



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 29, 2020
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, November 5, 2020 at 9 a.m.

Zoom Call

<https://us02web.zoom.us/j/82399039992?pwd=d3lVSEVxS2JsMjdGenpRMXh1b0Uzd09>

Meeting ID: 823 9903 9992

Passcode: 231151

Phone-in Option, Dial: 1-346-248-7799

If you are unable to participate in the meeting, please forward the meeting information to someone on your team to represent your member entity and to ensure that we have a quorum at the meeting.

The Administrative Council 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.



ADMINISTRATIVE COUNCIL AGENDA

9 A.M. THURSDAY, NOVEMBER 5, 2020
ZOOM CALL
(See cover letter for meeting information)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Blaschke	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Blaschke	
III. CALL TO THE PUBLIC	Chair Blaschke	
IV. ACTION ITEMS		<u>Page No.</u>
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VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS	Chair Blaschke	N/A

VIII. FUTURE AGENDA ITEMS

Chair Blaschke N/A

IX. ADJOURNMENT

Chair Blaschke 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 ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, AUGUST 6, 2020
ZOOM MEETING**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair)
Casella, John – City of Safford (Secretary)
Vivian, Vicki – City of Benson (Vice-Chair)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher
Coleman, Theresa - City of Bisbee
Perez, Rudy – Town of Clifton
Presti, Charissa – Tombstone
Prince, Dawn – City of Douglas
Rapier, Derek – Greenlee County
McLachlan, Matt – City of Sierra Vista
Welker, Dustin – Graham County

STAFF PRESENT: Curtiss, Dina – Accounting Manager
Dennis, Keith – Community Development Program Manager
Glenn, Heather – Administrative Assistant
Heiss, Randy – Executive Director
Merideth, John – GIS Coordinator
Porter, Maria – Economic Development Program Manager
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin – RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Blaschke called the meeting to order at 9:06 a.m. and asked Heather Glenn to perform call roll. It was determined there was a quorum.

II. MEMBER ENTITIES' DISCUSSION

Chair Blaschke, Willcox, stated their city is dealing well with the pandemic. Vicki Vivian, Benson, shared that they are monitoring the Covid numbers but have not issued mandatory mask wearing. She reported some excitement in the city the previous night: a suspect in the J6 bar in Mescal made statements that he had explosives in his car. DPS chased the suspect to Benson where he crashed into the Ace/Safeway building. Because of the threat of explosives, they had to block the area off and used buses to evacuate the area and the suspect was taken into custody. She advised that there will be no need for a general election in November. Theresa Coleman, Bisbee, advised that the city has a mask mandate and the city is offering free masks being distributed by their paramedics. Free masks are also available at various locations throughout the city. Dawn Prince, Douglas, shared that they are dealing with the same COVID issues that other cities are. Douglas is a hot spot, with 180 active cases, but numbers are starting to decline. She advised that masks are mandated; they are in close contact with the medical community and using some CDBG funding for blitz testing on Saturday. Derek Rapier, Greenlee County, advised that their COVID numbers are low, relatively speaking; below 5% for several weeks. They have been challenged on the mask mandate. The major employer in the area, FMI, has been very proactive in wearing masks; maintaining a very strict jobsite and encouraging the community to participate. Their election was low key as there were not many contested races; however, they are expecting it to be different in November. Matt McLachlan, Sierra Vista, permitting remains strong despite COVID-19. Single family construction remains up 50%; permits up overall by 25%. Prior to COVID, they implemented an online permitting program and it seems to be working well. Their summer intern just wrapped up her assignment of interviewing 27 organizations across the county to understand the homeless problems and how they are being addressed. Her study also includes a review of best practices and recommendations on how to improve the overall continuum of care. That report has been

shared with nonprofits and elected officials, with great feedback. CARES Act funding has already helped 11 businesses with their emergency grant program. Sales tax numbers are up, but the city is maintaining a conservative posture. Dustin Welker, Graham County, they had a very successful election on Tuesday; the state provided PPE for poll workers and people who turned out. They are working closely with AZDHS and their county health department. They are working closely with the school superintendent and districts to make decisions. John Cassella, Safford, advised their election resulted in everyone being reseated from the primary; they had one vacancy for Council, so they will have a new Councilmember as a result; ballots are still being counted. He stated that their CARES Act funding is being used to pay public safety; using budgeted monies for other things yet to be decided. They recently put in an entertainment district downtown and are looking to build decking to place over parking to create pedestrian friendly areas to encourage outdoor dining and retail business. COVID took a while to arrive but now they are up over 400 active cases.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PRESENTATION – Greenlee County Road Ownership Study

Link to Greenlee County ROS Website: <https://greenlee-county-road-ownership-study-seago.hub.arcgis.com/>

Keith Dennis gave background and history of roads in Greenlee County, which is the youngest county in Arizona. SEAGO personnel hunted down historical documents from many sources (400,000 documents and 30 gigabytes). John Merideth provided an overview of the GIS database which has many levels and is very comprehensive. Derek Rapier thanked SEAGO staff for their efforts and mentioned how the study will help them in planning projects and maintenance in the future. Keith mentioned that there were no similar studies available like what has been created when the project started and while the project took longer to complete, it can serve as a national model for other communities.

ACTION ITEMS

1. Consent Agenda
 - a. Approval of the April 30, 2020 Minutes
 - b. Nomination of Donald Behnke to the Advisory Council on Aging

Chair Blaschke called for a motion to recommend approval of Consent Agenda as proposed.

MOTION: Vicki Vivian
SECOND: John Basteen
ACTION: Unanimous

2. Discussion and possible action to recommend the reappointment of Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board

Randy Heiss apologized that this item was not on the agenda in May, but was overlooked due to the COVID issues at that time. He advised everyone that the Executive Board will be looking for a nominee to fill the Graham County Private Sector seat and if they have any recommendations, to please pass that information along to their elected officials.

Chair Blaschke called for a motion to recommend the reappointment of Ms. Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board, retroactive to February 21, 2020.

MOTION: John Cassella

SECOND: Dawn Prince
ACTION: Unanimous

3. Discussion and possible action to recommend approval of an Intergovernmental Agreement with the Northern Arizona University Economic Policy Institute for Technical Assistance and Applied Research

Randy Heiss explained that SEAGO was invited to apply for up to \$400,000 of EDA funds and just yesterday found out that the entire \$400k was awarded. He explained that SEAGO collaborated with the Central Arizona Governments (CAG) and the Northern Arizona Council of Governments (NACOG) to compare economic impacts to communities and businesses, identify commonalities, and possible economic recovery and resiliency measures that could be implemented. He contacted NAU and they agreed to help facilitate the rewriting of our upcoming 5 year CEDS and help strengthen resiliency strategies, research, and provide technical resources to develop an Economic Development and Recovery toolbox. Randy introduced Maria Porter, the new Economic Development Program Manager. Randy addressed an email from Vicki Vivian to him that the IGA Exhibit with NAU's itemized budget amounts are all blank because SEAGO is still in negotiation with NAU about what the figures should be. We hope to have them ironed out by the Executive Board meeting, but if not, these can be handled administratively under Section 14 of the agreement.

Matt McLachlan asked for more info on the experience EPI has in preparing CEDS. Randy responded that they have extensive experience in working with NACOG and he is confident they will be able to pull data together. Matt asked if they are they still planning on partnering with the Center for the Future of Arizona. Randy thanked Matt for reading the IGA and answered that yes, the Center has been retained by NAU to facilitate the CEDS process. He also explained that SEAGO will be hiring a full time Economic Recovery Coordinator to liaison, gather data, interview businesses, and design programs to address the issues. Chair Blaschke mentioned that Willcox had worked with EPI to identify where visitors to Willcox were coming from and he also worked with them when he worked for the City of Flagstaff; they are very sharp and fun to work with.

Chair Blaschke called for a motion to recommend approval of the proposed Intergovernmental Agreement between SEAGO and the NAU Economic Policy Institute as presented by staff.

MOTION: Dawn Prince
SECOND: Vicki Vivian
ACTION: Unanimous

4. Discussion and possible action to recommend approval of a proposed update to the SEAGO Classification Plan

Randy Heiss advised that SEAGO has created a position to help liaison with communities and NAU for Economic Recovery, so approval of the new position is needed to move forward with hiring.

Chair Blaschke called for a motion to recommend approval of the proposed Classification Plan Update to the Executive Board as presented by staff.

MOTION: Vicki Vivian
SECOND: Derek Rapier
ACTION: Unanimous

5. Discussion and possible action to recommend approval of a proposed update to Section 7.6 Drug-Free Workplace Policy of the SEAGO Policy Manual

Randy Heiss explained that two employees were involved in a vehicle accident last year and SEAGO is expecting the workers comp insurance rates to increase as a result. The current policy only covered reasonable suspicion drug testing, which is insufficient for the insurance carrier discount; the new policy will add pre-employment and post-incident drug and alcohol testing. He thanked Dina and Heather for working on the policy. Derek Rapiere asked if the new hire testing would be when a job offer is extended. Randy responded yes. Derek inquired whether ADA or federal employment requirements have been explored to see if restrictions are too high. Randy asked for a copy of Derek's policy and will explore it prior to taking it to the Executive Board. Dustin Welker from Graham shared that they do not test everyone; just certain classifications; Randy asked for a copy of their drug testing policy, also. Randy explained that he will review the policies of Graham and Greenlee Counties, but SEAGO needs to move forward with approval and have the policy in place by October 1 when the workers compensation insurance policy renews.

Chair Blaschke called for a motion to recommend approval of the proposed Section 7.6. Drug-Free Workplace Policy Update to the Executive Board as presented by staff.

MOTION: Matt McLachlan
SECOND: Dawn Prince
ACTION: Unanimous

6. Discussion and possible action to recommend approval of the FY 2020 CDBG Regional Account applications

Keith Dennis explained that all SEAGO contracts need approval from the Executive Board. He reviewed the projects that have been submitted to ADOH and stated that they should find out which grants were funded within the next month. Randy clarified that the issue driving approval of CDBG contracts was not a limitation on SEAGO's ability to enter into contracts, but that the Bylaws require any new fees or assessments be approved by the Executive Board. Keith explained that Pinal County changed to entitlement classification this year, which resulted in a slight increase for the other counties. The Colonias set-aside round will be in two years. He asked members interested to contact him to prepare shovel-ready projects. Chair Blaschke asked if SEAGO gets paid only if the grant is approved. Keith responded that yes, and only if the community chooses to contract with SEAGO to administer the grant. Caleb expressed his gratitude for SEAGO's help with their efforts to help the City with their Colonias recertification.

Chair Blaschke called for a motion to recommend approval of the 2020 CDBG project applications to the Executive Board.

MOTION: John Basteen
SECOND: Dustin Welker
ACTION: Unanimous

7. Discussion and possible action to recommend approval of Resolution No. 2020 – 03 relating to SEAGO's Title VI Plan

Chris Vertrees was unable to be present so Randy Heiss provided some history and an overview of the FHWA and ADOT Title VI Plan requirements. Randy advised that the Plan and corresponding Implementation report is submitted annually, but it requires Board approval whenever it's updated.

Chair Blaschke called for a motion to recommend approval of Resolution No. 2020 - 03 to the Executive Board.

MOTION: Matt McLachlan
SECOND: Vicki Vivian
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss reviewed the upcoming meeting dates and plans for meeting during COVID. He is hoping that by the November meeting, a group of ten might be able to meet in person with the other members joining by Zoom. He reminded Administrative Council officers to mark their calendars for the October 1st Joint Administrative-Executive Committees' telephonic meeting in case there is SEAGO business that needs to be addressed.

B. Strategic Plan Implementation Progress Report

Randy Heiss reported the progress towards the Strategic Plan that was updated in May and is excited by the progress made to date. Unfortunately, COVID may impact progress on a couple of items such as HURF Exchange projects.

C. Quarterly Finance Report

Dina Curtiss provided an overview and answered questions.

D. Community Development Program Update

Keith Dennis gave an update on the Community Development Program and responded to questions.

E. SEAGO Economic Development District Report

Maria Porter provided an overview and responded to questions.

F. AAA Updates

Laura Villa reviewed her update and responded to questions.

G. Transportation Program Updates

Since Chris was unavailable for the meeting, Randy Heiss invited members to review the report and contact Chris if they had any questions on the progress of the Transportation Program. Randy expressed his gratitude to Chris, John Merideth and Keith Dennis their work on the Greenlee County Road Ownership study and for developing the GIS database. Developing GIS capabilities is something he envisioned for SEAGO when he was hired 11 years ago and he's excited to see this finally coming to fruition.

VI. RTAC REPORT

Kevin Adam provided his report and answered responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

No one had any announcements or current events to mention.

VIII. FUTURE AGENDA ITEMS

Randy Heiss noted that the updated SEAGO policy principles document, nomination of the Graham County Private Sector Representative, and an updated HURF Resolution are expected to appear on the agenda for the next Administrative Council meeting.

IX. ADJOURNMENT

Chair Blaschke adjourned the meeting at 11:18 a.m.

DRAFT



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 29, 2020
SUBJECT: RESOLUTION 2020-04

Attached for your consideration again this year is a Resolution urging the Governor and Legislature to direct dedicated transportation revenue to its intended uses. The Resolution requests the diversion of HURF funding be limited to the \$20 million authorized by statute and to eliminate the diversion of other dedicated transportation funding sources to the State General Fund.

This year's Resolution once again includes language urging State and Federal policy makers to modernize the mechanisms needed to develop and maintain our State's transportation infrastructure through a variety of methods such as increasing the fuel tax rate, implementing sales taxes dedicated to transportation, or moving to vehicle miles travelled fee structures. In addition, the Resolution urges the Governor, the Arizona Legislature and Congress to index the gasoline tax to inflation so that our transportation funding mechanisms stop losing ground to ever increasing costs.

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

Attachments: Resolution 2020-04

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of Resolution 2020-04 to the Executive Board.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2020-04

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION EXECUTIVE BOARD URGING ARIZONA'S STATE ELECTED LEADERS TO DIRECT DEDICATED TRANSPORTATION FUNDING TO ITS INTENDED USES AND URGING ARIZONA'S STATE AND FEDERAL ELECTED LEADERS TO STABILIZE AND MODERNIZE OUR TRANSPORTATION INFRASTRUCTURE FUNDING MECHANISMS

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) is a regional planning agency which performs and coordinates a variety of functions, including transportation planning, in the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, transportation revenue streams continue to decline due to improved vehicle fuel efficiency, reductions of vehicle miles driven, and fuel taxes not being adjusted for inflation for nearly twenty-six years; and

WHEREAS, Arizona's fuel tax rate remains ranked at 46th in the nation as many other states have proactively increase their gasoline tax, implemented automatic adjustments based on fuel prices and inflation, or are considering alternative funding measures such as sales taxes dedicated to transportation or transitioning to vehicle miles travelled fee structures; and

WHEREAS, more than \$2.1 billion in transportation funding dedicated for maintenance, modernization and expansion of Arizona's transportation systems has been diverted to the State General Fund since 2000; and

WHEREAS, the historic diversions of dedicated transportation funding have caused Arizona's State, county, and municipal transportation systems to fall into a state of disrepair, and road programs to be reduced to routine maintenance work – which will result in more costly reconstruction at the public's expense in the future, negatively impact highway safety, and increase vehicle maintenance and repair costs for both the general public and businesses; and

WHEREAS, ADOT's September 2020 forecast projects a loss of \$500 million in HURF revenues over the next five years, which will reduce distributions to counties and municipalities for local road systems, eliminate critical projects from the ADOT five-year transportation construction program, trigger additional program losses due to a diminished bonding capacity, and impact ADOT's ability to provide matching funds necessary to pursue federal grants; and

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
San Carlos Apache
Tribe

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Area Agency on Aging Office

300 Collins Road
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520-432-9168 Fax

www.seago.org

WHEREAS, ADOT’s 25-year Long Range Transportation Plan 2016 – 2040 considers such factors as pavement conditions, congestion levels and safety performance, and anticipates \$98.3 billion will be needed to meet Statewide Multimodal Spending Needs over the Plan’s 25-year period; and

WHEREAS, the State’s Long Range Transportation Plan has identified Arizona’s total highway capital needs from 2016 – 2040 to be \$53.3 billion, and with only \$22.8 billion in anticipated revenue to meet those needs, there remains a \$30.5 billion funding gap between system needs and available revenues; and

WHEREAS, limiting the diversion of transportation funding to the statutory limit of \$20 million is vital for developing and maintaining the quality infrastructure needed to support jobs and economic growth, enhancing Arizona’s global competitiveness in interstate and international trade, and sustaining the quality of life Arizonans have come to expect.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

THAT the Governor and State Legislature are hereby urged to direct dedicated funding toward its intended uses and to limit the diversion of HURF funding to the statutory limit of \$20 million;

THAT, the Governor, State Legislature, and U.S. Congress are hereby urged to stabilize the primary funding mechanism for transportation by indexing the gasoline tax to inflation in order to enable transportation funding to keep pace with ever increasing costs; and

THAT, the Governor, State Legislature, and U.S. Congress are hereby urged to modernize State and Federal transportation funding mechanisms by increasing the fuel tax rate, implementing sales taxes dedicated to transportation, or moving to vehicle miles travelled fee structures to adequately develop and maintain our State’s transportation infrastructure.

Passed and adopted by the SEAGO Executive Board on this 20th day of November 2020.

Richard Ortega, Chair
SEAGO Executive Board

Randy Heiss,
SEAGO Executive Director



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 29, 2020
SUBJECT: SEAGO POLICY PRINCIPLES

Prior to last February, we developed an annual Transportation Issues Position Statement for consideration by the Executive Board. The purpose of the document was to guide SEAGO staff in their efforts to advocate for (or to oppose) proposed or existing legislation, policies or initiatives impacting the ability of our member entities to implement transportation projects in their communities or the effectiveness of the SEAGO Transportation Program in general.

Last February, instead of focusing only on Transportation, I worked with the SEAGO team to develop a much broader document identifying Policy Principles (or positions) for each program. Similar to the Transportation Issues Position statement, the proposed SEAGO Policy Principles document is intended to empower staff in supporting (or opposing) legislation, policies or various initiatives at the state and federal level that impact delivery of SEAGO programs and/or our effectiveness in serving member entities and their constituents. It can also be used by our member entities and elected officials as talking points when speaking to policy makers relating to these positions.

The attached Policy Principles have been developed for Calendar Year 2021. Policy developments and emerging needs have resulted in some minor updates to the document, but many of the prior year's principles remain unchanged. Once approved, the positions will be used in a three-fold flyer that can be distributed as needed.

As Administrative Council members, your wisdom, thoughts and suggestions are valued and we hope you will help us further refine this document before presenting it to the Executive Board for consideration. I look forward to discussing the proposed Policy Principles with you in detail and will try to answer any questions you may have at the meeting.

Attachments: SEAGO Policy Principles Calendar Year 2021

Action Requested: Information Only Action Requested Below:

A motion to recommend that the Executive Board approve (amend or reject) the SEAGO Policy Principles for Calendar Year 2021 presented by staff.

SEAGO POLICY PRINCIPLES CALENDAR YEAR 2021

Administration:

- Support SEAGO's continued participation in the Arizona State Retirement System. Transferability of ASRS is a significant tool in recruiting and retaining high quality employees who provide essential public services.
- Support legislation or intergovernmental agreements that would enable SEAGO as a public agency to participate in insurance pools or trusts pursuant to A.R.S. § 11-952.01. As health care costs continue to rise, the ability to offer and maintain competitive healthcare benefits is an important tool to recruit and retain high quality employees.
- Support applications to public and private grant funding sources that can further initiatives and expand services for the SEAGO Region as a whole, and for individual SEAGO member entities.
- Support an increase in the State of Arizona mileage reimbursement rate from 44.5 cents per mile to the current Federal rate of 57.5 cents per mile and/or link the state and federal rates. The current State of Arizona mileage reimbursement rate remains unchanged since November 2006 – more than fourteen years.

Area Agency on Aging:

- Support initiatives to offset rising costs for AAA providers resulting from the automatic increases in Arizona's minimum wage. Provider rates have not increased since 2016, but during the same time period, the minimum wage has increased by 34%.
- Support COVID-19 stimulus that provides additional emergency nutrition program funds. Arizona AAAs have nearly exhausted CARES Act nutrition funding and additional on-going funding is also needed so that nutrition services are not suddenly terminated for clients in need.
- Advocate for increased funding to meet the current demands on the Ombudsman program. Thirteen additional FTEs are needed statewide for the Ombudsman program. In addition, funding is needed to focus on activities and technology to reduce, prevent and mitigate the negative health effects of social isolation.

Community Development:

- Support sufficient and sustained funding for proven programs within the U.S. Department of Housing and Urban Development (HUD), such as the Community Development Block Grants (CDBG) and HOME Partnerships Investment Programs that support housing and sustainable community development for rural areas.
- Support the restoration of CDBG program funding to \$3.5 billion as part of a final fiscal year 2020 Transportation-HUD (T-HUD) Appropriations measure.
- Support SEAGO's vision to increase the amount of competitive CDBG and other funding awarded in the SEAGO region.

Economic Development:

- Support increased funding and flexibility for EDA's Planning, Public Works and Economic Adjustment Assistance programs.
- Support the efforts of the Maricopa Association of Governments to increase tourism through the statewide expansion of the border crossing card zone for federally screened and vetted holders of B1 and B2 visas from Mexico. A University of Arizona study projected that the expansion of the border crossing card zone would have a positive annual impact of \$181 million to the state.
- Support measures to promote, expand and enhance Arizona's competitiveness in international trade and commerce with Canada and Mexico.
- Support collaboration and data sharing with state agencies, local governments, universities, COGs and MPOs to develop and enhance data analytics necessary to advance regional and state economies.
- Support local efforts to create a diversified resilient economy through strategic planning initiatives, data analysis, program development, and funding opportunities.

Environmental:

- Support SEAGO's continued responsibility to maintain the area wide water quality management plan as the designated regional Water Quality Management Planning Agency.

Transportation:

- Support legislation to modernize and expand transportation funding mechanisms to include equitable user fees for alternative fuels vehicles, indexing funding mechanisms to inflation, increasing the existing gasoline tax, and exploring alternative funding mechanisms at both the State and Federal levels.
- Support local efforts to form Regional Transportation Authorities.
- Oppose the transfer of Highway User Revenue Funds to the State General Fund above the statutory limit of \$20 million.
- Support SEAGO's role as the regional transportation planning agency for the non-urbanized portion of southeastern Arizona.
- Oppose legislation that would lower the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects, or include specific types of maintenance activities and equipment purchases without advertising for bids.
- Support projects and initiatives throughout the State that expand and enhance the movement of freight and international commerce.
- Support initiatives that maximize the role of public transit within the broader transportation system to improve mobility, enhance system capacity and improve system efficiency.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: OCTOBER 29, 2020
SUBJECT: INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF WILLCOX

In February, the City of Willcox submitted a FTA Section 5311 (Rural Public Transit) grant application to the Arizona Department of Transportation (ADOT). The City of Willcox proposed a Dial-a-Ride service that would benefit Willcox and its surrounding communities. On June 23, 2020, the City received an award notice of funding for the project. Funding was approved for a one-year ramp-up period beginning in October 2020. Operations are scheduled to kick-off on October 1, 2021.

The City of Willcox and SEAGO have had a very productive partnership developing this project. SEAGO has worked closely with the City of Willcox to conduct a Public Transit Feasibility Study, developing the 5311 grant application, and producing the Transit Implementation Plan once the project was awarded. Understanding that the City of Willcox had limited experience administering and operating a public transit program, ADOT awarded grant funding to the City of Willcox to procure consulting services to support the development, administration, and operations of a public transit system.

Throughout this project, SEAGO has demonstrated the professional experience and capacity to provide the services needed for successful implementation of this project. This along with SEAGO's existing knowledge of the project, make SEAGO a natural partner to provide the consulting services needed to support the development, administration, and operations of a public transit system. To formalize this partnership an Intergovernmental Agreement between the City of Willcox and Southeastern Arizona Governments Organization is needed. The agreement will be for 24 month period and will not exceed \$43,200 for technical assistance in the implementation of a public transit program for the City of Willcox.

I'll look forward to answering your questions at the meeting.

Attachments: Intergovernmental Agreement between SEAGO and City of Willcox.

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the Intergovernmental Agreement between SEAGO and City of Willcox to the Executive Board.

INTERGOVERNMENTAL AGREEMENT
Between
CITY OF WILLCOX
And
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
For
TWO YEARS OF TECHNICAL ASSISTANCE IN THE DEVELOPMENT AND
IMPLEMENTATION OF A PUBLIC TRANSIT PROGRAM FOR THE CITY OF WILLCOX

THIS AGREEMENT made and entered into by and between the City of Willcox (hereinafter, "Willcox"), and the SouthEastern Arizona Governments Organization, the regional Council of Governments for Cochise, Graham, Greenlee, and Santa Cruz Counties (hereinafter, "SEAGO").

SECTION 1: RECITALS

WHEREAS, Willcox is developing a public transit system to serve the City of Willcox and portions of north-east Cochise County, and has been awarded federal 5311 funding by the Arizona Department of Transportation's Multimodal Transportation and Planning department (hereinafter "ADOT") to implement such service; and

WHEREAS, SEAGO is the Transportation Planning and Technical Assistance entity for its member government agencies and the regional mobility manager as designated by the Arizona Department of Transportation's Multimodal Transportation department (hereinafter "ADOT"); and

WHEREAS, by virtue of its longstanding and ongoing partnership with Willcox, SEAGO has been invited to provide non-competitive Transit Implementation consulting/assistance utilizing funds available to Willcox through its 2020 ADOT 5311 award; and

WHEREAS, SEAGO possesses the professional expertise, staffing, organizational capacity, and the intent to assist Willcox in performing specific activities and services relating to its grant agreement with ADOT and set forth in the scope of services (hereinafter "Exhibit A"); and

WHEREAS, SEAGO has submitted a budget proposal included in this AGREEMENT (hereinafter, "Exhibit B"), for the scope of services to be completed consistent with the deliverables identified in Exhibit A; and

WHEREAS, Willcox desires SEAGO to perform specific activities and services to assist Willcox in implementing its Transit Implementation Plan (hereinafter "Exhibit C").

NOW, THEREFORE, pursuant to Arizona Revised Statutes §11-952, authorizing contracts and agreements between public agencies or public procurement units for cooperative actions, and pursuant to 2 CFR §200.318(e), encouraging state and local intergovernmental agreements or inter-entity agreements for procurement of common goods and services, in consideration of the mutual promises contained in this AGREEMENT, and of the mutual benefits to result therefrom, the parties agree as follows:

SECTION 2: TERM

The term of this AGREEMENT shall be from October 1, 2020 to September 30, 2022

SECTION 3: PURPOSE AND SCOPE

The purpose of this AGREEMENT is to secure the expertise of SEAGO to perform activities and services necessary to assist Willcox in implementing a new, ADOT funded public transit program serving north-east Cochise County as described in SECTION 1 of this AGREEMENT and consistent with Exhibit A.

SECTION 4: FINANCING AND COMPENSATION

The work performed under this AGREEMENT shall be financed from the ADOT grant funding described in SECTION 1. Willcox will compensate SEAGO for its performance, and SEAGO agrees to accept as complete payment for such full performance, the sum of **Forty-three thousand, two-hundred dollars) \$43,200** over the twenty-four (24) month term of this AGREEMENT. Charges for additional services that constitute a requested increase in scope of services may be negotiated. Such additional work shall be requested in writing by SEAGO or Willcox and must be approved by The City of Willcox City Manager and/or City Council and the SEAGO Transportation Planner pursuant to SECTION 14 of this AGREEMENT.

SECTION 5: TERMINATION

Either party may terminate this AGREEMENT without cause upon providing thirty (30) days written notice to the other party. In the event either party is in breach of this AGREEMENT, this AGREEMENT may be terminated after providing written notice with twenty (20) days to correct or remedy the breach. If said breach is not remedied, this AGREEMENT shall terminate at the expiration of the twenty (20) day period. SEAGO will not be responsible to provide services after the date of termination. Willcox will not be responsible for any payments after the date of termination unless attributable to services provided prior to the date of termination.

This AGREEMENT may be terminated for a conflict of interest as set forth in A.R.S. § 38-511, the relevant portions of which are hereby incorporated by reference.

SECTION 6: PERFORMANCE OF SERVICES

SEAGO promises and agrees to perform the services, as described in this AGREEMENT in a good, competent and professional manner, and as specifically indicated in Exhibit A and Exhibit B which are incorporated herein by this reference and made a part of this AGREEMENT as if the same were fully set forth herein. In the event that any incorporated term or provision conflicts with this AGREEMENT, this AGREEMENT controls.

SECTION 7: INVOICING AND PAYMENTS

Prior to submitting an invoice, SEAGO shall submit to Willcox a completed and current Form W-9. SEAGO shall invoice Willcox at the conclusion of each fiscal quarter during the 24-month term of this AGREEMENT. The invoice shall show SEAGO's name, address, phone number, fax number, the amount due, the tasks completed for each deliverable performed during the fiscal quarter of the invoice, and any other necessary information. All invoices are subject to review and certification of Willcox's authorized representative prior to payment. Upon receipt of

SEAGO's completed From W-9, and subject to the availability of funds, Willcox shall remit payment to SEAGO within thirty (30) days of the invoice date.

Every payment obligation of Willcox under this AGREEMENT is conditioned upon the availability of funds, appropriated, or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this AGREEMENT, this AGREEMENT may be terminated by Willcox at the end of the period for which the funds are available. No liability shall accrue to Willcox in the event this provision is exercised, and Willcox shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

SECTION 8: RESPONSIBILITY

Each party agrees to assume responsibility for the conduct of its employees, officials, and agents and for all claims, demands, suits, damages, and loss which result from the negligence or intentional torts of such party or its agents, officials, and employees in the performance of this AGREEMENT. The extent of the foregoing liabilities shall be limited to, and determined by, the respective fault of the parties in comparison with others, including, but not limited to the other party who may have contributed to, or in part caused any such claim to arise.

SECTION 9: ADMINISTRATION OF AGREEMENT

Each party shall designate a representative or representatives, notice of the same to be provided to the other party, who shall be jointly responsible for developing procedures to be utilized in fulfilling this AGREEMENT and providing other administrative services as necessary.

Either party may perform an inspection of the other party's books and records upon reasonable notice in order to verify that monies spent on the services as described were done so in accordance with this AGREEMENT. The records shall be kept for a period of five (5) years after completion of this AGREEMENT.

SECTION 10: DISPUTE RESOLUTION

Any disputes arising under this AGREEMENT shall be referred to the City Manager of Willcox and the SEAGO Executive Director for joint resolution. Disputes that cannot be resolved at this level may be subjected to arbitration pursuant to A.R.S. §12-133 et. seq. If either party is unwilling to participate in such arbitration, they may notify the other party of their intent to terminate this AGREEMENT pursuant to SECTION 5 of this AGREEMENT.

SECTION 11: NOTICES

Unless otherwise specified herein, any notice or communication required or permitted under this AGREEMENT shall be in writing and sent to the address given below for the party to be notified.

SEAGO:
Chris Vertrees
Transportation Planner
1403 W. Highway 92
Bisbee, Arizona 85603
Phone: (520) 432-5301 ext. 209

Willcox:
Caleb Blaschke
City Manager
City of Willcox
101 S. Railroad Ave., Suite B PO Box 15066
Willcox, AZ 85643
(520) 507-5612

SECTION 12: ASSIGNMENT

Neither party shall assign the rights nor duties under this AGREEMENT to a third party without the written consent of the other party. Any such assignment in violation of this AGREEMENT may become grounds for termination of the AGREEMENT.

SECTION 13: APPROVAL BY PARTIES

Before this AGREEMENT shall become effective and binding upon the parties, the appropriate governing authorities of each party must approve it, unless the governing authorities have delegated the authority to enter into such agreements to the organizations' chief executive officer. In the event that such appropriate authority or officer fails or refuses to approve this AGREEMENT, it shall be null and void with no effect whatsoever.

SECTION 14: REVISIONS

Procedural and administrative changes to this AGREEMENT may be made upon mutual written agreement of the City of Willcox City Manager and the SEAGO Transportation Planner.

SECTION 15: CONDUCT OF OPERATIONS

Willcox and SEAGO agree to be responsible for the conduct of its operations, performance of contract obligations and the actions of its own personnel while performing services under this AGREEMENT, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits. In addition, both parties agree to maintain adequate professional and general liability insurance coverage at all times while this AGREEMENT is in effect.

SECTION 16: INDEMNIFICATION

To the fullest extent permitted by law, each party to this AGREEMENT agrees (as indemnitor) to indemnify, defend and hold harmless the other party (as indemnitee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorneys' fees) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious or derivative liability to the indemnitee, are caused by the act, omission or negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers.

SECTION 17: NON-DISCRIMINATION

To the extent applicable, the parties shall comply with all laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order 2009-09 which mandates all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, with all federal regulations regarding equal employment opportunity, with relevant orders issued by the U.S.

Secretary of Labor and with all applicable provisions of the Americans with Disabilities Act, Public Act 101-336, 42 U.S.C. Sections 12101-12213, and all applicable Federal Regulations under the Act, including 28 C.F.R. Parts 35 & 36.

SECTION 18: MANDATORY PROVISIONS

All provisions required by law to be incorporated into this AGREEMENT shall be a part of this AGREEMENT as if fully written out herein.

SECTION 19: RIGHTS OF PARTIES

The provisions of this AGREEMENT are intended only to define the respective rights and obligations of the parties. Nothing expressed herein shall create any rights or duties of any nature or kind in favor of any third party.

SECTION 20: SEVERABILITY

The provisions of this AGREEMENT are severable to the extent any provision or application held to be invalid shall not affect any other provision or application of the AGREEMENT, which may remain in effect without the invalid provision, or application.

SECTION 21: GOVERNING LAW

This AGREEMENT shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order. All statutes and regulations referenced in this AGREEMENT are incorporated herein as if fully stated in their entirety in the AGREEMENT. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this AGREEMENT.

IN WITNESS WHEREOF, two (2) identical counterparts of this AGREEMENT, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named on the date and year first below written.

Approved by the SouthEastern Arizona Governments Organization Executive Board at its meeting on the 20th day of November 2020.

Richard Ortega
Executive Board Chair, SEAGO

Date

Approval on behalf of the City of Willcox at its meeting on the ___ day of ___, 2020

Michael Laws, Mayor

Date

Pursuant to A.R.S. § 11-952, this AGREEMENT has been reviewed by legal counsel for SEAGO to determine it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

APPROVED AS TO FORM:

ANNE CARL
Legal Counsel for SEAGO

Pursuant to A.R.S. § 11-952, this AGREEMENT has been reviewed by legal counsel for the City of Willcox to determine it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

APPROVED AS TO FORM:

Legal Counsel for City of Willcox

EXHIBIT A

Project Deliverables/Scope of Services

Project Services

Year 1 2020-2021: Provide technical assistance and facilitate year-one activities outlined in the Willcox Transit Implementation Plan.

Year 2 2021-2022: Provide technical assistance and facilitate year-two activities outlined in the Willcox Transit Implementation Plan and first year of transit operations.

Services

Following are the expected services from SEAGO:

1. Update Willcox Transit Implementation Plan as required
2. Provide a dedicated, professional transit manager to supply on-demand training and technical assistance to Willcox staff on the Administration and Operations of a public transit system including, but not limited to, regulatory compliance, budgeting and financial management, reporting, data collection, grant management, marketing, procurement, service characteristics and service area development, dispatching, performance measures, staffing, driver training, drug and alcohol testing, public engagement, evaluation, and safety.
3. Assist in policy and procedure development as per State of Arizona, ADOT, and Federal Transit Authority requirements.
4. Assist in the development of ADOT applications, reports, and invoicing.
5. Assist staff in presenting public transit updates to City Council, service area entities, and the general public.
6. Assist in developing changes to system on an as-needed basis.
7. Assist with procurement of rolling stock.

EXHIBIT B

Project Budget Proposal

Tasks	Budget
Two-year period beginning October 1, 2020, ending September 30, 2022	
1. Update Willcox Transit Implementation Plan as required	\$500
2. Provide a dedicated, professional transit manager to supply on-demand training and technical assistance to Willcox staff on the Administration and Operations of a public transit system including, but not limited to, regulatory compliance, budgeting and financial management, reporting, data collection, grant management, marketing, procurement, service characteristic and service area, dispatching, performance measures, staffing, driver training, drug and alcohol testing, public engagement, evaluation, and safety.	\$35,000
3. Assist in policy and procedure development as per State of Arizona, ADOT, and Federal Transit Authority requirements.	\$3,000
4. Assist in the development of ADOT applications, reports, and invoicing.	\$3,000
5. Assist staff in presenting public transit updates to City Council, service area entities, and the general public.	\$200
6. Assist in developing changes to system on an as-needed basis.	\$1,000
7. Assist with procurement of rolling stock.	\$500
TOTAL	\$43,200

Exhibit C

Willcox Transit Implementation Plan



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 29, 2020
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
February 11, 2021*	February 26, 2021 - Cochise County*
May 6, 2021	May 21, 2021 - Graham County
August 5, 2021	August 20, 2021 - Greenlee County
November 4, 2021	November 19, 2021 - Santa Cruz County

*Moved to avoid conflict with ACMA Winter Conference.

Also, below please find the tentative schedule for our combined telephonic Administrative and Executive Committee meetings in the upcoming 12 months:

Combined Administrative and Executive Committee Meetings (telephonic)
December 3, 2020 – 9:00 a.m.
April 1, 2021 – 9:00 a.m.
June 3, 2021 – 9:00 a.m.
September 30, 2021 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 29, 2020
SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS

As most of you probably recall, the [FY 2021 - 2025 SEAGO Strategic Plan](#) was approved by the Administrative Council and Executive Board at our May 2020 meetings and became effective July 1, 2020. For your information, below is a brief program-by-program update on the progress staff has been able to make since our August meetings (see [highlighted tactics](#)):

TRANSPORTATION AND TRANSIT GOALS, OBJECTIVES, AND TACTICS:

GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS

Objective A: Revise the SEAGO STBG Programming Process (By 7/1/2021)

Tactic 1. Develop TAC-approved policies and procedures to limit project costs and provide equal opportunities to all SEAGO member entities (By 7/1/2021):

a. [Cap project costs at two-years of Obligation Authority](#) (By 7/1/2021)

A survey tool was developed and distributed to the TAC in August to gather input involving the programming process. There were eleven responses to the survey that provided clear direction on some items, but on other items, responses were less definitive. The results of the survey were reviewed at the September TAC Meeting and better direction provided to staff. Based on the TAC's direction, procedures will be developed for review and mark-up at our November TAC Meeting.

b. *Review/revise policy of paying for Right-of-Way acquisition with STBG funds* (By 7/1/2021)

See Tactic 1.a. above.

c. [Utilize the HURF Exchange Program whenever possible](#) (By 7/1/2021)

In my previous progress report, it was highly anticipated that ADOT would suspend the HURF Exchange program indefinitely due to initial HURF revenue projections anticipating a significant decline from COVID-19 lockdowns statewide. Surprisingly, while overall vehicle miles travelled did show a decline as a result of the pandemic, apparently, increased diesel tax collections and vehicle license taxes offset these losses. In fact, in July and August, HURF revenue collections grew by 8.1% and stands \$61.5 million above ADOT's forecast. Although ADOT's September forecast continues to project a loss of \$500 million in HURF revenues over the next five years, it appears that the HURF Exchange program will be continued after all. As a result, utilization of this program whenever possible remains a viable tactic for our Transportation Program for the time being.

d. Explore new Project Programming Procedures including a possible STBG funding rotation (By 7/1/2021)

See Tactic 1.a. above.

Objective B: Coordinate the Creation of a Sustainable, Dependable Public Transit System in Graham and Greenlee Counties (By 7/1/2023)

Tactic 1. Identify transportation partners (By 7/1/2021)

On a conference call held April 22nd, a potential partnership with NADO was discussed in which they would apply for USDA technical assistance funding to provide support and technical assistance in the development and implementation of this project. We recently learned that NADO's application for funding was awarded and will be organizing a kickoff meeting with our partners soon. Meanwhile, United Way of Graham and Greenlee Counties has emerged as a potential partner, along with the Arizona Taxi Cab Club who is partnering locally with UW on a project. We will work to identify and explore additional partnerships as the project continues to move forward.

Tactic 2. Determine service needs and area (By 7/1/2022)

Data collection is in progress involving ridership data, service areas, and schedules. A transit needs survey was developed and distributed to potential project partners in September and data from that survey is currently being collected.

Tactic 3. Identify funding sources including non-ADOT sources (By 7/1/2022)

No progress. This will be part of an update to the existing Feasibility Plan.

Tactic 4. Provide technical service and oversight during project development (By 7/1/2022)

See Tactic 3 above.

Tactic 5. Garner agreements between local jurisdictions (By 7/1/2022)

See Tactic 3 above.

GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES

Objective A: Improve the Visibility of SEAGO Through Partnerships (7/1/2021 – 7/1/2023)

Tactic 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (7/1/2021 – 7/1/2023)

On September 28th, an article appeared in the Eastern Arizona Courier and Copper Era celebrating the reopening of the historic Zorilla bridge in Clifton. In the article, Mayor Luis Montoya thanked the many organizations involved in the project, including SEAGO, for our efforts in programming the project in our TIP and finding additional funding in the SEAGO program to enable the project to move forward when all bids came in over budget during the initial bidding process. Also, the City of Willcox published public outreach for their Transit Implementation Plan in the local news media.

Tactic 2. Update partnership agreements to include signage and/or promotion requirements crediting SEAGO Transportation (By 7/1/2021)

No progress – see Central Administration Goal 2, Tactic 2 below.

Tactic 3. Provide links to Transportation programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)

Absent contact information for the specific individuals who manage their social media and website pages, little progress has been made on collaboration with our member entities. Notwithstanding this barrier, the City of Willcox published outreach materials on the City's website for their Transit Implementation Plan including links to the plan posted on the SEAGO website. In addition, we will begin a redesign of our azmobility.org site in the coming months to make it more user-friendly and interactive. This has been delayed for two months due to shifting priorities, but once complete we will be sharing it with our transit partners for inclusion on their transit pages. TAC members have long had access to our TDMS portal and other SEAGO website resources.

COMMUNITY DEVELOPMENT GOALS, OBJECTIVES, AND TACTICS:

GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS

Objective A: Enhance CDBG Technical Assistance (By 7/1/2022)

Tactic 1. Develop additional capacity within the CDBG Program to assist with project administration (By 7/1/2022)

The CDBG Program continues to develop reserve capacity in the Administrative Assistant, but in the long-term, additional capacity will be necessary to ensure continuity and the desired level of capacity necessary to fully enhance CDBG technical assistance as envisioned in the overall objective above. With this in mind, CDBG recently hired a temporary employee, Ms. Melissa Hartman. Melissa has extensive experience working with HUD funding including CDBG and HOME funds. She will assist our CDBG program in designing a scalable housing rehabilitation model that can be used throughout our region for those communities who wish to improve their existing housing stock.

Tactic 2. Educate member entities on the potential for the region to capture a greater share of the CDBG Colonias and State Special Projects (SSP) set-aside accounts (7/1/2021 – 7/1/2023)

The effort to educate member entities and advocate for their applications began last fall. This is an ongoing effort with the expectation that the additional funds coming into our region would have its own salutary effect in terms of advocacy and encouraging communities to pursue applications for these funds. As you will see in Tactic 3 below, this expectation held true and efforts will be repeated in future years in terms of direct education/advocacy, and also in the form of reporting successes.

Tactic 3. Encourage community applications and provide technical assistance in developing Colonias and SSP applications (7/1/2021 – 7/1/2023)

Efforts initiated last fall are already bearing fruit; we submitted one SSP and three Colonias grants within the last 30 days. While the SSP application was not awarded, the Colonias applications submitted by Nogales (\$840,000) and Bisbee (\$376,474) were both awarded. The Bisbee project is the first Colonias grant ever to be awarded in Cochise County, and together, both of these projects effectively doubled the amount of CDBG funds coming into the SEAGO region. We will now have two years to prepare for the next application round.

Objective B: Explore Creating Housing Program Opportunities to Address Homelessness and Housing Affordability (By 7/1/2023)

Tactic 1. Identify potential funding sources including HOME, HUD, Regional Account, SSP, Colonias, and private foundations (By 7/1/2022)

While no measureable progress has been made to date on directly addressing homelessness and housing affordability, we continue to participate in meetings of the Good Neighbor Alliance (Sierra Vista) in an effort to identify opportunities to assist in the Balance of State Continuum of Care. In addition, we have prepared a Letter of Intent for a grant that we wish to submit to the Vitalist Foundation. The Letter of Intent expresses the need and desire to perform a Community Assessment in Willcox including demographics, income, the condition of housing stock and other community characteristics that can be used to support future funding requests including housing rehabilitation. If funded, the Community Assessment, like the housing rehabilitation program we are developing, will become a scalable model that can be adapted to other communities in our region if desired. With the expiration of federal and state moratoriums on evictions and foreclosures, Congress will be under pressure to appropriate additional funding to address a nationwide surge in homelessness that is expected to soon occur.

Tactic 2. Identify potential partners and agencies to accomplish this objective (By 7/1/2022)

The chief partner at this point would be ADOH as they offer a range of potential resources to address these needs which are currently untapped in the SEAGO region. Other potential partnerships could include recipients of HUD funding, such as the Good Neighbor Alliance, that may be expanded to address an expected surge in homelessness as described above. The Vitalist Foundation mentioned above is also a potential partnership opportunity we are exploring.

Tactic 3. Develop a coordinated Technical Assistance service delivery plan (By 7/1/2022)

No measurable progress to date, but it's expected that the housing rehabilitation model currently under development and the Community Assessment model we hope to develop will become integral to our TA service delivery plan.

Tactic 4. Deliver Technical Assistance to member entities to accomplish this objective (7/1/2022 – 7/1/2023)

See Tactic 3 above.

Objective C: Absorb the Water Quality Management Program (By 7/1/2023)

No progress.

GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES

Objective A: Provide Outreach to Member Entities (By 7/1/2021)

Tactic 1. Create and deliver outreach materials to member entities regarding Community Development programming and technical assistance (By 7/1/2021)

This is an ongoing effort that will continue over the term of our Strategic Plan.

Tactic 2. Create and disseminate press releases regarding Community Development activities in each county or community in the SEAGO region (By 7/1/2021)

We recently delivered a press release to the City of Nogales relating to several miles of water line and pavement they have replaced since 2017 using a combination of CDBG Regional Account and Colonias funding totaling \$3.4 million. The press release was to be sent to the local media through the Mayor's Office. We also developed a press release for the City of Bisbee describing the

improvements that will be made with the funding recently awarded from their Colonias application.

Tactic 3. Update TA agreements to include signage and other promotion requirements crediting SEAGO (By 7/1/2022)

No progress – see Central Administration Goal 2, Tactic 2 below.

AREA AGENCY ON AGING GOALS, OBJECTIVES, AND TACTICS

GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS

Objective A: Increase Agency Capacity (By 7/1/2022)

Tactic 1. Reallocate staff duties to expand advocacy efforts (By 7/1/2021)

A Social Media Committee (SMC), comprised of three staff knowledgeable in social media platforms, was formed and tasked with the purpose of getting AAA program information out to the public. Since then, the SMC has increased our Facebook posts, views of our videos, and the readership of our quarterly newsletter. This Tactic has initiated internal discussions about how to better communicate AAA services, increase agency advocacy efforts for the needs of the elderly and disabled in our region, and keep the public engaged. These internal discussions have led to the creation of the SEAGO AAA Stay Connected mobile phone app. The app will link the resources posted to AAA social media pages and the AAA website, and allow program coordinators to post events so that clients can register for and access services and resources such as our Resource Directories for all four counties.

Tactic 2. Cross-train agency staff among programs (7/1/2021 – 7/1/2023)

While COVID-19 has temporarily restricted our ability to completely implement cross-training among all AAA staff, the AAA team continues to conduct weekly zoom meetings to share updates and program information and offer staff the opportunity to share accomplishments and barriers. These sessions allow each staff member to learn from each other, brainstorm solutions to problems encountered by members of the AAA team, and understand the workings of the programs of their associates. The AAA team is also going through the End of Life Thoughtful Life Conversations so that they can expand awareness of the program and increase participation through their day-to-day program contact with clients.

Objective B: Improve Emergency Nutrition Access (By 7/1/2022)

Tactic 1. Develop READI-Meals Program to provide shelf-stable meals suitable for long-term storage and emergency use for congregate and home delivered meals (By 7/1/2021)

Harvest Right Freeze Driers have been deployed to our partners at the region's congregate meals nutrition sites, but unfortunately, COVID-19 required we pause on training nutrition site staff until the health departments are comfortable in doing so. Development of a Food Safety Plan (FSP) for each site that meets FDA guidelines necessary to ensure long-term safety and stability of the freeze dried food has also been delayed. Water activity meters were purchased to measure the water content in the food and identify the point at which bacteria and microorganisms can no longer reproduce in a freeze-dried product. These meters come with software to collect and store data, create safety procedure checklists, generate reports, and allow easy access to information for health department auditing purposes. After experiencing some glitches with the set-up of the water activity meters, we will now be able to deploy them to each nutrition site where they will be programmed and used to complete the FSPs as soon as it is safe to do so.

Objective C: Improve Operational Control and Service Delivery Efficiency (By 7/1/2022)

Tactic 1. Meet with case management agencies to explore opportunities to secure commitments for supplemental funding (By 7/1/2021)

No progress. This Tactic is on hold due to the pandemic and we hope to move forward once COVID-19 infections have sufficiently stabilized.

Tactic 2. Transition to in-house case management

Our Classification Plan update in May enabled the creation of a Case Management Coordinator. Since then Carrie Gibbons has been shifting into the new position and conducting monthly trainings with all of our AAA Case Managers to improve utilization of AAA Home and Community Based Services. She is also focusing her attention on updating Program Instructions for Case Management and updating the Case Management Handbook, all of which were badly outdated.

GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES

Objective A: Improve the visibility of SEAGO through partnerships (7/1/2022 – 7/1/2023)

Tactic 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through AAA newsletter and partnerships with local news media (7/1/2021 – 7/1/2023)

The Area Agency on Aging purchased radio advertisements throughout the region to increase awareness and participation in the 2020 Census. In addition, the AAA Ombudsman Coordinator was featured in the SV Herald and Eastern Arizona Courier in August. The AAA was also mentioned in a September article published in the Nogales International for its role in funding the Senior Meals Program. As mentioned in Goal 1, Objective A, Tactic 1 above, the SEAGO-AAA Facebook page and the SEAGO-AAA website also substantially increased visibility metrics. As a result of the activities above, the AAA offices has been experiencing increased numbers of callers inquiring about programs and services as compared to preceding months.

Tactic 2. Update provider subaward agreements to include signage and/or promotion requirements crediting SEAGO AAA (By 7/1/2021)

No progress – see Central Administration Goal 2, Tactic 2 below.

Tactic 3. Provide links to AAA programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)

Absent contact information for the specific individuals who manage their social media and website pages, no progress has been made on collaboration with our member entities. Nevertheless, we continue to enjoy partnerships with Chambers of Commerce in Cochise, Graham, and Santa Cruz Counties who post links to AAA events on their websites, events calendars and Facebook pages. As a new initiative to increase awareness and participation in the End of Life Thoughtful Conversations program, the AAA is reaching out to member entity staff interested in participating in the program.

ECONOMIC DEVELOPMENT GOALS, OBJECTIVES, AND TACTICS

GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS

Objective A: Improve Local Economic Development Capacity (By 7/1/2022)

Tactic 1. *Develop an economic development tool kit for each member entity based upon the economic development needs and characteristics of each respective jurisdiction (By 7/1/2022)*

On June 1st, SEAGO submitted an application for up to \$400,000 in supplemental planning awards from the Economic Development Administration's \$1.5 billion CARES Act allocation. As you now know, the grant was awarded in the full amount requested and we have engaged NAU's Economic Policy Institute to assist with the design and development of an economic recovery toolkit and to deliver technical assistance and capacity building to member entities, local businesses and other stakeholders impacted by COVID-19. In addition, an Economic Recovery Coordinator (ERC) has been hired to liaison with SEAGO member entities to assist them in building resilient, sustainable communities throughout the region, identifying funding opportunities, preparing applications for grant eligible projects, and working to implement strategies to accelerate regional economic recovery. The ERC's first day with SEAGO will be November 2nd.

Objective B: Enhance Jurisdictional Opportunities to Attract Industry (By 7/1/2022)

Tactic 1. *Facilitate planning process for those jurisdictions that have not completed a target industry study (7/1/2021 – 7/1/2022)*

No progress since our August report. The Economic Development Program Manager met with elected and appointed officials at the Cities of Benson, Huachuca, Willcox, Nogales, and Santa Cruz County to discuss their interest in, and ways to fund and initiate a target industry study and strategic planning process in these communities. These discussions have yielded mixed results with some member entities inclined to move forward and others waiting to proceed at a later date. We remain willing to engage with communities interested in a target industry study, but we will most likely need to defer those efforts until FY 2021. In addition, we will investigate how target industry studies may be included in the economic development and recovery toolkits being developed by NAU (see Objective A, Tactic 1 above).

Tactic 2. *Support implementation of the target industry strategic plans for jurisdictions that have them (7/1/2022 – 7/1/2023)*

SEAGO continues to coordinate the REDI Grant planning process, which will identify and develop regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plan. At SEAGO's request, Alex Pearlstein, a McClure consultant for the REDI grant, completed a comparative review of multi-jurisdictional economic development organizations and developed a working conceptualization of what a Southeastern Arizona marketing entity could look like and the REDI team is moving forward with the implementation phase. The REDI Grant projects have reformed to focus on priority goals that fit within the current needs and can still be accomplished in the midst of a pandemic. These projects include: Joint Marketing Tools, Web "Landing Page" for Graham-Greenlee Counties, the Design of a Joint Marketing Entity, and CO.STARTERS Resiliency Program. The REDI consultants are currently working on a framework for the Marketing Tools, Web "Landing Page," and Joint Marketing Entity for presentation to the REDI Grant Team for comment and feedback. In addition, through the REDI Grant process, Graham and Greenlee Counties have agreed and identified a collaborative brand, 'The Copper Duo'.

Objective C: Expand Jurisdictional Outreach and Marketing (By 7/1/2023)

Tactic 1. *Provide assistance to interested jurisdictions to create and utilize branding and marketing campaigns (By 7/1/2022)*

SEAGO continues to coordinate and participate in the REDI Grant process which will provide assistance to Graham and Greenlee Counties to implement tourism Initiatives, to include creating branding and marketing campaigns (see Objective A, Tactic 1 and Objective B, Tactic 2 above). In addition, we will investigate how branding and marketing campaigns may be included in the economic development and recovery toolkits being developed by NAU (see Objective A, Tactic 1 above).

Tactic 2. Provide assistance to interested jurisdictions to develop ‘Shop Local’ campaigns (By 7/1/2022)

No progress since our August meeting. However, we will investigate how ‘Shop Local’ campaigns may be included in the economic development and recovery toolkits being developed by NAU (see Objective A, Tactic 1 above).

GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES

Objective A: Improve the visibility of SEAGO through partnerships (7/1/2022 – 7/1/2023)

Tactic 1. Continue promoting news and announcements about program initiatives and accomplishment through social media and partnerships with local news media (7/1/2021 – 7/1/2023)

No progress. However, the SEAGO EDD Facebook page continues to highlight items of interest throughout the four-county region and Arizona.

Tactic 2. Provide links to Economic Development Data Portals, programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)

Absent contact information for the specific individuals who manage their social media and website pages, no progress has been made on collaboration with our member entities. Notwithstanding this barrier, on 9/1/2020 Dr. Carreira updated the SEAGO Economic Development website, <https://southeastarizonaeconomy.com/>. This website includes an Asset Inventory that provides detailed data on our region’s Counties and Municipalities. The Asset Inventory data includes: population estimates and projections, demographics, age groups, income levels, school enrollment, educational attainment, poverty rates, labor force, employment, unemployment, workforce (by occupation & industry), housing units, vacancy rates, housing costs, home values, rental rates, commercial properties for sale, homes for sale, land for sale, planning and zoning resources, K-12 and higher education opportunities, health care providers, weather, climate, visitor information, hotels, restaurants, major metro markets, transportation infrastructure, shipping & parcel delivery, utility and telecom providers, incentives, taxes, regulation, financial services, census data, and maps. In addition, the Asset Inventory includes links to the economic development pages for each community that has developed one.

CENTRAL ADMINISTRATION GOALS, OBJECTIVES, AND TACTICS

GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS

Objective A: Enhance Capacity of Central Administration Staffing (By 7/1/2023)

Tactic 1. Cross-train staff (By 7/1/2023)

Cross-training of Central Administration staff continues in the accounting area and more recently, the transfer of certain responsibilities in the Human Resources area. The development of an accounting manual is ongoing, and a progress in developing an IT manual continues.

Tactic 2. Develop a succession plan for the Executive Director including delegation of IT, Human Resources, and the Water Quality Management Program responsibilities (7/1/2021 – 7/1/2023)

While progress continues in transfer of HR responsibilities and the development of manuals (see Tactic 1 above), there has been no significant progress in succession planning since our August meeting. It's expected the transfer of the WQMP responsibilities can begin in FY 2022.

Objective B: Enhance Employee Services (By 7/1/2022)

Tactic 1. Advocate to increase the State mileage reimbursement rate to match the Federal rate (By 7/1/2023)

No progress since the August meeting. The COVID-19 pandemic truncated the 2020 Arizona Legislative session and made it impossible to pursue this Tactic. Notwithstanding this setback, we will attempt to initiate discussion of such an increase in the 2021 Legislative session.

Tactic 2. Investigate and offer improved, affordable group health insurance options (Annually 7/1/2021 – 7/1/2023)

The Central Administration team made the difficult decision to change the broker of record for our group health insurance plan to Crest Insurance Agency out of Tucson. Although we regretted switching away from a local insurance agency, Crest offered a full menu of choices for our group and a seamless, online system for employees to make coverage selections and waivers. The enrollment process was easier than it's ever been and employees seem very pleased with the range of plan options offered. While we consider this Tactic substantially complete, we will review our plan options in the next open enrollment period and identify opportunities to enhance coverage options for the SEAGO team.

Tactic 3. Implement stipends for employees utilizing personal cell phones for SEAGO business (By 7/1/2021)

Our internal policy for cell phone reimbursements for employees using their personal cell phones for SEAGO business has been drafted, reviewed by all staff, and finalized. We intend to implement the policy November 1st.

Objective C: Secure Adequate, Affordable, Long-Term Facilities for the Area Agency on Aging (By 7/1/2022)

Tactic 1. Conduct market research for commercial office space in Bisbee area (By 7/1/2021)

We have identified resources to help determine the market rate for office space in the Bisbee area. Once we have identified what we believe the market rate will be, we will ask the City of Bisbee to draft a lease renewal proposal and proceed accordingly.

Tactic 2. Investigate costs to purchase, install, and retrofit a modular building for the AAA offices at the Main Office location (By 7/1/2021)

No progress. See Objective C., Tactic 1.

Tactic 3. Negotiate affordable lease extension at existing AAA offices; or purchase, install and retrofit modular office building at Main Office location (By 7/1/2022)

No progress. See Objective C., Tactic 1.

GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES

Objective A: Improve the visibility of SEAGO through partnerships (7/1/2021 – 7/1/2023)

Tactic 1. Continue promoting news and announcements about initiatives and accomplishments of SEAGO programs through social media and partnerships with local news media (7/1/2021 – 7/1/2023)

See Transportation Goal 2, Objective A, Tactic 1; Community Development Goal 2, Objective A, Tactic 2; and Area Agency on Aging Goal 2, Objective A, Tactic 1.

Tactic 2. Update AAA provider subaward agreements, CDBG TA contracts, and Transportation partnership agreements to include signage and/or promotion requirements crediting SEAGO programs (By 7/1/2021)

No change since the August meeting. Central Administration will develop standard language to be used in our Agreements and Contracts. However, many of the funding agreements with our state and federal partners have certain prohibitions and restrictions regarding Advertising, Publishing and Promotion when there is potential 'commercial benefit' to SEAGO. In reviewing the contract language, it was decided that it might be prudent to seek legal advice to better understand any potential impact pursuing this Tactic might have on existing and future contracts or subaward agreements with our funding agencies.

Tactic 3. Provide links to SEAGO programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)

See Transportation Goal 2, Objective A, Tactic 3; Area Agency on Aging Goal 2, Objective A, Tactic 3; and Economic Development Goal 2, Objective A, Tactic 2.

Tactic 4. Build Central Administration capacity to free up time for the Executive Director to attend City and Town Council and County Board of Supervisor meetings (By 7/1/2022)

See Goal 1, Objective A, Tactics 1 and 2, above.

Attachments: None

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: OCTOBER 29, 2020
SUBJECT: FINANCE REPORT

Attached is the SEAGO Statement of Revenues and Expenditures, unaudited, for the quarter ending September 30, 2020, and year to date for FY 2021. These figures do not include COVID-19 related grants or funds.

I will answer any questions you may have regarding the Statement of Revenues and Expenditures at the meeting.

Attachment: Statement of Revenues & Expenditures 09/30/2020

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2020 Through 9/30/2020

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
Revenue					
General Fund	101	1,267	1,267	100,000	1.26%
Agency Response	301	76,359	76,359	43,745	174.55%
Community Development Block Grant	302	28,665	28,665	257,184	11.14%
Economic Development	303	21,491	21,491	110,358	19.47%
Environmental Quality	306	1,134	1,134	8,500	13.33%
Elderly Transit	307	4,327	4,327	20,000	21.63%
Public Transit	308	15,096	15,096	20,000	75.48%
State Planning & Research	309	42,176	42,176	200,150	21.07%
Area Agency on Aging	310	145,267	145,267	794,828	18.27%
Regional Mobility Management	311	0	0	168,750	0.00%
RMM Training	314	8,966	8,966	100,000	8.96%
Willcox Feasibility Study	323	20,708	20,708	39,791	52.04%
End of Life - Lovell Foundation	327	0	0	100,250	0.00%
Cochise Co Public Transit Consolidation	328	1,834	1,834	125,000	1.46%
Santa Cruz Co RTA Feasibility Study	329	0	0	80,000	0.00%
Total Revenue		<u>367,289</u>	<u>367,289</u>	<u>2,168,556</u>	<u>16.94%</u>
Expenses					
General Fund	101	0	0	100,000	0.00%
Agency Response	301	10,122	10,122	43,745	23.13%
Community Development Block Grant	302	23,778	23,778	257,184	9.24%
Economic Development	303	21,491	21,491	110,358	19.47%
Environmental Quality	306	1,134	1,134	8,500	13.33%
Elderly Transit	307	4,327	4,327	20,000	21.63%
Public Transit	308	15,096	15,096	20,000	75.48%
State Planning & Research	309	42,176	42,176	200,150	21.07%
Area Agency on Aging	310	145,051	145,051	794,828	18.24%
Regional Mobility Management	311	0	0	168,750	0.00%
RMM Training	314	8,966	8,966	100,000	8.96%
Willcox Feasibility Study	323	20,708	20,708	39,791	52.04%
End of Life - Lovell Foundation	327	8,154	8,154	100,250	8.13%
Cochise Co Public Transit Consolidation	328	1,834	1,834	125,000	1.46%
Santa Cruz Co RTA Feasibility Study	329	0	0	80,000	0.00%
Total Expenses		<u>302,837</u>	<u>302,837</u>	<u>2,168,556</u>	<u>13.96%</u>
Balance		<u>64,452</u>	<u>64,452</u>	<u>0</u>	<u>0.00%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: OCTOBER 29, 2020
SUBJECT: CDBG UPDATES

Strategic Plan and Competitive CDBG

The SEAGO CDBG and Community Development Program have been given renewed goals, tactics and vision through the adoption of the new Strategic Plan this year. Our Director has discussed some of these in his Strategic Plan update. We are grateful for the refreshed direction and guidance provided by the plan, and we have already set to work in implementing our part of it.

One of the Tactics in the Plan is to partner with our communities to go after greater shares of competitive CDBG opportunities as well as other funding sources. This year we submitted four competitive CDBG applications: one State Special Projects and three Colonias Set-Aside. Nogales and Bisbee were awarded a combined total of \$1,181,313. The Regional Account total for this year was \$1,264,629, meaning the CDBG capture for our region this year was nearly doubled. The other Colonias and the SSP were both for Tombstone. Although these were not awarded, they are still viable applications and Tombstone will try again in subsequent years.

In late October, we submitted a Letter of Intent for a Vitalyst Systems Change grant for 2021. If we are invited to participate in the application round, we will be submitting a grant application to fund community surveys/needs assessments for Willcox.

Regional Account Updates

This month SEAGO will be sending out reminders to begin the public process for next year's CDBG Regional Account round. Clifton, Graham County, Patagonia and Willcox will be up for RA CDBG awards in 2021. These communities are encouraged to begin thinking about potential projects. We encourage our communities to engage with the public earlier in the year to avoid public processes running all the way up to the month applications are due.

In 2021, we will also be updating the Method of Distribution which governs how the CDBG Regional Account is administered in our region. It is due for renewal next year.

Planning and Public Service Reminders

As a reminder, we informed our communities earlier this year of changes to the ADOH Application handbook. One significant change is that municipalities are now allowed to do two projects with their CDBG Regional Account grants rather than one — the catch being that the second project must be a Public Service or Planning Only Grant. Some of our communities would like to participate in the SSP or Colonias rounds and compete for extra CDBG funds, but the up-front costs of developing the necessary shovel-ready project can be prohibitive.

The new flexibility in the ADOH application process can potentially help in preparing competitive grant projects in the future, whether CDBG or other.

Community Updates

Below is a brief update on items under development for the future in a couple of SEAGO communities.

Willcox: preliminary work has been done to re-certify Willcox as an ADOH-designated Colonia, which would make Willcox, or parts of Willcox, eligible for Colonias Set-Aside funds. We will resume our efforts in this regard this fall, with an eye towards developing a shovel-ready project in time for the 2022 funding round.

Bisbee: Bisbee has submitted all required documents for re-certifying two neighborhoods in Bisbee as Colonias: Saginaw and Zacatecas Canyon. These efforts are likely to meet with success, at least in the case of Zacatecas. We are still waiting for ADOH action on these.

As a result of the Community Health Improvement Plan (CHIP) process for the Bisbee area, a critical need for affordable housing was identified. Therefore, the City staff and elected officials have been pursuing a multi-faceted strategy for development of affordable housing for the past two years. SEAGO has been asked to assist in developing an Owner-Occupied Housing Rehabilitation pilot program for Bisbee, because preservation of existing units is an important part of maintaining housing stock in the community. The Colonias effort referred to above fits into this strategy — CDBG funds from the Colonias Set-Aside, or the State Special Projects, or Regional Account CDBG can be used for housing rehab in Bisbee in the future. SEAGO has hired a temporary, part-time housing specialist to ramp up this effort.

Please contact me if you have any questions, especially if you represent one of the communities expecting to receive Regional Account CDBG funds next year. It is never too early to begin planning and/or public outreach.

Attachments: None

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: OCTOBER 29, 2020
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. USDA REDI Grant

The goal of the REDI grant is to study the development of regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plan, along with other potential economic development collaboration opportunities.

Background: The planning process is being led by the McClure Engineering Economic Development Division (target industry strategic plan implementation), and Co.Starters (entrepreneur training). SEAGO has assumed a coordinating role under the guidance of the grant management team consisting of representatives from Graham and Greenlee Counties, and FMI.

Current Status: The REDI Grant projects have reformed to focus on priority goals that fit within the current needs and can still be accomplished in the midst of a pandemic. The REDI projects include: Joint Marketing Tools, a Web “Landing Page” for Graham-Greenlee Counties, the design of a Joint Marketing Entity, and the CO.STARTERS Resiliency Program. In addition, through the REDI Grant process, Graham and Greenlee Counties have agreed and identified a collaborative brand, ‘The Copper Duo’. The REDI Grant consultants, Alchemy, are currently working on the draft Marketing Tools, Web “Landing Page,” and Joint Marketing Entity for presentation to the REDI Grant Team for comment and feedback.

2. 2020 EDA Planning Grant

On April 14th, SEAGO submitted an EDA Planning Grant in the amount of \$225,000 to fund the SEAGO EDD program for the next three years. EDA has approved and awarded the EDA Planning Grant subject to annual Congressional appropriations.

3. 2020 EDA Supplemental Grant

On June 1st, SEAGO submitted an application for up to \$400,000 in supplemental planning awards from the Economic Development Administration’s \$1.5 billion CARES Act allocation. EDA has approved and awarded the EDA CARES Act Grant.

After receiving award notification, SEAGO focused on satisfying the Special Award Condition

and developed the Grant Administration Plan for EDA submission. The EDA CARES Act Grant allowed us the opportunity to hire an Economic Recovery Coordinator (ERC). The position was posted through local papers, SEAGO's website, and online job recruitment sites. The ERC Position gathered much interest and we received 22 applications from across the country. Through an internal hiring team and multiple rounds of interviews, we narrowed down the candidates and identified four highly qualified individuals. A local candidate from Sierra Vista, Tonya Nelson, with over 20 years of grant and programming experience will be starting in the ERC Position on November 2nd, 2020.

4. 2021 – 2025 CEDS Process

Background: The Comprehensive Economic Development Strategy (CEDS) is the 5 year plan that captures where we are currently and what ED goals we want to achieve in the next 5 years. The goals identified in the CEDS will help guide our region into a prosperous sustainable economy. The next CEDS is due to EDA in April 2021.

Current Status: The EDA deadline for CEDS submission moved up and must be submitted to EDA in April 2021 instead of June 2021. The CEDS Committee has been identified, contacted, and confirmed with all meeting dates scheduled and sent out. The CEDS Committee is a broad representation of our region and will provide great insight for the strategic process, attached is a copy of the CEDS Committee and CEDS Timeline.

We have contracted Dr. Robert Carreira, US Economic Research, to collect and prepare an analysis of physiographic, socioeconomic and demographic data and characteristics for the SEAGO Region for the 2021-2025 CEDS. Dr. Carreira's data will be presented to the CEDS Committee to assist in the comparison of the 2016 CEDS and an overview of the economy today with projections for the next 5 years. SEAGO has contracted, through the IGA approved on 8/21/2020, Northern Arizona University Economic Policy Institute to assist with the 2021 CEDS Process. NAU will focus on pandemic, disaster recovery and economic resiliency planning. The NAU Team meets weekly with us to strategically coordinate the CEDS Process. The partnership with NAU is allowing the CEDS Process to be utilized to develop an economic recovery and resiliency plan within our regional CEDS, weaving economic resiliency through all strategic goals. NAU has developed an economic community survey to gather local insight on the impact of the COVID-19 pandemic. The survey will be distributed throughout our region during the month of November. The data will be presented to the CEDS Committee, which will give the CEDS Committee broader insight as they develop strategic goals. NAU will use the local ED Community Survey, Regional Data, and CEDS Process to identify needs and develop the economic recovery toolkit, and deliver technical assistance and capacity building in response to what the data shows.

We have initiated a collaborative discussion and met with the other COG's on October 13, 2020, engaging NACOG and CAG. Prior to the October meeting, a pre-work survey was developed and sent to the COG's to identify commonalities amongst the regions and lead to the discussion of selecting shared resiliency measures. The discussion is on-going with the next meeting scheduled for November 9, 2020.

I'll be pleased to answer any questions you may have at our meeting.

Attachments: CEDS Committee List & CEDS Timeline

Action Requested: Information Only Action Requested Below:

2021 CEDS Committee

	First	Last	Title	County
Government:	Ann	English	Cochise County Supervisor	Cochise
Government:	Theresa	Coleman	Bisbee City Manager	Cochise
Private Sector	Dan	Valle	International Director Southeast Arizona Hispanic Chamber	Cochise
Higher Education	Barabara	Richardson	Cochise College Dean	Cochise
Workforce Development	Vickie	Simmons	Arizona@Work	Cochise
Government:	Caleb	Blaschke	Wilcox City Manager	Cochise
Private Sector	Alan	Baker	Baker Precision Firearms	Cochise
Private Sector	Mignonne	Hollis	Arizona Regional Economic Development Foundation	Cochise
Private Sector	George	Scott	Southeast Arizona Economic Development Group (SAEDG) - Benson	Cochise
Private Sector	Heather	Floyd	Benson Chamber of Commerce	Cochise
Private Sector	Dan	Watkins	Benson Chamber of Commerce	Cochise

Government:	Toney	Boone	Sierra Vista Econ. Dev. Dir.	Cochise
Government:	Michael	Cline	Sierra Vista Econ. Dev.	Cochise
Government:	David	Koch	Chief, Plans, Analysis and Integration Office (PAIO) USAG, Fort Huachuca, AZ	Cochise
Government:	Rachel	Gray	Mayor Pro Tem	Cochise
Government:	Dawn	Prince	City Manager Douglas	Cochise
Government:	Vicki	Vivian	Benson City Manager	Cochise
Government:	Richard	Ortega	Safford Vice Mayor	Graham
Government:	Heath	Brown	Thatcher Town Manager	Graham
Private Sector	Sean	Wenham	Strategic Community Development Manager Freeport McMoran Co	Graham
Private Sector	Adam	O'Doherty	United Way of Graham and Greenlee Counties CEO	Graham
Government:	John	Casella	Safford City Assistant city Manager	Graham
Higher Education	Kevin	Peck	Eastern Arizona College SBDC	Graham/Greenlee
Government:	Luis	Montoya	Clifton Mayor	Greenlee

Government:	Akos	Kovach	Greenlee County Econ. Dev. Coord.	Greenlee
Private Sector	David	Gomez	Property Management/ Vice Chairman Board of Supervisors	Greenlee
Private Sector	Deborah	Mendelsohn	Simpson B&B in Duncan	Greenlee
Government:	Rudy	Perez	Clifton Town Manager	Greenlee
Private Sector	Keith	Watkins	Sr. Vice President, Legi slative Affairs and Rura l Development (AZ Commerce Auth)	PHX
Private Sector	David	Budd		Cochise/Santa Cruz
Government:	Jennifer	St. John	Santa Cruz County Manager	Santa Cruz
Government:	Arturo	Garino	Nogales Mayor	Santa Cruz
Government:	Diana	Cruz	Nogales Mayor Executive Assistant	Santa Cruz
Private Sector	Antony	Sedgwick	Rancher	Santa Cruz
Higher Education	Dr. Stella	Perez	ED of Santa Cruz Community College	Santa Cruz
Private Sector	Nils	Urman	Executive Director Nogales Community Development Corp	Santa Cruz

	Government	Private Sector	Higher Eduction	Total
Cochise County	9	7	1	17
Graham/ Greenlee County	6	4	1	11
Santa Cruz County	3	3	1	7
<i>*1 Representative with Legislative Affairs and Rural Development (AZ Commerce Auth)</i>				36*

DRAFT
SEAGO CEDS Committee Process

Working Agenda

Sept 22 – Weekly Meeting (SEAGO, NAU, CFA)

1. Set dates for sub-regional meetings
2. Review/Discuss survey to be sent to SEAGO businesses

Sept 28 10:00 -11:00 AM – CEDS Content Meeting (SEAGO, NAU, CFA)

Oct 6 – Weekly Meeting (SEAGO, NAU, CFA)

1. Discuss Oct 13 COG meeting and agenda
2. Final review of business leaders' survey to be sent to SEAGO businesses
3. Send prep work survey to COG meeting attendees

Oct 13 8:00 -10:00 AM – Council of Governments Meeting

4. Potential resiliency measures and NAU comparative data analysis
5. Commonalities/Discuss pre-work survey
6. Develop/Discuss potential model strategies for disaster and pandemic recovery and resiliency

Nov 17 & 18 – Sub-regional Meetings

Nov 17 9:00 –11:00 AM	Cochise County
Nov 17 1:00 – 3:00 PM	Santa Cruz County
Nov 18 10:00 AM –12:00 PM	Graham/Greenlee Counties

7. Welcome/Introductions
8. What is a CEDS?
9. Overview of Process/Requirements/Timeline
10. Review Outcomes/Challenges from 2016-20 CEDS
11. SWOT/Environmental Scan (Pre-work by Committee members to review existing SWOT section and note any additions/deletions/other edits and links to projects)
12. Other planning processes to note in the region/subregion
13. Review next steps
14. Adjourn

Deliverable: **Nov 30, 2020** – Submit findings from 1st Sub-regional meetings to CEDS Committee members

TBD – NAU survey to SEAGO businesses (date), open through (date)

TBD – NAU shares SEAGO business survey results at weekly meeting

Dec 15 & 16 – Sub-regional Meetings

Dec 15 9:00 –11:00 AM Cochise County
Dec 15 1:00 – 3:00 PM Santa Cruz County
Dec 16 10:00 AM –12:00 PM Graham/Greenlee Counties

1. NAU business survey results, current economic data overview, and comparing that to previous CEDS timeframe data
2. Strategic Direction/Incorporate Economic Resilience
 - a. Vision/Mission
 - b. Focus Areas/Strategies Goals/Objectives/Tasks
 - c. Other considerations
3. Action Plan/Implementation
 - a. Partnerships/Collaborations
 - b. Roles and Responsibilities
 - b. Resources
 - c. Timelines
4. Performance Measures/Arizona We Want Progress Meters/Evaluation

Deliverable: Jan 22, 2021 Distribute 1st draft to CEDS Committee

Feb 9 & 10 – Sub-regional Meetings

Feb 9 9:00 –11:00 AM Cochise County
Feb 9 1:00 – 3:00 PM Santa Cruz County
Feb 10 10:00 AM –12:00 PM Graham/Greenlee Counties

Review/Solicit/Incorporate comments on initial draft

Feb 15-Mar 12, 2021 – Public & Stakeholder Review

Deliverable: Mar 19, 2021. Distribute 2nd draft to CEDS Committee, SEAGO Administrative Council and Executive Board

Mar 22-Apr 2, 2021 – Sub-regional OR full CEDS Meeting(s)

Review and consider recommendation to SEAGO Administrative Council and Executive Board for approval

Apr 5-21, 2021 – SEAGO Administrative Council and Executive Board approval

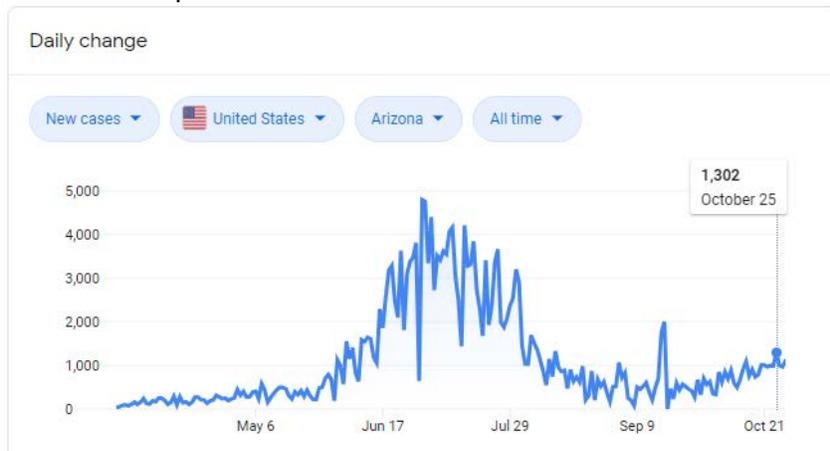
April 30 – Submit final CEDS to EDA



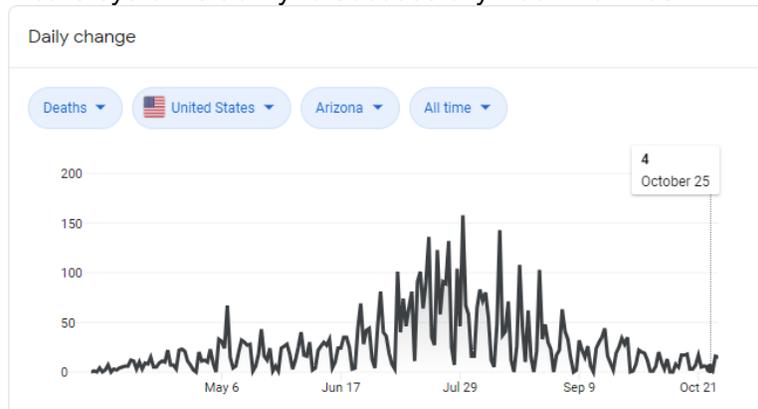
ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: OCTOBER 29, 2020
SUBJECT: SEAGO-AAA PROGRAM UPDATES

COVID-19 CASES TREND UPWARD: The AZDHS dashboard indicates a gradual increase in new cases from the beginning of October to the end of the month. Whether this trend is due to increased testing or whether it indicates a possible outbreak remains to be seen:



The encouraging news is COVID related deaths appear to have leveled off which may indicate advances in the health care system's ability to successfully treat the virus:



Our nutrition sites are not yet prepared to open their doors to participants and continue to provide meals on the go. There has been an increasing amount of people in need of COVID meals and funding is projected to run out by December. The AAA is continually looking for ways to enhance participation in our existing programs as this helps reduce isolation, loneliness, and promotes healthier lifestyles. However, case managers remain unable to perform in-home client assessments;

AAA staff must limit in-person classes to ten participants; and we continue to meet with and counsel clients via telephonic appointments. The AAA is distributing PPE to 100 clients who have been identified as having a need for such items. PPE packets include face masks, face shields, gloves, sanitizer, toilet paper, and personal hygiene items, and are expected to be delivered before Christmas.

READI Meals Program: The Phase #2 continuation of the READI Meals program is now beginning to move forward after a slowdown due to COVID restrictions. In September, the first Water Activity Meter was set-up at the AAA office in Bisbee. Sample batches packaged before COVID are now being tested, and the final phase of the employee-training manual is being completed. We expect to finish the final draft of the training and operations manual in the next three months. If COVID restrictions continue to lift, the Water Activity Meters will be deployed and set up at nutrition sites and training is anticipated to begin in December of this year when the health departments tell us they believe it is safe to continue.

Family Caregiver Support Program (FCSP): FCSP is reaching out to Faith-based communities to create an informed community of stakeholders dedicated to helping vulnerable and diverse populations, identifying and supporting Caregivers, and building volunteer opportunities. The goal is to meet caregivers, patients, faith leaders, and other community resources to enhance the patient's quality of life, develop trust, and link spirituality.

- *CARE, a peer-led Family Caregiver Support Group:* **Held every Wednesday at 10:00 AM**, these online weekly meetings are facilitated and peer-led by a AAA volunteer and are open to all Caregivers. The virtual platform enables us to reach the far corners of our rural communities, our homebound caregivers, and even other regions throughout our state.
- *FCSP Reassurance program:* With the assistance of volunteers, Reassurance is addressing social isolation and loneliness through direct mailings, email, and telephonic visits with caregivers receiving services. The program offers relevant information, services, and wellness checks and contact reassures caregivers that the AAA is remains present and continues advocating for them.
- *Community Education, Information and Outreach:* We have established virtual platforms such as Zoom Community Connection meetings to connect with organizations throughout our regions to introduce AAA services, and discuss opportunities for partnering.

The Family Caregiver Program is celebrating our caregivers by preparing "**Stress Less**" **Gift Bags**. The gifts will be distributed to our caregivers in honor of National Caregiver's Month in November. Being a caregiver to a family member is a 24/7/365 responsibility and those that sacrifice every day deserve to be supported. The gift bags will contain COVID PPE items, useful, meaningful stress relieving gifts, books and information.

Ageing and Disability Resource Center (ADRC): The AAA has established a partnership with DIRECT Center for Independent Living. We met with the Social Worker and the Lead Case Manager of the Carondelet Holy Cross Hospital in Santa Cruz County to collaborate toward a mutual partnership, and an appointment is being arranged with Canyon Vista Hospital in Cochise County to do the same. Since COVID began, CMS has mandated that the hospitals work closely with AAA's to provide safe care transitions for people affected by COVID-19. The AAAs throughout the state are all working together in making this an effective process for older adults, adults with disabilities, and

unpaid family caregivers. Carrie Gibbons, Management has initiated her training and will be part of ADRC for the SEAGO AAA to help facilitate case management aspects for the project.

Long Term Care Ombudsman Program (LTCO): With proper guidance from the AZ Department of Health Services, LTC Ombudsmen have started re-entering facilities with appropriate PPE and other precautions. Only one facility can be visited per day and we are unable to enter facilities with staff or residents who have tested positive within the last two weeks. Due to the lack of LTC volunteers in our region, Shi Martin prioritizes her visits and responds primarily to client complaints. Shi will schedule visits to Graham and Santa Cruz County facilities to respond to needs in those areas as they present themselves. The LCTO program is in great need of volunteers to provide quality care and attention to our LTC facility residents.

Case Management: CARES Act funding has allowed us to prepare for the transition of Case Management services to in-house. Carrie Gibbons has been working closely with our case managers and monitoring activities to stay within contract requirements. Since the beginning of September, Carrie has been dedicating 50% of her time to case management coordination. The main goal is to minimize carryover funds. With this, Carrie uses the AAA Analysis tool created to track expenses, prevent over-utilization and under-utilization of services, and monitor case management for consistency and uniformity region-wide. Carrie is also working with case managers to put together a comprehensive and region-based case manager handbook and update case management program instructions. By the end of this fiscal year, we hope to bring Santa Cruz County Case Management in-house.

Legal Services: Southern Arizona Legal Aid chose not to respond to the AAA's Request for Applications for Legal Services. Since then, we have been exploring options for an organization to provide legal services in at least one of our counties to comply with our contract with ADES-DAAS. We are in the process of vetting a potential law firm who is interested in providing this type of service. Because Cochise County is our most populated county with greater needs, we hope to begin there.

Home Safety Program: Unfortunately, our hopes to establish a partnership with SEACAP to assist us with implementing the HSP program, did not come to fruition. Adaptive aids continue to be a need and we encourage eligible caregivers to reach out to the Arizona Family Caregiver Reimbursement Program and apply for up to 50% reimbursement. For those individuals needing wheelchair ramps, we are supporting Servants at Work (SAW's) to help with this service. If you know of any other contractors willing to work with the AAA in the four-county region for this service, please have them reach out to me for program details.

State Health Insurance Program – Senior Medicare Patrol Programs (SHIP-SMP): Medicare Annual, Open Enrollment Period, is **October 15 through December 7**. Due to COVID-19, we will continue to do Medicare counseling via telephone and virtual meetings. The good news for 2021 is that more Medicare plans are available in all four counties, and premiums have gone down on most of them. Statewide, we have 32 Prescription Drug Plans with premiums ranging from \$6.60 to \$105.50. Drug plan deductibles will range anywhere from \$0 to \$445. By county, the number of Medicare Advantage plans has also increased:

COUNTY	# OF PLANS	WITH DRUG COVERAGE	SPECIAL NEEDS PLANS	PREMIUMS
COCHISE	12	8	5	\$0 - \$88
GRAHAM	11	7	5	\$0 - \$88
GREENLEE	9	4	5	\$0 - \$52
SANTA CRUZ	16	12	5	\$0 - \$120

To make an appointment for Medicare Annual Open Enrollment Plan Review, individuals can call: 520-432-2528 Ext. 222; email: shiphelp@seago.org; or go to <https://www.seago.org/state-health-insurance-assistance-program> and fill out a questionnaire or request an appointment online.

Health and Nutrition Program (HNP): During this time, the health promotion program continues to explore options for connecting remotely to implement healthy aging practices. Health and Nutrition classes offered include: Tai Chi for Arthritis and Fall Prevention I; Tai Chi for Arthritis and Fall Prevention II; and the Aging Mastery Program. Options for remote participation are available, but in-person classes are not possible. We anticipate that remote programs will be necessary for several months more, especially for the most vulnerable populations, including older adults and adults with multiple chronic conditions.

Evidence-based programs proven to help older adults reduce their risk of falling may be explored on our [Facebook](#) page. You can also visit our AAA [webpage](#) to find a program near you. Check our calendar of events for specific class information or call (520) 432-2528 or email: nromo@seago.org to inquire about upcoming classes in your Community!

End Of Life - Thoughtful Life Conversations (EOL): We are currently developing and promoting a Workplace Initiative by seeking out larger businesses and organizations that would like to provide education to their employees on advance healthcare planning. We present the *TLC Advance Healthcare Planning* program via Zoom to two area Division of Developmental Disabilities offices, and seek to provide it to others in the SEAGO region. Mariposa Community Health Center in Santa Cruz County has participated in this program by having two employees serving the Community attend and we will be providing them further training. We also continue providing monthly *Thoughtful Life Conversations* via Zoom in the region. Our Faith-based Initiative also includes outreach to faith leaders to support them in imparting information on advance healthcare planning to their congregations. One-on-One help with Advance Care Planning is also being done by request. We have submitted our winter report to the David and Lura Lovell Foundation and will be reaching out to the Legacy Foundation for consideration funding for the AAA to continue with these efforts. The EOL dashboard and the introduction letter to the Workplace Initiative is attached for your review.

OTHER INFORMATION

Census 2020 Update (As of October 16, 2020): The US Census count has ended with Arizona's overall response rate at 64.1% compared to 77% in 2010. Our lower response rate will most likely have a negative impact on our region's funding levels for most services.

Census Response Rates as of 10/16/2020			
National: 67.0%		Arizona: 64.1%	
Cochise: 61.4%	Graham: 56.5%	Greenlee: 42.1%	Santa Cruz: 58.1%
Benson: 56.8%	Safford: 65.4%	Clifton: 43.7%	Nogales: 55.3%
Bisbee: 60.1%	Thatcher: 66.3%	Duncan: 41.9%	Patagonia: 41.2%
Douglas: 58.1%			
Huachuca City: 61.2%			
Sierra Vista: 70.4%			
Tombstone: 48.1%			

Willcox: 51.6%			
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Facebook Statistics: From 9/24 to 10/21, our Facebook posts reached over 7,852 with 1,020 actively engaging with a post. We currently have 573 followers and our videos are available in the video section of our Facebook page. New webinars and meetings are listed in the "events" section. Below are links to the AAA social media and website resources:

Facebook: <https://www.facebook.com/seagoareaagencyonaging>

Instagram: https://www.instagram.com/seago_area_agency_on_aging/?hl=en

Twitter: https://twitter.com/seago_on

Website: <https://www.seago.org/area-agency-on-aging>

Virtual Tai Chi Classes: <http://seagovirtuالتاichi.eventbrite.com/>

SEAGO Area Agency on Aging Mobile Phone App: In our ongoing efforts to find ways to increase visibility, stay connected with our clients, and give our clients the tools they need to follow what we do and learn what we have available for them, John Meridith and Nubia Romo have created a mobile phone app. This new tool will help our clients and communities stay connected, schedule appointments, view event fliers, and access the resource directories on their cell phones or tablets anytime. While this app is still in the development process, we wanted to inform you so you can help us share the information as soon as it is available.

Additional Resources:

[AAA Fall Newsletter](#)
[COVID-LTC visitation guidelines](#)

Attachments: AZ Family Caregiver reimbursement program; EOL dashboard; Workplace Initiative letter; AAA Mobile App flier.

Action Requested: Information Only Action Requested Below:



Arizona Family Caregiver Reimbursement Program

Starting January 1, 2020, family caregivers can receive a **50% reimbursement up to \$1,000 for home modifications and assistive care technology**. The family member must be 18 years or older, and requires help with one (1) or more daily tasks.



Important: <<

- Home modifications and assistive care technology purchases must occur on or after **January 1, 2020**.
- Applications are reviewed on a first-come, first serve basis due to limited funding.
- Family caregivers who receive reimbursement are *not* eligible to apply again for three (3) consecutive calendar years.
- For reimbursement over \$600 a 1099 tax form will be provided.

Applications and program details are available starting January 1, 2020 by speaking with a Caregiver Resource Specialist at (888) 737-7494.

Visit azcaregiver.org for more details.



Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Aging and Adult Services at 602-542-4446; TTY/TDD Services 7-1-1 • Español al reverso



Programa de reembolso para cuidadores familiares de Arizona

A partir del 1 de enero de 2020, los cuidadores familiares pueden recibir un reembolso del **50% hasta \$1,000 por adaptaciones en el hogar y tecnología de asistencia**. El miembro de la familia debe tener 18 o más años y requiere la ayuda con una (1) o más tareas diarias.



Importante: <<

- Las adaptaciones en el hogar y las compras de tecnología de asistencia deben ocurrir a partir o después del **1 de enero de 2020**.
- Las solicitudes se revisan por orden de llegada debido a la escasez de fondos.
- Los cuidadores familiares que reciben reembolso **no** podrán solicitar de nuevo por tres (3) años calendario consecutivos.
- Se proporcionará un formulario fiscal 1099 para reembolsos de más de \$600.

Las solicitudes y los detalles del programa están disponibles a partir del 1 de enero de 2020 al hablar con un especialista en recursos para el cuidador al (888) 737-7494.

Visite azcaregiver.org para más detalles.



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

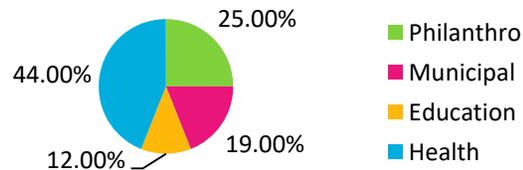


Arizona Caregiver Coalition

Serving the Needs of Arizona Caregivers

Programa y Empleador con Igualdad de Oportunidades • Servicios y ayudantes auxiliares para personas con discapacidades están disponibles a petición • Para obtener este documento en otro formato u obtener información adicional sobre esta política, comuníquese con el División de Servicios para Adultos y Personas de la Tercera Edad al 602-542-4446; Servicios de TTY/TDD: 7-1-1 • English on the reverse

Partners



- Arizona Hospital and Healthcare Association (AzHHA) – TLC
- Community Coalition for Advance Care Planning (CCACP)
- Canyon Vista Medical Center (SV)
- Cochise College
- Cochise County Library District
- City of Sierra Vista
- Legacy Foundation of Southeast Arizona
- SEACUS –Graham County
- Mariposa Community Health Center
- Greenlee County Health Department
- Department of Economic Security Division of Developmental Disabilities
- Northern Cochise Community Hospital
- Hospices in Cochise, Graham, Greenlee and Santa Cruz Counties
- Health Current Health Info Exchange
- End Of Life Care Partnership (EOLCP)
- UA South
- AZ Community Foundation

Distribution Methods

Area Agency on Aging - 21,840 reached

- AAA Facebook
- AAA Website
- AAA Constant Contact
- AAA Newsletter

Media Outlets

- Radio PSA's
- Local News Papers

Local Resources

- 5 Local Chambers of Commerce
- Cochise County Update
- Community Bulletin Boards
- Community Calendars

Other Partnerships

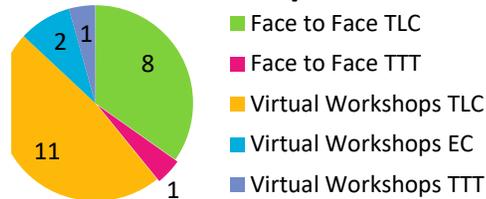
- Community Coalition for Advance Care Planning - 23 Members

Programs Outputs

355 Participants



Workshops



In Person Locations

- Bisbee 1
- Clifton 1
- Portal 1
- Sierra Vista 5
- RioRico 1



Community Education and Outreach

- Huachuca City Senior Center Open House - 50 Attendees
- Willcox Senior Breakfast - 30 Attendees
- Sierra Vista Senior Fair - 175 Attendees
- 40 one on one help with advance directives

Faith Based Community Initiative

(info shared and number of faith leaders reached)



- ACP & Covid-19 Guide -55 reached
- C-TAC Stipend Info – 56 reached
- AAA Covid-19 ACP YouTube video – 55 reached
- AAA Caregiver Support and EOL Matters Programs direct mailings -117 reached

Administrative Council Mtg - 11-5-2020

Outcomes and Community Impact

HELPFUL

- **96%** of respondents found the workshop **helpful**

KNOWLEDGE

- **94%** of respondents report Increased **Knowledge** of advance care planning

CONFIDENCE

- **93%** of respondents report increased **confidence** in discussing their wishes with loved ones

CONVERSATIONS

- **93%** of respondents say they will have **conversations** about their wishes with loved ones and friends

DISCUSSION

- **81%** of respondents say they will **discuss** their wishes with loved ones and healthcare providers within 30 days

“Very helpful information on both a personal and professional level. Well done!”

“I greatly appreciated it. It really helped motivate me to action.”

“Loved the resources provided-very clear and easy to share with others as well.Thank you!”

Workplace and College Initiatives

- AAA TLC – 11 Attendees
- DDD TLC - 14 Attendees
- MCHC TLC – 2 Attendees
- Cochise College -225 Attendees
- UA South – 37 Attendees

53 of 57

Hello,

I am working with SEAGO Area Agency on Aging. My background is in Employee Wellness, Education and Hospice. I am passionate about advance healthcare planning as I have seen firsthand how having these conversations with loved ones and our healthcare providers can make such a difference. People believe it is very important but can be at a loss on how to begin or what forms are necessary. We make Advance Healthcare Planning easy through our *Thoughtful Life Conversations - Advance Healthcare Planning*. We have partnered with many different organizations throughout our 4-county region. We have had much positive feedback including such comments as:

“Very useful information. I loved the wish card game, it puts everything into perspective, it was an eye-opener.”

“Loved the resources provided - very clear and easy to share with others as well. Thank you!”

Throughout the country, businesses are offering their employees workshops on health and wellness topics which include advance healthcare planning. Employees learn about and also how to complete their own Advance Directives (Living Will, Medical Power of Attorney, etc.) This benefits them, as well as their families and friends. Many employees are caring for a family member and this attention to advance care planning can make a huge difference in minimizing suffering and conflict down the road. That can positively impact employee wellness and productivity. Here are some details:

- ~ Grant funded - services are available to you FREE of charge
- ~ 1¼ hour meeting via Zoom (in person presentations prior to COVID-19)
- ~ Trained facilitators (training was provided by Arizona Hospital and Healthcare Association)
- ~ Content is user-friendly and engaging and brings peace of mind for participants
- ~ Over 93% of participants felt more confident to discuss advance care planning
- ~ 96% felt the information presented was helpful
- ~ Great addition to what you already offer your employees

We provide the education. You provide the opportunity for your employees and show an attitude of compassionate caring. I would love to talk with you further about what we can offer and how we can fit into your company's program. Please feel free to check out our website for resources including advance directives that can be downloaded at no charge: www.seago.org/advance-care-planning

Thank you and I look forward to hearing from you!

Wishing you well,

Ronnie

Veronica "Ronnie" Squires, M.A.

Community Education Coordinator, SEAGO Area Agency on Aging Region VI

Community Coalition for Advance Care Planning Chairperson

Feel Well Sleep Well Owner

520-355-5226 (mobile), feelwellsleepwell@gmail.com, www.seago.org/advance-care-planning

[YouTube Video on Advance Healthcare Planning in the Time of COVID-19](#)



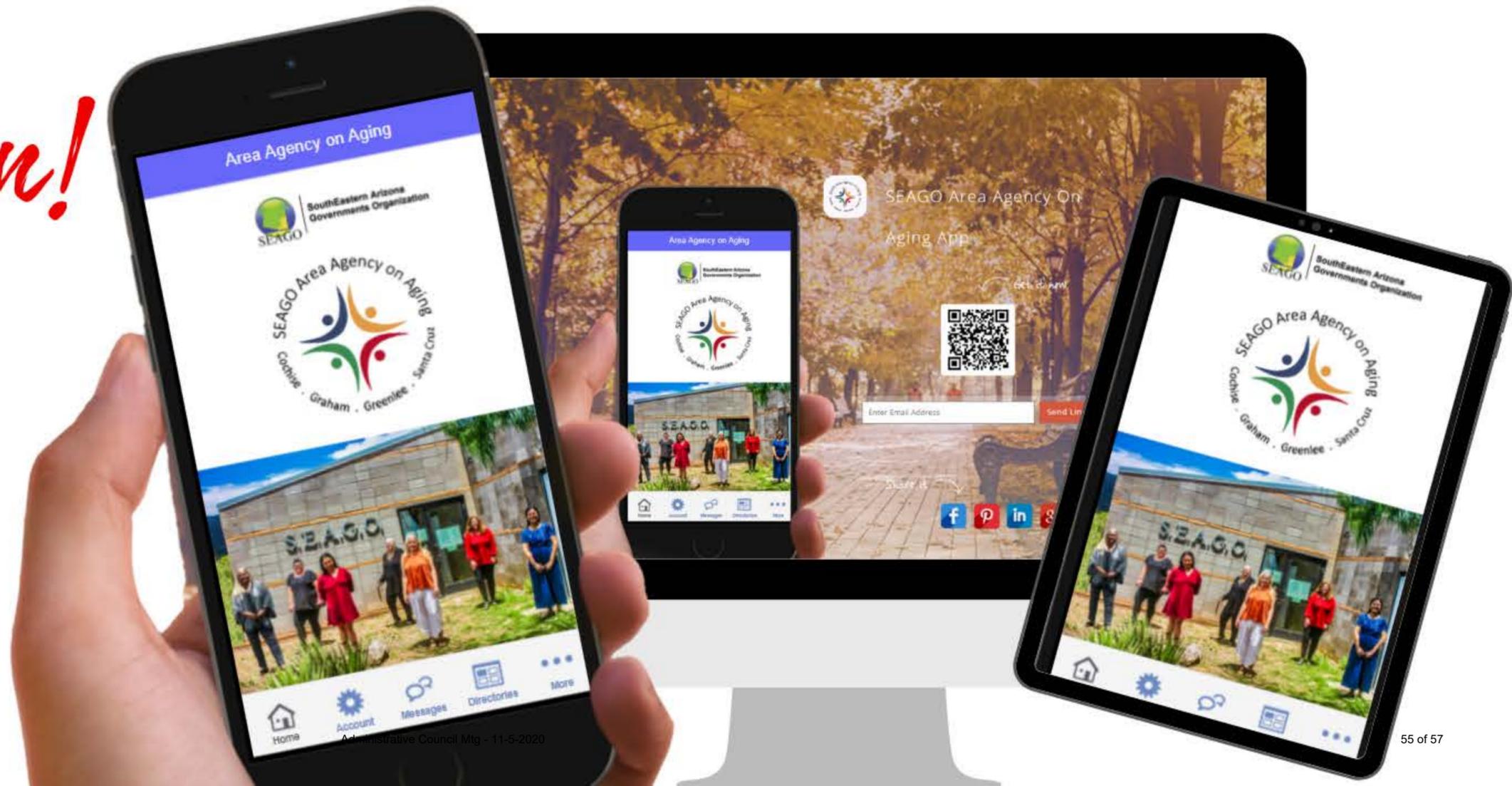


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YOUR GUIDE TO
RESOURCES AT
YOUR FINGERTIPS

MOBILE APP

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ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: OCTOBER 29, 2020
SUBJECT: TRANSPORTATION PROGRAM UPDATES

The following is a brief update regarding the Transportation and Transit projects and activities that SEAGO is currently involved in:

ADOT FTA Section 5305(e) Planning Grant Opportunity: ADOT recently released its FFY 2020 FTA Section 5305(e) Notice Of Funding Availability (NOFA). This grant provides transit planning funding for non-urbanized areas. We have used this funding in the past to develop the Cochise Intercity (Cochise Connection) Transit Feasibility Study and Implementation Plan, the Willcox Transit Feasibility Study and Implementation Plan, and the Cochise County Public Transit Consolidation Study.

During the initial outbreak of COVID-19, we found that many of our FTA Section 5311 and FTA Section 5310 providers lacked emergency planning tools and protocols to not only address pandemic issues, but lacked basic procedures to address a variety of potential internal and external emergencies. SEAGO is currently considering the development of a Regional Transit Emergency Coordination Plan as the planning activity for this grant opportunity. However, if a member agency has an immediate transit planning need we are open to changing course.

FTA Access and Mobility Partnership Grant Application: In May 2019, SEAGO was awarded a FTA Access and Mobility Partnership Grant in the amount of \$235,852. The grant provides transportation services to the low income, elderly, and disabled to medical mobile clinic services. The project also includes access to food packages prepared by local food banks. The basis being without proper nutrition, the medical assistance provided is not sustainable. Do to COVID-19 and requirements to access the FTA transit management and billing systems the project was delayed. We are now ready to kick-off the project. We have 14 months to spend the funding (through December 31, 2021). This has required adapting our original model and expanding our service area. We will be shifting to a voucher program that will take advantage of our current transportation systems/programs. Vouchers will be provided to foodbanks, health/medical/social service providers, and homeless shelters free of charge to support medical and food access for their clients in Bisbee, Benson, Douglas, Tombstone, the Willcox area.

Willcox Transit Feasibility Study: In February, the City of Willcox submitted a FTA Section 5311 (Rural Public Transit) grant application to ADOT. The City of Willcox proposed a Dial-a-Ride service that would benefit Willcox and its surrounding communities. On June 23, 2020, the City received an award notice funding the project. Funding was approved a one-year ramp-up period beginning in October 2020. Operations are scheduled to kick-off on October 1, 2021.

SEAGO has completed an Implementation Plan for the project. The plan identifies service type, service area, a start-up budget, a 2-year capital and operating budget, an operating schedule, a driver's manual, operating procedures, a public involvement plan, and a marketing plan. The Plan has been provided to the City of Willcox and ADOT. The plan can be found at www.azmobility.org.

Cochise County Public Transit Consolidation Study: In February 2019, SEAGO received an FTA Section 5304 Planning Grant to conduct a Cochise County Public Transportation Consolidation Study. With the addition of Willcox, Cochise County now has four rural public transportation programs (FTA Section 5311) and a FTA Section 5310 program (VICaP) that fills many of the transit gaps not covered by our 5311 programs.

The purpose of the study is to analyze the agencies' costs for grant preparation, administration, service, labor, capital, technology, sources of local match, and marketing. The goal is to identify areas of consolidation that are feasible and can present significant cost savings to our transit operators. A Public Involvement Plan for the project has been developed. A public meeting was held on March 4, 2020 and Technical Advisory Committee meetings were held on April 15 and June 16, 2020. SEAGO has recently completed the data collection phase of the project. We will begin the data analysis phase in October and expect to present the data analysis to the study's TAC in early December.

Santa Cruz County RTA (Regional Transportation Authority) Feasibility Study: In FY19, SEAGO had approximately \$50,000 in carry-over State Planning and Research Funds that needed to be spent on a planning project. After discussion with the TAC, this project was identified. The project will be completed in multiple phases. Phase 1 is a research project. SEAGO has collected Santa Cruz County transportation/transit related studies completed at the state or local level during the last 15 years. In February, SEAGO conducted a review with the City of Nogales and Santa Cruz county to determine the aspects of each plan that are still valid in our current economic and transportation climate. As a result of that meeting, SEAGO is developing an updated list of potential projects. Due to COVID-19 this project has been delayed until early January.

SEAGO Internal Traffic Count Program: SEAGO is ready to kick-off this program. SEAGO receives approximately \$18,000 a year for HPMS activities. We have incorporated the internal traffic count program in our Work Program and are able to use those funds for local traffic counting. Traffic counts will only be conducted on local roads to support local agencies and fill ADOT counting gaps. In March, the TAC reviewed and provided comment on operational and safety procedures for the program. We have finalized those procedures and have secured the counting equipment for the program. In October we began testing our processes and equipment. We have worked with ADOT to identify gaps in traffic count data collection. A majority of our data gaps are currently in Graham County. We expect to begin counting following the Thanksgiving holidays.

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

Attachment: None.

Action Requested: Information Only Action Requested Below