to \$18,735 in yearly income (\$25,365 for a married couple) and up to \$14,390 in resources (\$28,720 for a married couple).

Social Security is sending out letters to people who may potentially qualify for these programs. In SEAGO's 4 county region we have many people who may qualify.

COUNTY	MSP ONLY	LIS (EXTRA HELP) & MSP
Cochise	837	174
Graham	119	31
Greenlee	28	
Santa Cruz	191	88

If you think you may qualify for MSP and/or LIS, or you have received a letter from Social Security stating that you may qualify, contact your local State Health Insurance Assistance Program (SHIP) for assistance.



### **Benson Area Transit (Affectionately called “The BATmobile”)**

The City of Benson offers a fixed route and a flex route to riders with a reliable schedule as well as para-transit services through a dial-a-ride program that serves elderly and disabled riders who do not live near the fixed route stops. Benson Area Transit currently serves the City of Benson and surrounding areas. Our mission is to build capacity with our transit system and partners to enhance Southeastern Arizona mobility.

The City of Benson recognizes the great need for a transit system in the San Pedro Valley and it relies heavily on grant funding from ADOT and the Area Agency on Aging to operate. The City of Benson has participated in coordination efforts identified through regional coordination meetings. We currently partner with local government and non-profit agencies to increase the utilization of their services by providing needed transportation.

Moving forward, the City of Benson plans to expand both the dial-a-ride program and the flex route service to make the community more mobile. BAT needs additional operating funds to maintain and expand our service to the residents of Benson and surrounding areas and to train new and existing staff in the Transportation Program. BAT also needs additional administrating funds to expand and train support staff in the Transportation Program. Finally, BAT needs capital funds to expand and update the fleet and add safety equipment such as AEDs

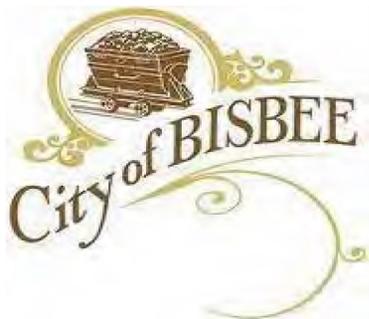
Contact: 520.720.6315

[www.cityofbenson.com](http://www.cityofbenson.com)

**Primary Service Area: Benson,  
J Six/Mescal, Pomerene and St.  
David.**

**Service Days / Hours:**

**Mon-Fri 8:00 am until 4:00 pm**



### **Bisbee Bus**

The Mission of the City of Bisbee Transit Program is to provide transit services that benefit the residents of the City of Bisbee and the surrounding area. Its mission includes providing safe reliable and affordable transportation service which is cost-effective, reduces energy consumption and contributes to the culture and economic betterment of the residents of Bisbee and the surrounding area.

The Bisbee Bus Program is a deviated, flex-route transit program serving the community of Bisbee with connecting service to Naco, AZ and the Cochise Connections Route. It operates six days a week. Riders can request deviations from the route with a one day notice and be picked up and dropped off if the location is within one mile of the route.

The City of Bisbee has contracted with Douglas Rides to run the day to day operations of the Bisbee Transit Program. Additional support to elderly riders and the disabled is received from SEAGO Area Agency on Aging. Bisbee Bus staff meets quarterly with the regional Transportation Advisory Councils (TAC), including the City of Douglas TAC, City of Sierra Vista TAC, and City of Benson TAC Transit/Transportation Coordination group.

Contact: 520.432.6002

[www.bisbeeaz.gov](http://www.bisbeeaz.gov)

**Primary Service Area:**

**Old Bisbee, Warren, San Jose and  
Naco area neighborhoods**

**Service Days / Hours:**

**Mon-Friday 5:54 am- 6:40 pm**

**Sat 9:30 am - 4:00 pm**



## EASTERSEALS BLAKE FOUNDATION SAGE PROGRAM

### Graham, Greenlee, Santa Cruz, and Cochise Counties

Easterseals Blake Foundation is a 501 (c) (3) that provides employment opportunities, community day programs, residential services, transportation and behavioral health services throughout Southern Arizona. ESBF's mission is to enable each individual served to discover and meet his/her maximum potential for independence, productive living and developmental growth. EBF has a history of providing innovative community services which enrich the lives of individuals we support.

ESBF provides transportation that goes above and beyond ADA requirements and is based on the need of each individual. This transportation provides access to each individuals communities in a safe and appropriate manner. It is our goal to provide transportation management solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, while making a continued effort to identify and address regional service gaps.

Due to the absence of cost effective transportation providers EBF works with local transportation providers to build a network of transportation to outlying areas. Since July of 2017 ESBF has been working closely with SEAGO and AAA to ensure there are no gaps in service due to another Agency discontinuing services. ESBF is working closely with SEAGO and AAA to fill in the transportation gap created by another Agency closing its service. EBF was at the forefront in developing a Mutual Aid Agreement with Graham/Greenlee Transit Coordination Team and has assisted in the development of several Memorandums of Understanding to provide back-up transportation.

ESBF hosts the Area Transit Coordination meetings in Graham and Greenlee Counties for the SEAGO regional Mobility Manager. EBF is an active participant in mobility coordination throughout the SEAGO region.

Contact: 928.428.5990

www.blakefoundation.easterseals.com

Primary Service areas: Graham, Greenlee, Santa Cruz and Cochise Counties.

Service Days / Hours:

24 hours / 7 days / 365 days



## Thoughtful Life Conversations Advance Care Planning Workshop

Tuesday, 7/23/19 5:30 – 6:30 p.m.

Copper Queen Library

6 Main Street

Bisbee, AZ



When it comes to end-of-life care, one conversation can make all the difference. This 1-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.

**No Registration is required.**

**If you have any questions, please contact:**

**Veronica "Ronnie" Squyres – 520-355-5226 [feelwellsleepwell@gmail.com](mailto:feelwellsleepwell@gmail.com)**

SEAGO Executive Board Meeting 8/16/2019





Contact: 520-417-7400  
<http://www.douglasaz.gov/283>

Primary Service Area: Within the City limits, Bay Acres, Pirtleville, Elfrida, Cochise College, Bisbee, and Sierra Vista

**Service Days / Hours:**

**Monday—Saturday**

**8 am - 5 pm**

**Cochise College/Bisbee**

**Monday—Thursday**

**6:30 am - 5:30 pm**

**Cochise Connection**

**Monday – Saturday**

**M-F 6:08 am to 5:44 pm**

**Sat 8:00am to 4:04pm**

**Douglas Rides / Cochise Connections**

Douglas Rides is a deviated fixed route transit service in the City of Douglas. With service open to the general public, Douglas Rides operates 4 routes with 50+ stops throughout the City.

In addition to general public transportation, Douglas Rides provides the following services:

An intercity bus service branded as the Cochise Connection providing a connection from Douglas to Bisbee, Palominas, Nicksville and Sierra Vista.

Contracts with Southeastern Arizona Government Organization (SEAGO Area Agency on Aging) to provide transportation to the elderly and the disabled in the following communities: Douglas, Pirtleville, Bay Acres, Elfrida, Bisbee & Sierra Vista.

In the City of Douglas, Dial-A-Ride service is provided by the Douglas Rides program, and requires a 24 hour advance notice. • Service to Elfrida is provided one day a week, every other week. Elderly and disabled clients are brought to Douglas for grocery shopping, nutrition services, and medical appointments. • The Cochise Connection Route now includes transportation to elderly and disabled program

Through an agreement with Cochise College, student transportation is provided 4 days a week along with an inter-city connection to the City of Bisbee. □ Contract with the Douglas Call Center, ACT to provide service from the Douglas port of entry to ACT twice daily.

The City of Douglas is an active participant in the Coordination efforts by regularly participating in the Cochise County Coordination meetings.

**Sierra Vista Interfaith Caregiver Program (VICaP)**

The Volunteer Interfaith Caregiver Program (VICaP), a 501(C)(3) non-profit organization, started in 1994 and based in Sierra Vista, provides vital transportation services for seniors, disabled, and homebound residents throughout Cochise County. Rides are provided as far into Tucson as NW Hospital, as far East as Bowie/San Simon, as far South as Douglas, and as far North as Safford. Services offered are free, with donations gratefully accepted.

Transportation services are provided primarily by volunteers driving their own vehicles, with two paid drivers supporting the greater Willcox area with VICaP owned vans, one of which is handicap-accessible. Our mission is to help our “Neighbors” continue to live independently and maintain their quality of life.

VICaP coordinates and collaborates with the Easter Seals Blake Foundation and drops off and picks up Neighbors at the designated transfer point for medical appointments, and shopping in Safford/Thatcher area.



Contact: 520.459.8146  
[www.vicapsv.org](http://www.vicapsv.org)

Primary Service Area: Palominas, Hereford, Sierra Vista, Huachuca City, Whetstone, Bisbee, Douglass, Benson, and Willcox

**Service Days / Hours:**

**Mon-Fri 8:00 am to 4:00 pm**



# Sierra Vista Interfaith Caregiver Program (VICaP)

VICaP was incorporated as a 501(c)(3) designated charitable organization in 1994 and is a cost-effective model of how communities can be mobilized to provide essential services to senior and disabled citizens of our county, whom we call our "Neighbors." Our Neighbors are seniors (60+) and persons with disabilities of any age.

VICaP's 140 volunteers provide support to over 800 Neighbors throughout Cochise County. In addition to transportation, VICaP volunteers provide other key services to help our Neighbors emotionally and even financially. We provide calling, visiting, respite sitting, handyman support, financial assistance,



emergency dialers, and chaplain support.

Our most requested service is transportation as our Neighbors have lost the freedom and

self-determination that driving a vehicle provides. VICaP provides door-through-door transportation via our volunteers' privately owned and insured vehicles. (VICaP carries a full coverage policy as well.) Our Neighbors rely on VICaP to provide transportation security that does not negatively impact their very limited financial means. Our transportation support priorities are medical appointments and grocery shopping. VICaP volunteers also provide food bank pick-up and delivery. Thanks to the generosity of our communities, we were able to raise \$25,000 in 2018 and now have a Sierra Vista-based wheelchair-accessible minivan to provide increased access for our wheelchair-bound Neighbors in Southern Cochise County. VICaP's mission is to help all of our Neighbors continue to live independently and maintain their quality of life.

All services are provided free of charge. The most often repeated comment from our Neighbors is that they do not know what they would do without VICaP. VICaP gratefully welcomes donations, conducts fundraisers, and pursues grant opportunities to ensure we can continue to provide this critical access to healthcare and wellness services for our Neighbors.

VICaP's volunteers are a key factor in why VICaP has been and continues to be so successful. Volunteers are recruited, references are checked, and training is thorough. But it is the hearts of our volunteers that truly cannot be measured. Dedicated and truly caring, they routinely go above and beyond for our Neighbors. Active listeners, our volunteers contribute significantly

cantly to the emotional well-being of our Neighbors as well, helping them feel connected to the community and assisting with referrals to other available services. Socialization is a key part of what our Volunteers provide our Neighbors. The same is true of our Willcox part time (paid) dispatcher and paid drivers. Thanks to the generosity of ADOT, SEAGO and AAA, we operate and maintain a wheelchair-accessible 9-passenger van, and two, 7-passenger minivans. VICaP provides the only transportation support for the greater Willcox area – west to Benson, east to Bowie and San Simon, and south to Pearce/Sunsites.

The cards and letters from Neighbors all over the county arrive weekly with heartfelt expressions of gratitude – and often a check! Our volunteers and paid drivers understand that our Neighbors have lost their freedom and independence once they became unable to drive. We fill that gap to the best of our ability, providing access to needed services while also helping them regain some measure of independence by being able to continue to live in their own homes.

The 65 and older population makes up 12% of Arizona's population, around 463,000 people. By 2020, the number of older adults will increase to 700,000 people. One in four citizens will be over the age of 60. This population increase of 50% will require changes in the way the state, counties, cities, and towns ensure sufficient services, as well as ensuring enough access to services is provided. VICaP is now enrolling an average of 48 new Neighbors each month. We are requesting our Neighbors schedule their appointments seven to ten days in advance versus three to four days in advance, to ensure we can provide support. This, as well as the significant increase in the number of trips to Tucson-area medical facilities, bears witness to that significant increase in our aging population. Our statistics for 2018 for miles, hours, and trips showed a 14% increase over 2017, and our 2019 budget reflected an 18% increase in Volunteer mileage reimbursement.

Although we moved 174 Neighbors to "inactive" status that had not used VICaP services in 2018 (from a total enrollment of 832), our active enrollment is already over 800 for the first five months of 2019, supported by 140 dedicated volunteers.



VICaP is a unique organization and proven performer that fills a critical void: we provide caring and committed support for our County's senior and disabled Neighbors on a donation-only basis. This support is invaluable to the population we serve as their financial means are stretched to the limit to cover housing, food, utility bills, and medical co-pays. VICaP is committed to providing the Neighbors of Cochise County (not supported by other state or local funding programs) access to critical wellness services, within the county, and to Tucson.

# Start Advocating TODAY for OAA!

The current Older Americans Act (OAA) authorization—signed into law in April 2016—expires at the end of September, which means Congress will have to once again reauthorize the law to keep programs up to date. This spring, key lawmakers and congressional staff have been working with national and local advocates, including your n4a policy team, to learn more about aging issues and to consider Older Americans Act reauthorization proposals.

## Here's How You Can Help:

Engage your members of Congress and grassroots advocates! You can do any/all of the below to get started!

**Send an email or letter to your Representatives and Senators.** Send a letter. Get started educating your members of Congress. It is particularly important that lawmakers hear from you if they serve on the Senate HELP or Aging Committees or the House Committee on Education and Labor, which all have jurisdiction over OAA in Congress. Don't forget to personalize the letter to suit your agency and community!

**Engage your Members of Congress on social media.** Use Facebook and Twitter to spread the word about the importance of OAA reauthorization.

**Share the OAA Facts with lawmakers and your grassroots.** Share with local stakeholders to raise awareness about the critical role that OAA plays and what we need to do for getting this reauthorization.

**Ask your grassroots to email/post a short social media note to lawmakers.** Members monitor their email/website traffic for constituent correspondence, and personal messages resonate most. Ask your grassroots advocates to share why OAA is important to them.

**Share stories in person.** Encourage your advocacy stakeholders to read our stories, share your stories with us.

**Engage the media.** Your local media outlets can be important partners to raise visibility and awareness of the Act in your community.

We need all AAA communities, Title VI Native American programs and local allies to raise their voices to build congressional and public awareness about the Older Americans Act and the importance of reauthorizing these bipartisan, trusted programs. **We must ensure that all members of Congress know that OAA enables their older constituents and their caregivers to age with health, well-being, dignity and independence in their districts and states.**

## SEAGO

Area Agency on Aging  
is looking for members for  
their Advisory Council on  
Aging (ACOA)



## Get Involved

Southeastern Arizona Governments Organization Area Agency on Aging Program (SEAGO/AAA) is seeking persons interested in participating as members of the Advisory Council on Aging. Members attend a quarterly meeting and their primary role is to identify problem areas important to the older people of their region and help to determine programs which could help to resolve these problems.

Currently, there are three (3) vacant seats and members are selected to represent incorporated cities, towns and the unincorporated portions of each county. The current vacancies apply to Santa Cruz County Unincorporated areas of Rio Rico, Sonoita or Elgin, Cochise County Sierra Vista and Douglas

Each member of the ACOA is appointed for a three year term and no member may serve more than two consecutive terms.

Should you be interested, please contact Laura Villa, Area Agency on Aging Director at (520) 432-2528 ext. 208.

Nominations of those interested will be addressed at the following ACOA meeting. Thank you

## Fall Prevention Awareness Kicks Off This September

Falls are the leading cause of death among people age 65 and older. Researchers have been investigating specific exercise programs in an effort to prevent falls among older adults. One specific exercise that targets the physical essentials of mobility is Tai Chi. According to Harvard Medical School's Institute for Aging Research, "Regular Tai Chi practice aids the muscular system, movement coordination, balance, and even higher level cognitive skills such as complex reaction time and problem solving."

Many factors, including balance and stability, work together to prevent falling. Even falls that don't result in injury can have a very real negative impact on a person's quality of life. A fall can lead to a vicious cycle of fear of additional falls, reduced physical activity, depression and lack of social engagement and these can lead to an increased risk of suffering another fall.

The National Center for Complementary and Integrative Health, part of the National Institutes of Health, has summarized the benefits of Tai Chi and concluded that Tai Chi's benefits go beyond the physical paybacks of improving balance and stability. Tai chi also helps with focus and calming the mind and has been shown to be helpful in dealing with depression, hypertension, arthritis and fibromyalgia.

Be on the lookout as SEAGO AAA adds more Tai Chi for Fall Prevention classes and expands into all four counties of our



Karen's title is Family Caregiver Support Coordinator and she is responsible for Caregiver Training, Information & Referral, and Outreach throughout Cochise, Graham, Greenlee and Santa Cruz counties.

The Family Caregiver Support Program offers many services to caregivers such as In-Home respite, training events with relevant topics, information and resources, End of Life care, adaptive aids and devices, and in the future, assistance with home repair. My goal is to continue to grow the Caregiver Support Program outreach and to bring people and services together.

Join Karen at her first workshop, "Who Cares? We Do!" on August 21st, 1:00 pm to be held at the Copper Queen Library, Bisbee, AZ. This workshop is an overview of the Family Caregiver Support Program, providing participants with information to simplify the connection between caregivers and the services available to them.

Karen is asking everyone to be on the lookout for future events in your area, and know that she is always open to suggestions or ideas for future events.

## Meet Karen Enriquez

Please help us welcome Karen Enriquez, the newest member of the SEAGO, Area Agency on Aging team.

# Caregiver Workshop

## *"WHO CARES? WE DO!"*



**If you are caring for an elderly or disabled family member, a friend or neighbor, or just considering the Caregiver Role:**

**Please join this FREE training session.**

**You will find it to be a valuable source of information regarding our program and services.**

**Wednesday, August 21, 2019**

**At 1:00 PM**

**Copper Queen Library  
6 Main St., Bisbee, AZ**



# Thoughtful Life Conversations: Advance Care Planning Workshop



**Tuesday, 9/10/19 10 a.m. - 12:00 p.m.**  
**Sunsites Public Library – 210 N. Ford St.**  
**Pearce, AZ**



When it comes to end-of-life care, one conversation can make all the difference. This 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 (Healthcare Power of Attorney, Living Will, etc.). **Target Audience:** The general public, anyone 18 years or older but with special focus on the elderly or those with serious illness. Registration includes program materials.

**Registration is free but space is limited.**

**REGISTER by dropping by or calling the library (520-826-3866) to sign up.**

**Or go to [www.seago.org/advance-care-planning](http://www.seago.org/advance-care-planning) to register using Eventbrite link**

**If you have any questions, please contact:**

**Veronica “Ronnie” Squyres – 520-355-5226 [feelwellsleepwell@gmail.com](mailto:feelwellsleepwell@gmail.com)**



## SEAGO-AAA Completes Programmatic Monitoring for SFY 18-19

Programmatic monitoring allows us to work with Providers and Case Managers in implementing best practices, along with assuring that there is compliance with state and federal requirements. During the months of March, April, May and June; Management Analyst Carrie Gibbons visited five providers and 7 Case Managers within our four county region. As part of her monitoring, she reviewed files for housekeeping, personal care, respite and case management to ensure continuity and compliance with state regulations. All visits went well and no major discrepancies were found in the reviewed files. During the visits with AAA Case Managers, Carrie was able to show the Case Managers a preview of some of the new procedures they would be implementing in the new SFY 19-20. Programmatic monitoring also provides hands on guidance and sharing best practices for challenges the Case Managers are dealing with.

### SEAGO Area Agency on Aging

Providing services to empower our seniors in  
Southeastern Arizona



300 Collins Road  
Bisbee, Arizona 85603  
520.432.2528 ph  
520.432.9168 fax

[www.seago.org/area-agency-on-aging](http://www.seago.org/area-agency-on-aging)

**Connect with us!**



# Older Americans Act



advocacy | action | answers on aging

## GET THE FACTS

**For more than 50 years**, the Older Americans Act (OAA) has connected older adults and their caregivers to services that help older adults age with health, dignity and independence in their homes and communities—where they want to be! **In 2019, Congress must again reauthorize this vital federal program that serves every community in the country.** With the rapid growth of America’s aging population, it’s essential that Congress make wise investments in critical OAA programs and services!

## Why Is the OAA Important? The OAA...

### Enables aging at home and in the community where people want to be.

The OAA provides the person-centered services and supports that can help older adults be better able to age where they want—in their homes and communities—thus avoiding more expensive medical or institutional care. Examples include meals, in-home help, transportation, home modification, legal services and many other supportive services that keep older adults healthy and independent.

### Supports caregivers.

Family caregivers are the backbone of the nation’s long-term services and supports system. The OAA provides vital supports to caregivers to bolster their ability to continue caring for their loved ones.

### Strengthens communities.

OAA services are delivered through a nationwide network of community-based agencies and service providers that know and can best meet the needs of older adults in their communities.

### Protects vulnerable older adults.

Through programs like the Long-Term Care Ombudsman Program, the OAA helps to identify and prevent the abuse and neglect of older Americans.

### Prepares us for the future.

The country is aging at an historic rate. Every day 10,000 people turn 65, and the vast majority of people want to age in place. If society is going to be prepared for an aging nation, we need to invest in the cost-effective programs, such as those provided by the OAA, that allow people to stay healthy and independent while living in the community!



## Visit [n4a.org/OAA](https://n4a.org/OAA) to learn more about the Older Americans Act

# What is Available Through OAA?

The OAA funds a wide range of aging services across five core areas, with local flexibility built into the Act to reflect the needs of that area's older adults and caregivers.



## What Can Congress Do? Reauthorize the OAA to...



### Make Bold Investments in Aging Services!

Funding isn't keeping up with the needs of older adults. To keep up with the population growth of older Americans and caregivers and inflation over the next five years, **Congress should double the funding for the Act.**



### Protect Consumer Focus!

Thanks to the Act's flexibility, OAA programs and services are person and family-centered. Congress should reject any proposal that changes the local focus of the OAA.



### Foster Innovation!

Congress must invest in research, innovation and best practices to ensure that these supports can efficiently serve a growing population for years to come.



Visit [n4a.org/OAA](http://n4a.org/OAA) to learn more about the Older Americans Act

National Association of Area Agencies on Aging, Washington, DC, 202.872.0888



## 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**
- **Community and Economic Development**
- **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  
520-432-2528  
520-432-9168 Fax

[www.seago.org](http://www.seago.org)

Dear Editor:

Whether they know it or not, older adults across the United States rely on critical programs and services funded by the Older Americans Act to help them live safely in their homes and communities as they age. By the year 2030, more than one in five people in the U.S. will be age 65 or older. Increasing our investment in cost-effective Older Americans Act programs and services is a critical step in responding to the needs of our aging America.

The vital Older Americans Act (OAA) dollars sent to states and communities every year provide a wide range of services that prevent unnecessary nursing home placement, promote healthy aging and help people age with independence and dignity where they want to be, in their homes and communities. The OAA helps millions of older adults each year by providing in-home supportive services that assist them to bathe, get dressed or maintain a clean and safe home. It provides transportation programs to keep older adults engaged in the community. OAA-supported Home-delivered meals or dining at community centers supports the nutritional and social needs of older adults, while evidence-based community programs help people manage their chronic conditions and prevent falls. Family caregiver supports offered through OAA help those who help older adults.

The Older Americans Act is due to be reauthorized by Congress later this year—and negotiations are already underway in both the House and Senate to get this Act passed. Thanks in part to a longstanding history of bipartisan support, this upcoming reauthorization presents an opportunity for our nation to recognize the needs of older adults and their caregivers in **SouthEastern Arizona** and in communities around the country.

**SEAGO-Area Agency on Aging** has joined the National Association of Area Agencies on Aging (n4a) in calling on Congress to support and expand the Act.

In growing of the capacity of the Older Americans Act, our nation will demonstrate its commitment to older adults in every community in the country, including ours.