



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, May 6, 2021 at 9 a.m.

In-Person:

[375 East 7th Street, Benson, Arizona](#)

Via Zoom:

<https://us02web.zoom.us/j/87100012735?pwd=bk11YjBpbVdINm9Cc2lmYlc5NUIiQT09>

We plan to hold this meeting in accordance with CDC guidelines (< 10 individuals attending in-person) on a first come, first served basis. All remaining Administrative Council members and SEAGO staff may attend via Zoom. Members of the public will not be allowed to attend in person but are welcome to attend via Zoom. **The address above is also a link to a Google Map showing the meeting location.** If you are unable to attend, please send an alternate to ensure that we will 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, MAY 6, 2021
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
375 EAST 7TH STREET, BENSON, ARIZONA

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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VI. RTAC REPORT

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VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Blaschke	N/A
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VIII. FUTURE AGENDA ITEMS

Chair Blaschke	N/A
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IX. ADJOURNMENT

Chair Blaschke	N/A
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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, FEBRUARY 11, 2020
ZOOM MEETING**

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

MEMBERS PRESENT: Brown, Heath – Town of Thatcher
Coleman, Theresa – City of Bisbee
Coxworth, Dan – Cochise County
Lewis, Sean – Town of Pima
McLachlan, Matt – City of Sierra Vista
Pedroza, Luis – City of Douglas
Rapier, Derek – Greenlee County
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
Vertrees, Chris – Transportation Program Administrator
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin – RTAC
Meyers, Cynthia – AAA Read-Meals

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Vice Chair Vivian called the meeting to order at 9:05 a.m.

II. MEMBER ENTITIES' DISCUSSION

Theresa Coleman, City of Bisbee, gave a shout-out to Stephen, Maria and Keith saying she really appreciates the efforts they've made on behalf of Bisbee. Dan Coxworth, Cochise County, advised Stantec had completed the Douglas Port of Entry water and wastewater feasibility study. Vicki Vivian, City of Benson, advised that their Lyons Club provided them their 2,400 square foot building to use for their Council Chambers. The City closed their bond transaction in December which will allow them to build a new City Hall. She advised they will have \$3.2 million available and the project is currently estimated to cost between \$2.8 and \$3 million for a 10,000 square foot facility. The Visitor's Center just installed ATCS system with Railway.com which monitors trains on the tracks and sounds a train horn when one is approaching. Fuel tanks were delivered to the airport and they hope to have them operational by the last week in March.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PUBLIC HEARING – SEAGO'S application to the Arizona Department of Housing for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments

Vice Chair Vivian opened the public hearing at 9:09 a.m. and closed the public hearing at 9:10 a.m., as there was no one present from the public.

V. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 5, 2020 Minutes
 - b. Nomination to the Advisory Council on Aging (Willcox)

Matt McLachlan made a motion to approve the Consent Agenda.

MOTION: Matt McLachlan
SECOND: Dustin Welker
ACTION: Unanimous

2. Discussion and possible action to recommend approval of Resolution No. 2021 - 01 authorizing SEAGO's application to ADOH for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments

Keith Dennis explained that the Cares Act passed last year and there are two funding lines available: one is for emergency shelter or transitional housing; the second is for emergency subsistence payment to landlords, mortgage companies and utilities for people affected by COVID-19. SEAGO is applying for \$500,000 for Cochise, Graham and Greenlee counties as Santa Cruz County applied on their own for \$400,000. The funds will be distributed on a first come-first-served basis.

Matt asked if the grant covers the urbanized areas or just rural areas of Cochise County. Keith explained it is available to everyone. Matt noted other agencies have similar funding and asked if there will be a system in place that will prevent duplication. Keith explained that there is a requirement that there is no duplication.

Matt McLachlan made a motion to recommend that the Executive Board approve Resolution No. 2021 – 01 authorizing SEAGO to submit an application to the Arizona Department of Housing for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments.

MOTION: Matt McLachlan
SECOND: Derek Rapier
ACTION: Unanimous

3. Discussion and possible action to recommend approval to issue a Request for Proposals for Auditing Services

Randy explained every five years staff must seek Board approval to issue a Request for Proposals for Auditing Services to have in place by the time the audit becomes due for the current fiscal year.

Vicki Vivian made a motion to recommend approval to the Executive Board for staff to issue a Request for Proposals for Audit Services.

MOTION: Vicki Vivian
SECOND: Heath Brown
ACTION: Unanimous

4. Discussion and possible action to recommend approval for the purchase of a modular office building and the expenses to relocate the structure and make associated improvements

Randy Heiss reminded everyone that at the Strategic Planning Retreat last year, it was noted that the lease for office space for the AAA would be ending by June of 2022. He described the current AAA office situation and presented a slide show of the current conditions. He believes AAA has outgrown the space, so he has been

looking at other available options. He researched prices for commercial office space in another city (Sierra Vista), as there is no office space in Bisbee. There are many lease options that will work; however, doing so would be expensive; \$13,000 - \$26,000 per year. In addition, there may need to be leasehold improvements done to the space to make it work (ADA accessibility; IT issues, storage); and the distance between the Administrative and AAA offices would fragment the agency. Randy explained the third option which is creating another facility on the current property owned by SEAGO and outlined the possible costs to build from scratch, which would not be cost-effective.

He stated that he discovered a modular office building for sale in Sierra Vista that would serve the AAA well into the future and could be relocated to the Highway 92 campus. Randy provided a slide show with photos of the modular building and compared it to the existing AAA office space. He explained the cost of building is \$40,000 and there would need to be some additional costs to transport, set up, and make certain improvements building. He explained that originally, he had planned to asked to use money from the fund balance to pay for the building. However, AAA had monies from ADES that hadn't been spent and SEAGO asked if they could be carried over to fund this project and ADES authorized it. These funds must be used by June 30th and anything left will be returned to the State. He stated that if there are expenditures that don't meet that deadline, he will request authorization to use fund balance for those, but they will be recouped eventually through depreciation.

He explained that this project would have to be done in steps and that it could not be put out to bid as one complete package. He would get as much done as he could by June 30 and then fall back on the fund balance for the remaining work. Matt McLachlan stated the City of Sierra Vista is familiar with that building and asked if the building has been verified by the Bisbee Building official to meet their building code requirements. Randy responded that he has sent all documentation to Bisbee and there were no red flags raised. Matt advised that Sierra Vista has ruled that building out as a commercial building structure and he encouraged Randy to speak with their building official, Bruce Allory, before making the purchase.

Matt McLachlan made a motion to recommend that the Executive Board authorize the purchase of the modular office building and the expenses to relocate the structure and complete the associated improvements, contingent upon a finding by the City of Bisbee Building Official that the building complies with the commercial building codes of that jurisdiction.

MOTION: Matt McLachlan
SECOND: Vicki Vivian
ACTION: Unanimous

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

Randy Heiss explained that upward mobility in organizations is important; especially for retention. If there isn't an upward path for your employees, you experience outward mobility, where the employees leave. He explained that several years ago, the Strategic Plan authorized a GIS program and it continues to evolve. Along with that, the skills, experience and knowledge continue to grow and John Merideth has surpassed the level of technician/coordinator. In our new Strategic Plan, Goal #1 for all the plans is to identify, provide and enhance services and resources to address the sustainability of our communities and constituents. With GIS interwoven in just about every aspect of government, the GIS program enhances services to our members who do not possess that capacity internally, and provides opportunities for increased data sharing and coordination with those who do. For these reasons, Randy requested approval of the Classification Plan Update.

Dan Coxworth made a motion to recommend approval of the proposed Classification Plan Update to the Executive Board as presented by staff.

MOTION: Dan Coxworth
SECOND: Derek Rapier
ACTION: Unanimous

6. Discussion and possible action to recommend approval to purchase a vapor sorption analyzer for the READI Meals program development

Laura Villa explained that AAA has been in search of a vapor sorption analyzer for the Readi-Meals program in order to preserve food for emergencies which was also in the Strategic Plan for 2021. ADES has supported the idea. Equipment and supplies have already been purchased to move the Project forward. AAA contracted with Cindy Meyers to assist in implementing the program. Ms. Meyers provided some background about the funding and packaging of food for the program. There was need to create scientific data to evaluate the safety of the food and that can be accomplished with the VSA. The food safety hazard plan requires data before the food is packaged but also over time, and allow predicting the shelf life of the food, which is what the VSA does. Ms. Villa explained that DES has approved funding for the VSA and wants SEAGO AAA to be the pilot for the program statewide and added that these carryover funds need to be spent by June 30, 2021.

Derek Rapier made a motion to recommend that the Executive Board authorize the purchase of the vapor sorption analyzer for the READI Meals program development as presented by staff.

MOTION: Derek Rapier
SECOND: Matt McLachlan
ACTION: Unanimous

7. Discussion and possible action to recommend approval of the updated Transportation Programming Policies

Chris Vertrees explained that SEAGO receives approximately \$910,000 in surface transportation apportionments annually. In most cases, the funds are used for bigger projects which eliminates smaller entities. At the 2020 Strategic Planning Retreat, members requested it be researched how to make the process more equitable for smaller jurisdictions. The committee assigned to Transportation made the following recommendations: 1. Cap on STBG project requests; 2. Eliminate Right-of-Way acquisition as an eligible activity for use of local STBG funds; 3. Establish a rotation of STBG funds by County; 4. Prioritize the use of ADOT's HURF Exchange Program to develop and fund local projects. He explained the process to gather input through the Transportation Advisory Committee and provided background on how the updated programming procedures were created.

Vickie Vivian made a motion to recommend approval of our STBG Project Programming Procedures to the Executive Board.

MOTION: Vicki Vivian
SECOND: Dustin Welker
ACTION: Unanimous

VI. INFORMATION ITEMS

A. Future Meeting Dates

Randy advised the group that meetings will be held by Zoom until further notice. He reviewed the upcoming meeting dates and advised the Administrative Council officers that there will be a Joint Administrative-Executive Committee meeting on April 1.

B. Strategic Plan Implementation Progress Report

Randy advised that any significant progress is highlighted in his written report and provided a verbal overview on the status of certain key Objectives and Tactics.

C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions.

D. Community Development Program Update

Keith Dennis provided an update on Community Development Programs and responded to questions. Caleb Blaschke expressed gratitude to Keith for advocating for the Colonias and Vitalist funding opportunities in the region.

E. SEAGO Economic Development District Report

Maria Porter provided an update on Economic Development and responded to questions.

F. AAA Program Updates

Laura Villa provided an update on AAA Programs and responded to questions.

G. Transportation Program Updates

Chris Vertrees provided an update on Transportation Programs and responded to questions.

VII. RTAC REPORT

Mr. Kevin Adam provided an update and responded to questions.

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy mentioned that there is a COVID-19 relief bill in Congress which contains an additional \$3 billion for EDA – twice what the CARES Act provided. He shared that this may bring funding opportunities for addressing a regional broadband plan and perhaps implementation.

IX. FUTURE AGENDA ITEMS

Randy mentioned that the Graham County Private Sector Representative position has been vacant for 9 months and it is a requirement of the Economic Development Program to have private sector representation. He also mentioned that the Santa Cruz County Private Sector Representative's second term is expiring this month, so that seat will also need to be filled. May is our budget review and approval month, as well as the month the Administrative Council elects their officers for the next fiscal year.

X. ADJOURNMENT

Heath Brown made a motion to adjourn the meeting. The meeting adjourned at 11:19 a.m.

MOTION: Heath Brown
SECOND: Caleb Blaschke
ACTION: Unanimous



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: ELECTION OF OFFICERS

Article VII, Section C, of the SEAGO Bylaws provides as follows:

“C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year.....”

The officers of the Administrative Council constitute the Administrative Committee, and the current slate of officers is as follows:

Chair: Caleb Blaschke, City Manager, City of Willcox
Vice-Chair: Vicki Vivian, City Manager, City of Benson
Secretary: John Cassella, City Manager, City of Safford

Both Mr. Blaschke and Ms. Vivian remain willing to continue serving as Chair and Vice-Chair, but are also happy to step aside if someone else expresses an interest in serving in these positions. Mr. Cassella expressed his regrets for not being able to participate as frequently as he had anticipated. He indicated it would probably be better if someone else were nominated to fill the Secretary position for the next fiscal year.

Neither Mr. Blaschke or Ms. Vivian have served three consecutive terms in their current positions and therefore remain eligible to continue. But per the Bylaws, the Administrative Council always has the option of electing an entirely new slate of officers annually or any combination of new officers and existing officers for the new fiscal year. I'll look forward to answering any questions you may have at your meeting.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to elect a slate of officers of the Administrative Council for Fiscal Year 2022.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: FISCAL YEAR 2022 FUND BALANCE USE

I've attached a memo entitled *Sustainability of the SEAGO Fund Balance*. The memo is designed to provide you with an overview of fund balance increases (or uses) from FY 2009 through FY 2020 in order to guide decisions as to how much of the fund balance should be used in balancing the annual budget when such use is requested.

In recent years, we've included a contingency line item (typically \$100,000) in our annual budgeting process to provide flexibility for unknown, non-recurring expenses that may occur during the fiscal year. Those of you who have been participating in the process to develop our 2021 – 2025 CEDS are aware that SEAGO intends to pursue EDA technical assistance funding to hire a consultant to perform a regional broadband study. The EDA grant will require matching funds, most (or all) of which may be covered through in-kind contributions consisting of the time of our member entities' staff spend participating in the study efforts (as opposed to a special member entity assessment). However, should in-kind contributions prove insufficient to meet the matching requirements associated with the EDA grant, we feel it's prudent to pad our contingency budget by an additional \$50,000 to be used as a cash match if it's needed. Therefore, our budget proposal includes a total of \$150,000 from the fund balance that could potentially be used for contingency items in FY 2022.

Fortunately, our fund balance is quite healthy and has recovered from the fund balance that was used to purchase the land, buildings and improvements that we now enjoy as our Main Office location. There was fund balance surplus of \$268,961 in FY 2020 bringing the total available fund balance to \$1,858,937 at year-end. This represents the largest fund balance in the history of SEAGO which currently stands at 84% above the minimum amount required by the fund balance policy adopted by the Executive Board in February 2015.

Substantial increases (or uses) of fund balance over the past twelve years are explained in the footnotes of the attached memo. I'll be pleased to answer any questions you may have at our meeting.

Attachments: Sustainability of Fund Balance memo, April 16, 2021.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 16, 2021
SUBJECT: SUSTAINABILITY OF THE SEAGO FUND BALANCE

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

End of Year Fund Balances ¹			
Fiscal Year Ending	Beginning Balance	Ending Balance	Fund Balance Surplus or (Use)
6/30/2009	\$ 1,681,043	\$ 1,921,455	\$ 240,412
6/30/2010	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/2011 (Restated ²)	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 ³)
6/30/2012	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/2013	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 ⁴)
6/30/2014	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/2015	\$ 1,319,039	\$ 1,382,732	\$ 63,693
6/30/2016	\$ 1,382,732	\$ 1,414,782	\$ 32,050
6/30/2017	\$ 1,414,782	\$ 1,636,984	\$ 222,202 ⁵
6/30/2018	\$ 1,636,984	\$ 1,548,482	(\$ 88,502 ⁶)
6/30/2019	\$ 1,548,482	\$ 1,589,976	\$ 41,494
6/30/2020	\$ 1,589,976	\$ 1,858,937	\$ 268,961

The fund balance policy established by the Executive Board on February 27, 2015 sets the minimum unrestricted fund balance in the General Fund at fifty percent of the prior fiscal year's total operating expenditures. In FY 2020, operating expenditures were **\$1,701,552**. Fifty percent of the FY 2020 operating expenditures is **\$850,776**. The amount of fund balance available at the end of FY 2020 (\$1,858,937) amounts to **109%** of that year's actual operating expenditures. Under this scenario, there would conceptually be **\$1,008,161** available for use in future budget years before

¹ All figures are from audited financial statements for said years.
² In FY 11, the Arizona Department of Housing eliminated SEAGO from the Save My Home Program and recovered \$426,804 on deposit with SEAGO so that this funding could be used for foreclosure prevention assistance in the State's urbanized counties.
³ Approximately \$152,000 of this amount was from the purchase of the SEAGO office building and associated property.
⁴ Due to expenditures for improvements to the SEAGO office building plus amounts approved for program use in the FY 13 budget.
⁵ FY 18 Legacy Foundation grant funds were received in May 2017 and posted as FY 17 revenues instead of deferred revenue for work to be performed in FY 18. Actual FY 17 fund balance surplus would have been \$22,202.
⁶ Had the Legacy Foundation funds received in FY 17 been posted as deferred revenue for use in FY 18, there would have been a fund balance surplus of approximately \$111,498 (see footnote 5 above).

the minimum level of fund balance is reached.

The table below provides an overview of how long it would take to reduce the existing fund balance of \$1,858,937 to \$850,776 (the current minimum required) under a number of different deficit spending scenarios:

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	202
\$ 10,000 per year	101
\$ 15,000 per year	67
\$ 20,000 per year	50
\$ 25,000 per year	40
\$ 30,000 per year	34
\$ 35,000 per year	29
\$ 40,000 per year	25
\$ 45,000 per year	22
\$ 50,000 per year	20

As shown in the table above, SEAGO would be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$850,776. However, because almost all of SEAGO’s programs operate on a cost reimbursement basis, limited unrestricted revenue is generated in a given year that can be used to cover any program deficits that may occur. As a Council of Governments, SEAGO has no taxation authority, and other than the annual assessment to our member entities, CDBG project administration fees, and a few limited programs within the AAA, SEAGO has no predictable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that could be considered ‘sustainable’ in the purest sense of the term.

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

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

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: FISCAL YEAR 2022 ASSESSMENTS

The proposed Assessment Schedule for Fiscal Year 2022 is attached for your review and recommendation.

At this time, there are no anticipated increases in the amounts charged for SEAGO member entity assessments. To the best of my knowledge, there are no proposed changes to the Sierra Vista Metropolitan Organization boundary that would impact the RTAC assessments in FY 2022. It's also my understanding that the RTAC Board will not consider increases to their assessments for FY 2022. In addition, we are not expecting any changes to the amount of matching funds required for our annual EDA planning grant.

As a result of the above, the FY 2022 Assessment Schedule remains unchanged from the current fiscal year. I'll be happy to answer any questions you may have at our meeting.

Attachments: FY 2022 Assessment Schedule.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the Fiscal Year 2022 Assessment Schedule to the Executive Board.

FY 2022 ASSESSMENT SCHEDULE								
SouthEastern Arizona Governments Organization								
Draft Dues and Assessment Schedule								
Fiscal Year 2022								
SEAGO Member	2015 OEPS Est. (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2022 Estimated Assessment (e)	Member Percent of Total FY2022 Assessment (f)	Total FY2021 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	4,999	\$1,750	\$1,054	\$147	\$2,951	3.73%	\$2,951	\$2,055
Bisbee	5,297	\$1,442	\$1,117	\$156	\$2,715	3.43%	\$2,715	\$2,305
Douglas	16,956	\$3,815	\$3,577	\$499	\$7,890	9.97%	\$7,890	\$7,078
Huachuca City	1,794	\$897	\$378	\$0	\$1,275	1.61%	\$1,275	\$747
Sierra Vista	44,183	\$3,314	\$1,977	\$0	\$5,291	6.69%	\$5,291	\$17,798
Tombstone	1,333	\$1,066	\$281	\$39	\$1,387	1.75%	\$1,387	\$579
Willcox	3,636	\$1,273	\$767	\$107	\$2,146	2.71%	\$2,146	\$1,529
Cochise County*	50,914	\$2,037	\$8,299	\$777	\$11,113	14.05%	\$11,113	\$21,406
Pima	2,553	\$894	\$539	\$75	\$1,507	1.91%	\$1,507	\$954
Safford	9,659	\$2,630	\$2,037	\$284	\$4,951	6.26%	\$4,951	\$3,859
Thatcher	5,125	\$1,396	\$1,081	\$151	\$2,627	3.32%	\$2,627	\$1,992
San Carlos Apache Tribe	5,029	\$1,369	\$1,061	\$148	\$2,578	3.26%	\$2,578	\$2,365
Graham County*	16,109	\$3,625	\$3,398	\$474	\$7,496	9.48%	\$7,496	\$5,882
Clifton	4,510	\$1,579	\$951	\$133	\$2,662	3.37%	\$2,662	\$1,281
Duncan	802	\$642	\$169	\$24	\$834	1.05%	\$834	\$290
Greenlee County*	5,243	\$1,428	\$519	\$154	\$2,101	2.66%	\$2,101	\$1,836
Nogales	21,910	\$4,382	\$2,169	\$644	\$7,195	9.10%	\$7,195	\$8,486
Patagonia	963	\$770	\$203	\$28	\$1,002	1.27%	\$1,002	\$370
Santa Cruz County*	27,397	\$4,794	\$5,779	\$805	\$11,379	14.38%	\$11,379	\$10,275
SEAGO Region Totals	228,412	\$39,101	\$35,357	\$4,644	\$79,102	100.00%	\$79,102	\$91,089

*Unincorporated area only

Notes to Assessments:

(a) Most calculations are based on the 2015 OEPS Population Estimates for each member entity. Mid-decade population estimates will be used until the 2020 Census figures are available. No change from FY 2021.

(b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. No change from FY2021.

(c) The assessment provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. No change from FY 2021.

(d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 9.8 cents per capita (increased from 8.2 CPC) as approved by the RTAC Board. The SVMPO pays its dues directly to the RTAC and its population increased by 14,348 due to an expansion of its planning boundary in 2018. No change from FY 2021.

(e) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses. However, no changes are anticipated.

(f) This column displays the percentage of the total FY 2022 assessment each member's assessment represents.

(g) Information is provided to compare total FY2022 and total FY2021 assessment. No change from FY 2021.

(h) Information is provided so comparisons can be drawn between total FY2022 assessment and total FY2010 assessment.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: APRIL 28, 2021
SUBJECT: RESOLUTION NO. 2021-02

Attached for your consideration is SEAGO Resolution No. 2021-02. This resolution is for an Economic Development Administration (EDA) partnership planning assistance grant for funds in the amount of \$75,000 to continue the ability of SEAGO to administer the Economic Development District (EDD) program.

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

The Resolution commits up to \$35,357 to allow SEAGO EDD to meet the subject grant's matching requirements and perform related economic development activities. The match is funded through an annual Economic Development Assessment paid by SEAGO member entities.

Attachment: Resolution No. 2021-02

Action Requested: Information Only Action Requested Below:

A motion to recommend approval to the Executive Board of Resolution 2021-02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities.



SouthEastern Arizona Governments Organization

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RESOLUTION NO. 2021-02

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2022 PARTNERSHIP PLANNING ASSISTANCE GRANT FUNDS FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION

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

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

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

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

WHEREAS, the region-wide economic distress factors described above are exacerbated by the ongoing COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby authorizes an application to be made to the U.S. Department of Commerce, EDA for a Fiscal Year 2022 planning grant in the amount of \$75,000; and

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

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

Passed and adopted by the SEAGO Executive Board on this 21st day of May, 2021.

Michael Laws,
Executive Board Chair

Randy Heiss,
Executive Director

SEAGO Member Entities

Cochise County

Benson

Bisbee

Douglas

Huachuca City

Sierra Vista

Tombstone

Willcox

Graham County

Pima

Safford

San Carlos

Apache Tribe

Thatcher

Greenlee County

Clifton

Duncan

Santa Cruz County

Nogales

Patagonia

SEAGO Main Office

Administration Community and Economic Dev. Transportation

1403 W. Hwy 92

Bisbee, AZ 85603

520-432-5301

520-432-5858 Fax

Area Agency on Aging Office

300 Collins Road

Bisbee, AZ 85603

520-432-5301

520-432-9168 Fax

www.seago.org



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: APRIL 28, 2021
SUBJECT: FISCAL YEAR 2022 BUDGET

Attached is the proposed SEAGO budget for Fiscal Year 2022. The assumptions used in developing the FY 2022 budget are as follows:

- SEAGO member assessments remain unchanged from FY 2021.
- Congress will continue funding current programs, including EDA and CDBG, at or above current levels.
- With the exception of funding for specific activities (e.g. EDA CARES; RMM CARES Act Funds) and/or administration activities (AAA CARES; SEAGO CARES), pass-through funding associated with COVID-19 is not included in the program budgets.
- A \$150,000 contingency line item from the fund balance has been included in this year's budget for unanticipated expenses or events that may come up in FY 2022. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.

The proposed FY 2022 budget worksheet included in your packet provides a detailed overview of each program's budget. Program Managers participated in the development of their program budget(s), and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

Attachments: Proposed FY 2022 Budget

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the Fiscal Year 2022 Budget to the Executive Board.

SEAGO FY22 Budget Worksheet

Revenue	GF	CA	AR	CBGG	ED	ED CARES Ad	ADEQ	AAA	AAA EOL	SRR	RMIM	RMIM TRNG	5311	State Cruz RTA	FLA	WILLCOX	RTECP	SEAGO CARES	COVID-19 FUNDS	TOTAL	
AAA Revenue																					
Federal Funds																					
Federal Grant																					
Federal thru State Funds																					
Assessment Funds																					
State Respite																					
Senior Medicare Period																					
State OMB																					
MIPA																					
State Independent Living																					
Interest																					
Local Funds																					
In Kind Revenue																					
Title III B																					
Title III C-1/C-1 ADM																					
Title III C-2																					
Title III D																					
Title III E ADM/FAMCR																					
SSBG																					
State Health Insurance																					
Title VII/OMB/ELDER AB																					
NSIP/OLC																					
Lottery Funds																					
SPP																					
CARES Act III B																					
CARES Act III C1																					
CARES Act III E Admin																					
CARES Act III VII Fed OMB																					
CARES Act III E																					
Unrealized Gain/Loss on Inv																					
Assessment Transfer																					
Transfer to/from fund balance																					
Total Revenue	\$ 150,000	\$ -	\$ 43,745	\$ 212,500	\$ 110,357	\$ 200,000	\$ 8,500	\$ 741,380	\$ 95,975	\$ 160,250	\$ 168,750	\$ 106,250	\$ 20,000	\$ 43,750	\$ 455,000	\$ 23,500	\$ 72,000	\$ 75,000	\$ 15,000	\$ 2,701,957	

Expenses	GF	CA	AR	CBGG	ED	ED CARES Ad	ADEQ	AAA	AAA EOL	SRR	RMIM	RMIM TRNG	5311	State Cruz RTA	FLA	WILLCOX	RTECP	SEAGO CARES	COVID-19 FUNDS	TOTAL
Salary/Wages																				
ERE																				
Total Labor Expenses	\$ -	\$ 75,711	\$ 13,790	\$ 106,042	\$ 50,448	\$ 54,708	\$ 3,828	\$ 328,384	\$ 6,604	\$ 63,533	\$ 56,465	\$ 33,385	\$ 12,400	\$ 12,787	\$ 22,253	\$ 15,331	\$ 7,814	\$ 52,000	\$ 7,728	\$ 822,222
Operating Expenditures	\$ -	\$ 403,016	\$ 18,130	\$ 146,489	\$ 68,999	\$ 76,728	\$ 6,056	\$ 455,695	\$ 8,875	\$ 85,947	\$ 72,154	\$ 44,166	\$ 16,132	\$ 17,320	\$ 29,561	\$ 18,747	\$ 10,385	\$ 56,883	\$ 10,769	\$ 1,244,352
Audit																				
Contract Services																				
Outside Services																				
Depreciation																				
Supplies																				
Postage																				
Copy																				
Travel																				
Phone																				
Internet Charges																				
Utilities																				
Equipment Maintenance																				
Equipment Lease																				
Equipment Purchase																				
Advertising																				
Contingency																				
Dues/Subscriptions																				
Insurance																				
Conferences/Workshops																				
Total Operating Expenditures	\$ 150,000	\$ 74,900	\$ 23,580	\$ 43,435	\$ 31,496	\$ 111,519	\$ 2,925	\$ 202,742	\$ 86,010	\$ 31,842	\$ 52,674	\$ 34,710	\$ 1,689	\$ 15,397	\$ 201,495	\$ 2,054	\$ 48,473	\$ 12,927	\$ 2,467	\$ 1,130,603
Indirect Costs Control																				
In Kind Expenses																				
Total Other	\$ -	\$ (177,916)	\$ 1,785	\$ 22,577	\$ 9,881	\$ 12,582	\$ 519	\$ 83,041	\$ 1,680	\$ 11,211	\$ 10,773	\$ 6,124	\$ 2,180	\$ 2,284	\$ 3,844	\$ 2,689	\$ 1,142	\$ 5,190	\$ 1,765	\$ 327,000
Total Expenses	\$ 150,000	\$ 56,984	\$ 25,365	\$ 21,858	\$ 41,377	\$ 124,101	\$ 2,406	\$ 319,701	\$ 87,690	\$ 43,052	\$ 63,429	\$ 40,834	\$ 14,212	\$ 14,607	\$ 205,340	\$ 4,743	\$ 49,615	\$ 18,117	\$ 3,232	\$ 1,457,603
Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



ADMINISTRATIVE COUNCIL PACKET

TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
RE: REQUEST TO AWARD AUDIT SERVICES CONTRACT

On March 17th the Request for Proposals for auditing services was published and distributed per SEAGO's procurement policy. We received three proposals by the April 13th deadline and all were deemed eligible for evaluation. An evaluation team consisting of Cochise County Supervisor Ann English, Accounts Manager Dina Curtiss, and I reviewed and ranked the proposals. While the recommended firm, Colby & Powell PLC, was not the highest ranked firm, after careful consideration, SEAGO determined that the firm appears equally qualified, is intimately familiar with the capacity limitations of small government organizations and non-profits such as SEAGO, and hence, retaining them as our auditors would be most advantageous to the organization overall.

The Executive Board has the responsibility to appoint the independent auditing firm, and staff is recommending that the audit services contract be awarded to the aforementioned firm at this time. It was stipulated in the Request for Proposals that the contract would be awarded before the end of June 2021. In addition, having the auditing firm under contract as soon as possible will improve our chances of being placed in their schedule to complete the field work in October. I've attached a copy of the contract for audit services for your consideration.

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

Attachments: Contract for Audit Services

Action Requested: Information Only Action Requested Below:

A motion to recommend that the Executive Board authorize the Executive Director to enter into a contract with Colby & Powell PLC for Fiscal Year 2021 Audit Services.



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AGREEMENT FOR AUDIT SERVICES

This Agreement made and entered into on June 10, 2021, by and between Colby & Powell PLC hereinafter referred to as the AUDIT FIRM, and SouthEastern Arizona Governments Organization, Inc., hereinafter referred to as SEAGO.

WHEREAS, pursuant to 2 CFR Part 200 Subpart F., SEAGO is required to procure the services of an independent auditing firm to perform an annual single audit of its Government-Wide and Fund Financial Statements for each fiscal year ending June 30th; and,

WHEREAS, the auditing firm selected must perform the audit in accordance with U.S. Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (GAS), issued by the Comptroller General of the United States; and the Office of Management and Budget (OMB) 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and,

WHEREAS, the selected auditing firm will issue appropriate audit reports in accordance with 2 CFR Part 200 §200.512; and,

WHEREAS, SEAGO and the AUDIT FIRM hereby affirm that the AUDIT FIRM has been selected in accordance with 2 CFR Part 200 Subpart F.; and,

WHEREAS, SEAGO and the AUDIT FIRM desire to enter into and execute a written agreement involving these services and to agree upon the terms thereof.

NOW THEREFORE, the parties agree as follows:

AGREEMENT

The AUDIT FIRM, as an independent auditor, and not as an agent of SEAGO, shall provide the audit services.

1. Term of Agreement

The initial term of this Agreement shall be for the period beginning June 10, 2021, and ending June 9, 2022. This Agreement may be renewed pursuant to Section 3 below. SEAGO assumes no liability for work performed or costs incurred prior to the Agreement beginning dates or subsequent to the completion dates.

2. General

The AUDIT FIRM shall complete the audit in accordance with the audit standards cited below and provide the final audit reporting package no later than February 15, 2022, and by February 15th of each subsequent year if this Agreement is renewed pursuant to Section 3 below.

The AUDIT FIRM shall provide up to ten bound paper copies and one electronic copy of the audit reporting package to SEAGO. The electronic copy shall be in PDF format.

The AUDIT FIRM shall submit one copy of the audit reporting package and data collection form to the Federal Audit Clearinghouse and provide one copy of the audit reporting package to other pass-through entities upon request when the schedule of findings and questioned costs discloses audit findings related to federal awards the pass-through entities provided, or the summary schedule of prior audit findings reports on the status of prior findings related to federal awards the pass-through entities provided.

The AUDIT FIRM shall make no other distribution unless approved by SEAGO. The AUDIT FIRM understands all of the reports, information, data, etc. viewed, prepared or assembled under this agreement are confidential and the AUDIT FIRM agrees not to make available the aforementioned to any individual or organization without prior written approval of SEAGO.

The AUDIT FIRM shall provide ongoing consultation during the term of this Agreement, and during subsequent years if this Agreement is renewed pursuant to Section 3 below, at no additional cost to SEAGO.

3. Renewal of Agreement

This Agreement may be renewed on a year-by-year basis for one additional year. The decision to renew this Agreement will be made by the SEAGO Executive Director based on the best interest of SEAGO.

4. Audit Standards

The AUDIT FIRM shall conduct the audit in accordance with GAAS, GAS, and OMB 2 CFR 200 Subpart F. Standards adopted by the American Institute of Certified Public Accountants have been incorporated into GAS unless the United States Government Accountability Office has excluded them by formal announcement.

5. Audit Reporting Package

The AUDIT FIRM shall include in the audit reporting package all reports required by GAAS, GAS, and OMB 2 CFR 200.

6. Data Collection Form

The AUDIT FIRM and SEAGO shall complete the data collection form approved by the OMB as instructed to comply with OMB 2 CFR Part 200.

7. Exit Conference

The AUDIT FIRM shall hold an exit conference with responsible SEAGO officials following completion of the draft reports. The purpose of the exit conference is to discuss the draft reports with SEAGO, identify any errors, and obtain comments on the reports' findings and recommendations.

8. Retention of Records and Access to Documents

The AUDIT FIRM shall retain the audit documentation in its entirety for a period of 5 years after the date of the audit report(s), unless the AUDIT FIRM is notified in writing by the cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. When the AUDIT FIRM is aware the Federal agency, pass-through entity, or auditee is contesting an audit finding, the auditor shall contact the parties contesting the audit finding for guidance prior to destruction of the audit documentation and reports.

Audit documentation shall be made available upon written request to SEAGO, the cognizant or oversight agency for audit or its designee, cognizant agency for indirect cost, a Federal agency, or GAO at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the purposes of OMB 2 CFR Part 200. Access to audit documentation includes the right of Federal agencies to obtain copies of audit documentation, as is reasonable and necessary.

9. Payments and Compensation

Compensation shall not exceed the Fee Proposal in the AUDIT FIRM's proposal, nor the Fee Proposal for subsequent years should this Agreement be renewed pursuant to Section 3 above.

SEAGO may pay the AUDIT FIRM in installments based on periodic written progress reports and invoices for the work accomplished to date.

SEAGO will withhold the final fifty percent of the annual Agreement amount or \$5,000.00, (Five thousand dollars) whichever is greater, until all written reports are accepted in final form by SEAGO.

All audit work, drafts, and final reports shall be completed in a timely manner. For each day after February 15th that all reports are not received by SEAGO, the AUDIT FIRM may be penalized with a one percent reduction in the audit fee.

10. Changes in Work

Changes in the scope, character, or complexity of the work may be negotiated if it is mutually agreed such changes are desirable and necessary. Such changes must be authorized in writing by SEAGO prior to the performance of the work.

11. Assignments

The Agreement may not be assigned by the AUDIT FIRM without prior written consent of SEAGO.

12. Inability to Complete Audit

If the AUDIT FIRM is unable to complete the audit on account of circumstances beyond its control and through no fault of the AUDIT FIRM, the AUDIT FIRM may cancel this agreement by giving SEAGO thirty (30) days written notice. In the event of such cancellation, SEAGO shall be liable to the AUDIT FIRM only for the work performed up to and including the date of the notice and shall pay for hours completed on the audit based on the Fee Proposal submitted by the AUDIT FIRM in its proposal.

13. Compliance with Laws

The AUDIT FIRM shall comply with all federal, state, and local laws, ordinances, rules, and regulations applicable to the performance of this Agreement and the work hereunder, and shall comply with applicable laws and regulations governing safety and health.

The AUDIT FIRM shall procure all permits and licenses; pay all charges, fees, and taxes; and give all notices necessary and incidental to the due and lawful execution of the work.

14. Jurisdiction

This Agreement and all work hereunder shall be subject to the laws, rules, regulations, and decrees of the State of Arizona. In the event of a dispute, the parties agree to use arbitration insofar as

required by A.R.S. §12-1518. Any litigation shall be commenced and prosecuted in an appropriate court of competent jurisdiction within Cochise County, Arizona.

15. Responsibility, Claims, and Liabilities

The AUDIT FIRM hereby agrees to hold SEAGO or any of its officers or employees harmless from all sums SEAGO or any of its officers or employees may be obligated to pay by reason of any liability imposed upon any of them for damages arising out of the AUDIT FIRM's performance of professional services for SEAGO in the AUDIT FIRM's capacity as a Agreement auditor; or caused by any error, negligence, omission, or act of the AUDIT FIRM or any person employed by it or others for whose acts the AUDIT FIRM is legally liable. The above sums shall include, in the event of any legal action, court costs, litigation expenses, and reasonable attorney fees.

16. Failure to Perform

Failure to perform any and all of the terms and conditions of this Agreement shall be deemed a substantial breach thereof and give SEAGO cause to cancel this Agreement on fifteen (15) days written notice to the AUDIT FIRM. In the event of cancellation for breach of this Agreement, the AUDIT FIRM shall not be entitled to damages, and agrees not to sue SEAGO for damages therefor. Notwithstanding other legal remedies that may be available to SEAGO because of the cancellation for breach of this Agreement, the AUDIT FIRM agrees to indemnify SEAGO for its costs in procuring the services of a new audit firm.

17. Cancellation of Agreement

SEAGO or the AUDIT FIRM shall, by thirty (30) days written notice, have the right to terminate this agreement. For changes in the type or frequency of the audit required, see the Changes in Work section above.

18. Agreements and Amendments

The Request for Proposals and the actual proposal from the AUDIT FIRM with appropriate addenda and terms, are by reference incorporated herein as if fully set forth in this Agreement.

This Agreement, its exhibits, appendices, attachments, and Request for Proposals and actual proposal, including any amendment to the Agreement, shall constitute the entire Agreement between the parties. In the event a conflict exists between this Agreement and the AUDIT FIRM's proposal, the conflict will be resolved consistent with this Agreement and the Request for Proposals.

19. Certifications

The individual signing this Agreement certifies he/she is authorized to Agreement on behalf of the AUDIT FIRM and to make these certifications.

The individual signing this Agreement certifies the AUDIT FIRM's principal officer(s) or member(s) is a Certified Public Accountant in good standing, licensed to perform accounting and auditing services in the State of Arizona. A statement identifying such certification and/or license shall be provided to SEAGO upon request.

The individual signing this Agreement certifies the AUDIT FIRM meets the independence standards of the Government Auditing Standards issued by the Comptroller General of the United States.

The individual signing this Agreement certifies the AUDIT FIRM, and any individuals to be assigned to the audit, do not have a record of substandard audit work and have not been debarred or

suspended from doing work with any Federal, state or local government. (If the AUDIT FIRM or any individual assigned to the audit has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

The individual signing this Agreement certifies the AUDIT FIRM does carry professional malpractice insurance or is otherwise adequately self-insured.

The individual signing this Agreement certifies the AUDIT FIRM complies with all applicable federal and state statutes, executive orders, regulations, and other requirements relating to civil rights and nondiscrimination in employment.

The individual signing this Agreement certifies the AUDIT FIRM has not employed any person, other than to an employee of the AUDIT FIRM, to solicit or secure this agreement upon any Agreement for a commission percentage, brokerage, or contingent fee. Breach of this warranty shall give SEAGO the right to terminate this Agreement, or at its discretion, to deduct from the AUDIT FIRM fee the amount of such commission, percentage, brokerage, or contingent fee.

IN WITNESS WHEREOF, SEAGO and the AUDIT FIRM do hereby execute this Agreement as of the date of execution written above.

(for SEAGO)
BY: Randy Heiss
TITLE: Executive Director
DATE: _____

(for Colby & Powell, PLC)
BY: Jim Usevitch, CPA
TITLE: Engagement Partner
DATE: _____
TIN: _____



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: GRAHAM, GREENLEE, AND SANTA CRUZ COUNTY PRIVATE
SECTOR REPRESENTATIVES ON THE EXECUTIVE BOARD

As you are aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives (PSRs) are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

The Graham County PSR position has been vacant since the expiration of Patrick O'Donnell's final term of office in August 2020. At long last, Supervisor Paul David has identified Ed Lopez of Safford, who is willing to serve in this capacity on the SEAGO Executive Board. Supervisor David has known him for the past five years, and during that time has grown to appreciate his business and common sense, generosity and devotion to serving the community.

Mr. Lopez is bi-lingual and currently serves as the Gila Valley representative for the Arizona Hispanic Chamber of Commerce. He is also a Board member of the Mt. Graham Safe House, a past President of the Safford Lions Club, and he remains an active member of the club. Ed has served on the Board of the Graham County Chamber of Commerce, is a retired manager of the Bashas store in Thatcher, and is currently a supervisor of the Harbor Freight Tools store in Safford.

The Santa Cruz County PSR position was vacated with the expiration of Antony Sedgewick's final term of office in February 2021. Although I have not received any suggestions from Santa Cruz County or the City of Nogales, the Town of Patagonia has nominated Mr. David Budd, a local businessman and volunteer from their community, to serve in this position.

While he considers himself "semi-retired," Mr. Budd has remained active in two dimensions of business enterprise relevant to the economic development of Santa Cruz County. One is in the Real Estate industry, as his company, Village Properties, continues to renovate and lease older properties, thus improving the housing stock of the area. The other is the growth of his LLC that develops educational material in the fields of history and science, targeted at the high school level, by tapping the experience and resources of those with significant skills who've relocated to the Patagonia area.

The Greenlee County PSR position became vacant when Shaylee Richards unexpectedly resigned on March 4th. Supervisor David Gomez has since nominated Mr. Stephen Ahmann to serve on the Executive Board as Greenlee County's PSR.

Mr. Ahmann has a long and impressive work and public service history that includes service in the U.S. Army as combat engineer (1966-1969), and later, as an Ecologist-Natural and Cultural Resources Manager (1992-1997); Owner-operator of a Horticulture/Floriculture retail business (1969-1973), Landscaping, Irrigation, Pest Control Contractor (1978-1987); and Secondary and University Educator, biology, physics, chemistry, mathematics, department chairperson (1987-2014). Mr. Ahmann has earned degrees in Business Administration (AA), Biology (BA), Environmental Planning (BA), and a Master's Degree in Physical Science. Steve has served and continues to serve on numerous Greenlee County councils, boards and commissions such as the local Chamber of Commerce (past), Tourism Council (present), Board Member for Shepherd of the Hills Community Church (present) SECAB Board Member (past), Arizona Community Foundation Board Member (present), Cooperative Extension Advisory Board (present), and Gila Watershed Partnership, Greenlee Co. Birding Tourism coordinator (present).

All of the above nominees appear willing, exceptionally qualified and capable of filling the vacancies for private sector representatives in their respective counties, and I would respectfully suggest you recommend them to the Executive Board for approval.

I will look forward to answering any questions at the meeting.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to recommend the appointment of the following individuals to serve two-year terms as Private Sector Representatives on the Executive Board:

- **Mr. Ed Lopez to represent Graham County**
- **Mr. David Budd to represent Santa Cruz County**
- **Mr. Stephen Ahmann to represent Greenlee County**



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

FROM: LAURA VILLA, AAA PROGRAM DIRECTOR

DATE: APRIL 28, 2021

SUBJECT: AREA PLAN ON AGING SFY 2022 THROUGH SFY 2025

Background: An Area Plan is the document submitted by an Area Agency on Aging to the State Agency on Aging to receive awards or contracts from the State Agency's (Arizona Department of Economic Security) grant provided under the Older Americans Act. The plan is the blueprint by which the Area Agency develops and administers a comprehensive and coordinated system of services and serves as the advocate and focal point for older people in the Planning and Service Area.

Process: The process to update the SEAGO Area Plan On Aging (APOA) initially began in February 2020. The planning process would have normally consisted of robust Public Outreach, Data Collection and Analysis, Proposed Actions, Advisory Council on Aging review, and finally, review and approval by the Administrative Council and Executive Board. After completing several of these elements, in February 2021, DES-DAAS announced that the full Area Plan on Aging process was not to be done because of the circumstance we were in with COVID-19. Instead, we received instructions to update the goals and objectives and to submit the Area Plan on Aging by May 1, 2021. As a result of the abbreviated process, few significant changes were made, but a brief overview of the process elements used are provided below.

Public Outreach: Starting in June 2020, the SEAGO Area Agency on Aging began announcing the Area Plan process on our website, as well as social media platforms. Because the Eastern Arizona Courier publishes information from the AAA as a public service (free of charge), the public in Graham and Greenlee Counties had additional opportunities to comment on the updated Plan. Announcements about the APOA were published June 12th, 13th, and 18th. Public Hearings on the updated Plan were scheduled for the first and second week of March 2020, but unfortunately, COVID-19 prevented us from gathering input in-person from our communities and the public was not yet accustomed to the electronic formats commonly used today.

Data Collection/Analysis: In order to determine the most urgent needs of the elderly and disabled across the region, the AAA performed a needs assessment that included data collection and analysis of needs identified through public surveys, 2010 census and demographic data for the area (*2020 census data was not yet available*), key informant questionnaires, and historic utilization of AAA services. SEAGO contracted with U.S Economic Research (USER) to assist with the region-wide needs assessment distribution and data analysis.

Needs Assessment Surveys: When ADES initially released the Area Plan Alert to the Area Agencies on Aging, SEAGO-AAA immediately began distributing needs assessments surveys to the communities. Normally these are placed at strategic public locations throughout the region with drop boxes to collect the completed forms, but with the pandemic in full swing, most public locations were inaccessible. Instead, SEAGO staff, case managers, home-delivered meal providers, and ACOA members helped provide questionnaires to those who were homebound and helped individuals fill

them out. Surveys were also posted on our social media platforms and our website for individuals to complete electronically. In addition, the AAA mailed out surveys to clients in the region who receive services through our agency. By targeting individuals who are case managed, the views of individuals 60 years of age or older with the greatest social and economic need, with particular attention to older individuals who are low-income minority, older individuals residing in rural areas, older individuals with severe disabilities, older individuals with limited English speaking abilities and any individuals with Alzheimer's disease or related dementias were considered. By June 30, 2020, we were able to collect **371** needs assessments. Our timeline was to start conducting the needs assessments in August 2020, so we were ahead of ourselves.

Key Informant Questionnaires: Due to Covid-19 and DES-DAAS instructions, AAAs throughout the state were granted an exception to perform the Key Informant Questionnaires.

Service Utilization: Service utilization for case-managed services is reviewed monthly to ensure that services are used and that case managers are authorizing service levels as budgeted. Where productivity and utilization have declined, a more in-depth review is made to determine whether the service in question is still relevant or whether a change in the service delivery process is needed. In recent years the utilization data has helped determine areas in which funding allocations for services should be reduced and areas in which allocations should be increased in response to demand for services.

Analysis: The survey results indicated the most important need of seniors in southeast Arizona is affordable dental care. This was rated a severe problem by 41.1% of survey respondents across the region and was the number one serious problem in three counties. The second most crucial need of seniors in southeast Arizona is the maintenance and repair of the home. This was rated a severe problem by 24.9% of survey respondents across southeast Arizona.

Other significant concerns at the regional level include affordable assistive devices 24.8%, maintenance of the yard was rated at 24.3%, telemarketing or in-home sales 24.3%, and transportation 20.6% based on survey respondents across the region.

As done in the past, we asked specifically on the needs assessment survey for respondents to identify their sources of advice regarding health insurance or Medicare. SEAGO AAA and insurance agents were the most popular sources in southeast Arizona at 21% and 20.5% of respondents. This represents an increase of 6.3% from the last Area Plan survey results.

ACOA Review: The SEAGO Advisory Council on Aging (ACOA) reviewed the minimum goals and objectives that the state unit on aging and the Area Agencies on Aging had agreed to include in their plans. The ACOA reviewed a first and only draft of the updated Area Plan during their April 15, 2021 meeting. One version was presented because the state asked for only an updated two-year plan update and not the Area Plan when Covid-19 hit. During this meeting, the ACOA commented on the proposed outcomes, objectives, and plan as a whole. Information was also presented on the Needs Assessment report during this meeting. Comments from the ACOA have been addressed in the plan.

Action to be Taken to Address Identified Needs: The table below summarizes the steps to be taken to address the needs identified in the needs assessment process:

Comment or Issue	Source	Action to be taken
Affordable Dental Care	Needs Assessment Surveys	Ship counselors will have information about Medicare plans and clinics or service clubs that provide dental or vision services. Enrollment of dual-eligible clients into Special Needs Plans by getting QMB coverage for both Parts A & B of Medicare will be reviewed carefully. Increases of SHIP volunteers trained, and these numbers will decrease significantly.
Maintenance and Repair of the home	Needs Assessment Surveys	Potential sources of assistance will be cataloged, and the feasibility of consolidating regional human services will be explored. Will reach out to existing organizations that already provide similar resources.
Affordable assistive devices	Needs Assessment Surveys	Ship counselors and case managers will have information about insurance coverage for assistive devices and a list of loan closets. Case Managers will be providing more advocacy in their areas and inform clients of available options.
Maintenance of the Yard	Needs Assessment Surveys	Potential sources of assistance will be cataloged; the feasibility of consolidating regional human services will be explored.
Telemarketing or In-Home Sales	Needs Assessment Surveys	Increase public information forums on fraud prevention. Since the height of the pandemic, more seniors are utilizing Facebook and other social media postings containing valuable fraud-prevention information.
Finding Legal Assistance	Needs Assessment Surveys	AAA legal services are now available in partnership with Soto-Law, PLLC in Cochise County, and potentially expand to the rest of the region.

If you would like to review the SEAGO APOA in its entirety, please click the following link: <http://www.keepandshare.com/doc12/view.php?id=252573&da=y>

I will be happy to answer any questions you may have at our meeting.

Attachments: SFY 2022–2025 Area Plan on Aging Goals and Strategic and Operational Objectives.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the SFY 2022 – SFY 2025 Area Plan on Aging to the Executive Board.

PART IV – GOALS, OBJECTIVES

GOAL I To increase awareness and understanding of aging issues and help prepare Arizona for an aging population

Operational Objectives:

O-1-1 To recruit and train volunteers in every vital community in the region to help the in-house programs at the Area Agency on Aging

O-1-2 To increase and expand the visibility of all in-house programs by performing monthly multi-modal presentations.

Output: Increase the number of our volunteer base and the number of hours that they dedicate to the programs.

Outcome: Our in-house programs will grow, and our communities will be well aware of the services and resources. AAA will be better prepared to meet the needs of those turning 65 and their family caregivers.

Strategic Objectives:

S-1-1 To identify new opportunities for partnerships and collaboration.

S-1-2 To increase visibility of SEAGO AAA by increased use of electronic communications, including social media platforms such as the website, Facebook page, and partnerships with Chambers of Commerce and local newspapers.

GOAL II To increase the ability of older adults to remain active, healthy, and living independently in their communities.

Operational Objectives:

O-2-1 To expand the multi-modal A Matter of Balance and Tai Chi for Arthritis/Fall Prevention and Trualta interactive learning portal for caregivers throughout the region.

Output: Increase the number of Tai Chi for Arthritis and A Matter of Balance classes and increase registered family caregivers.

Outcome: Change in societal expectations about aging, higher levels of physical and emotional well-being, decrease falls, civic engagement, and more vital social connectedness among aging adults throughout the region.

O-2-2 To enhance and maintain home and community-based programs that enable elders to remain at home, decreasing long-term care institutionalization costs.

Output: Increase home-delivered meals and hours of Home Care and In-Home Respite provided to eligible individuals.

Outcome: Elders and their families will receive services that enable them to remain active in their homes and communities.

O-2-3 Increase participation in coordination meetings and planning efforts.

Output: Increase transportation services will continue to meet the needs of elders who would otherwise be isolated.

Outcome: The most vulnerable and family caregivers will have available resources at their reach.

Strategic Objectives:

S-2-1 To develop partnerships throughout the region to implement evidence-based prevention programs, precisely A Matter of Balance and Tai Chi for Arthritis fall prevention and Trualta.

S-2-2 To establish relationships with hospital discharge planners and Long Term Care rehabilitation centers that will focus on care transitions for elderly patients back to home settings.

S-2-3 To expand relationships with Faith-Based Organizations and Fire Districts to reach a broader sector of the senior population and our caregivers.

S-2-4 To explore opportunities for increased efficiencies in program administration.

GOAL III To increase the safety and well-being of older Arizonans.

Operational Objectives:

O-3-1 To identify existing safety programs that law enforcement, fire departments, Red Cross, Health Departments, and AARP have in operation, and encourage seniors to enroll in these programs.

Output: Enrollment and participation in existing safety programs will increase.

Outcome: Elders will benefit from safety training and wellness check programs that already exist, and caregivers will have the tools needed to provide quality care.

O-3-2 To promote fall prevention, including A Matter of Balance and Tai Chi for Arthritis fall Prevention.

Output: To complete fact sheets on fall prevention and number of individuals who complete A Matter of Balance and Tai Chi classes.

Outcome: The number of falls reported in elders will decline.

O-3-3 To improve care for residents in long-term care facilities and increase awareness of abuse, neglect, and crimes against seniors.

Output: Increase the number of Ombudsman volunteers.

Outcome: Decrease in victims of elder abuse, neglect, and crimes against seniors.

Strategic Objectives

S-3-1 To establish and expand relationships and collaborative efforts with public safety personnel throughout the region.

S-3-2 To reduce the costs associated with public safety responses to senior-related crimes or injuries.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AAA PROGRAM DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: FY 2022 AAA SUBAWARD RECOMMENDATIONS

On March 27, 2019, the SEAGO AAA solicited applications from service providers for Congregate Meals, Home Delivered Meals, Housekeeping, Attendant Care, Home Nursing, In-Home Respite, Legal Assistance, Transportation, and Case Management. Subaward agreements were issued to providers in Fiscal Year 2020, with options to renew subawards for up to an additional 4 years, as expressed in the RFA. Subaward renewals will be issued in Fiscal Year 2022 and the subsequent two fiscal years based on the recommendations developed by staff and approved by the Administrative Council and Executive Board.

The Executive Board must consider our tentative subaward recommendations at their meeting on May 21st so that subaward agreements can be in place and services begun by July 1st. Based on the anticipated funding levels available from the Arizona Department of Economic Security (ADES) for the AAA services listed above, we have developed the attached AAA funding levels by county area and potential subaward recommendations for Fiscal Year 2022.

These recommendations do not include additional funding that will soon become available for response to the COVID-19 outbreak. It's also important to remember that these are only the initial funding levels and they may be increased (or decreased) based on subaward negotiations, utilization levels, and future alerts from ADES.

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

Attachment: Fiscal Year 2022 Subaward Recommendations

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the Fiscal Year 2022 AAA subaward recommendations to the Executive Board.

SEAGO AAA Fiscal Year 2022 Subaward Recommendations

Case Management

Available Funding All Counties: \$ 251,820

Provider	Service	Service Area	Amount
Cochise County			
Cochise Health and Social Services	Case Management	Cochise County - All	\$ 170,000
Graham County			
Southeastern Arizona Community Unique Services	Case Management	Graham County - All	\$ 30,000
Greenlee County			
Greenlee County Health Department	Case Management	Greenlee County - All	\$ 20,000
Santa Cruz County			
Santa Cruz County Public Fiduciary	Case Management	Santa Cruz County - All	\$ 31,820

Legal Services

Soto-Law	Legal Services	Cochise County-All	\$ 17,432
	Legal Services C20	Cochise County-All	TBD

Home Care Cluster

Available Funding By County:

Cochise: \$ 446,813
 Graham: \$ 131,852
 Greenlee: \$ 73,000
 Santa Cruz: \$ 185,257

Provider	Service	Service Area	Amount
Cochise County			
Accent Care	Housekeeping	Cochise County - All	\$ 1,400
	Attendant Care		\$ 270,000
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 42,913
Lutheran Social Services	Housekeeping	Cochise County - All	\$ 500
	Attendant Care		\$ 112,000
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 20,000
Graham County			
Accent Care	Housekeeping	Graham County - All	\$ 500
	Attendant Care		\$ 23,000
	In-home Respite		\$ 500
Southeastern Arizona Community Unique Services	Housekeeping	Graham County - All	\$ 4,500
	Attendant Care		\$ 90,352
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 13,000
Greenlee County			
Greenlee County Health Department	Housekeeping	Greenlee County - All	\$ -
	Attendant Care		\$ 60,000
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 4,000
	Home Nursing		\$ 9,000

Home Care Cluster (continued)			
Provider	Service	Service Area	Amount
Santa Cruz County			
Accent Care	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 33,500
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 1,000
Consumer Direct	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 80,000
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 4,000
Lutheran Social Services	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 41,757
	Attendant Care-SSBG		\$ -
	In-home Respite		\$ 500
Patagonia Assisted Care Agency	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 22,000
	In-home Respite		\$ 500
Meals Programs			
Available Funding By County:			
		Cochise: \$	213,250
		Graham: \$	145,106
		Greenlee: \$	68,500
		Santa Cruz: \$	125,250
Provider	Service	Service Area	Amount
Cochise County			
City of Tombstone	Congregate Meals	Tombstone	\$ 30,000
	Congregate Meals-C20		TBD
Douglas ARC	Congregate Meals	Douglas	\$ 9,500
	Congregate Meals-C20		TBD
	Home Delivered Meals	SE Cochise County	\$ 21,000
	HDM-C20		TBD
Mom's Meals	HDM SSBG Funds	Benson, Sierra Vista	\$ -
	HDM-C20		TBD
	Home Delivered Meals	Rural Cochise County	\$ 152,750
Graham County			
Mom's Meals	Home Delivered Meals	Rural Graham County	\$ 23,500
	HDM-SSBG Funds		\$ 1,606
Southeastern Arizona Community Unique Services	Congregate Meals	Safford	\$ 20,000
	Congregate Meals-C20		TBD
	Home Delivered Meals	Graham	\$ 100,000
	HDM-C20		TBD
	HDM-SSBG Funds		\$ -

Meals Programs (continued)			
Provider	Service	Service Area	Amount
Greenlee County			
Mom's Meals	Home Delivered Meals	Rural Greenlee County	\$ 23,500
	HDM-SSBG Funds		\$ -
Southeastern Arizona Community Unique Services	Congregate Meals	Clifton and Duncan	\$ 20,000
	Congregate Meals-C20		TBD
	Home Delivered Meals	Greenlee	\$ 25,000
	HDM-C20		TBD
Santa Cruz County			
Mom's Meals	Home Delivered Meals	Rural Santa Cruz County	\$ 35,250
	HDM-SSBG Funds		\$ -
Santa Cruz Council on Aging	Congregate Meals	Nogales	\$ 90,000
	Congregate Meals-C20		TBD
Senior Citizens of Patagonia	Congregate Meals	Patagonia	\$ 41,444
	Congregate Meals-C20		TBD
Home Repair and Adaptive Aids			
Provider	Service	Service Area	Amount
Southeastern Arizona Community Unique Services	Home Repair	Graham and Greenlee	\$ 8,000
	Adaptive Aids	Graham and Greenlee	\$ 8,589
Transportation			
		Cochise:	\$ 153,934
		Graham:	\$ 40,000
		Greenlee:	\$ 40,000
		Santa Cruz:	\$ -
Provider	Service	Service Area	Amount
Cochise County			
City of Benson	Transportation	Benson Area	\$ 30,000
City of Bisbee	Transportation	Bisbee Area	\$ 30,000
City of Douglas	Transportation	Douglas - Cochise Cnty	\$ 35,000
City of Willcox	Transportation	Willcox-rural areas	\$ 28,934
Volunteer Interfaith Caregiver Program (VICAP)	Transportation	Cochise County -All	\$ 30,000
Graham County			
Easter Seals Blake Foundation	Transportation	Graham County	\$ 40,000
Greenlee County			
Easter Seals Blake Foundation	Transportation	Greenlee - Clifton	\$ 20,000
		Greenlee - Duncan	\$ 20,000

Unobligated Funds			
Available Funding All Counties:			\$ 7,000
Provider	Service	Service Area	Amount
TBD	Transportation	TBD	\$ 3,000
SEAGO AAA	Caregiver Outreach	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 3,000
	Caregiver Training	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 1,000
	Home Safety Program	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ -
	Case Management	Cochise	TBD
Grand Total - All			\$ 1,881,782

NOTES:

1. *SSBG funds are not yet available from DES*
2. *C20 funds can be extended through Sept. 2021 based on projections*
3. *CARES Act funds are not yet available*



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: APRIL 28, 2021
SUBJECT: REGIONAL TRANSPORTATION COORDINATION PLAN

Beginning in 2007, in order to receive funding under the Federal Transit Administration (FTA) Section 5310 program, agencies applying for funding must be included in a **locally developed, Coordinated Public Transit Human Services Transportation Plan (i.e., coordination plan)**. The FTA also requires Section 5311 and 5307 projects to be included in these **Plans**. The coordination plan identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation.

In response to the requirements of the FTA and ADOT, SEAGO develops a **Regional Transportation Coordination Plan**. Each January, SEAGO invites human, health, social, and transit service providers and members of the general public to come together to form our Regional Coordination Council. It is at these meetings that short-term planning strategies and priorities are developed to address the transit needs of the Region. This group reviews and provides updates to the Coordination Plan. New members are added to the Plan and organizations no longer active are removed from the Plan. Each organization is given an opportunity to update their own efforts and the combined efforts of the group are recorded in the Plan. The process includes an update of the regional needs assessment, a review of and update of regional transit goals, capacity building and gap filling strategies, and the establishment of Regional Funding Priorities for the 5310 grant cycle.

While Federal legislation requires the preparation of a **locally developed plan** it does not provide direction on Executive Board approval requirements. However, many transit grant applications now require projects to be identified in a **locally approved planning document**. Executive Board approval would allow SEAGO and our public transit providers to be more competitive in our efforts to pursue transit funding.

Due to the size of Coordination Plan it has not been included in your packet. The plan is available at: <https://www.keepandshare.com/doc12/252557/seago-fy21-coordination-plan-04-19-21-pdf-34-4-meg?da=y>.

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the SEAGO 2021-2022 Regional Transportation Coordination Plan to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on the Fridays two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

Administrative Council	Executive Board
August 5, 2021	August 20, 2021 - Greenlee County
November 4, 2021	November 19, 2021 - Santa Cruz County
February 10, 2022*	February 25, 2022 - Cochise County*
May 5, 2022	May 20, 2022 - Graham 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)
June 3, 2021 – 9:00 a.m.
September 30, 2021 – 9:00 a.m.
December 2, 2021 – 9:00 a.m.
March 31, 2022 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2021
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 February 2021 meetings (see highlighted tactics – yellow = progress; green = complete):

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)

At their meetings on February 11th and 28th (respectively) the Administrative Council and Executive Board reviewed and approved updated STBG Project Programming Procedures that included population-based programming caps, a cap on the maximum amount of STBG that can be programmed for Right-of-Way acquisition for a given project, and the maximum amount of STBG that could be programmed per county for active projects (regardless of sponsor) during the four-year TIP period. With these updated procedures now adopted by the Executive Board, this Tactic has been accomplished ahead of schedule.

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)

Utilization of the HURF Exchange Program was designated as a primary programming strategy for use of SEAGO STBG Program funds and was part of the updated procedures approved as discussed above.

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

See Tactic 1.a. above. While a possible STBG funding rotation was considered by the TAC in their review, this was not included in the new Project Programming Procedures

approved as discussed above (the TAC was unable to reach agreement on this).

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)

As you know, we have engaged in a partnership with NADO to provide support and technical assistance in the development and implementation of this project through a USDA grant. SEAGO, NADO and key partners met on February 4th to draft a preliminary Scope of Work for the project. A project Technical Advisory Committee (TAC) has been formed consisting of NADO, SEAGO Transportation, ADOT, the San Carlos Apache Tribe, National RTAP, the Western Transportation Institute, and Easter Seals Blake Foundation. Other key partners include the United Way of Graham and Greenlee Counties and the Arizona Taxi Cab Club. We will continue to identify and explore additional partnerships as the project moves forward.

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

Ridership data collection has been completed and data collection is in progress. Service areas, and schedules will be informed in part through a transit needs survey. A draft survey has been developed and will be reviewed by the TAC. The first project stakeholder meeting is tentatively scheduled for May 5th.

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

No progress since the February report. 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)

An article involving SEAGO's partnership with the City of Willcox to initiate a dial-a-ride public transportation service in the community appeared in the Willcox Range News and the Sierra Vista Herald/Review on March 9th: https://www.myheraldreview.com/news/willcox/city-of-willcox-receives-support-it-needs-to-implement-dial-a-ride-shuttle-service/article_3f798678-8107-11eb-aaed-0b2aa1ad6719.html. In addition, the public involvement processes for the SEAGO TIP is currently underway and Public Participation Plans for the Cochise County Transit Consolidation Study and the Santa Cruz County RTA Study are in the process of being developed.

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

No progress since the February report. 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)

No progress since the February report. The process of redesigning of our azmobility.org site to make it more user-friendly and interactive has been pushed back due to conflicting priorities and is anticipated to begin in June 2021. Once complete, we will be sharing the updated site with our transit partners for inclusion on their websites' transit pages. See also Central Administration Goal 2, Objective A, Tactic 3 below.

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)

In previous updates, you may recall that Ms. Melissa Hartman was recruited to assist our CDBG program with some targeted activities as a temporary, part-time employee. Since we were recently awarded CDBG CV 1 and 2 funds, Melissa's focus will now shift to administration of those activities. And with our acceptance of the Continuum of Care (COC) contract for the Cochise County area, Maria Porter, SEAGO's Economic Development Program Manager, will be lending her considerable experience managing similar contracts to Community Development as needed. And finally, we are pleased to announce that the CDBG program has recruited a full-time person to take over labor standards monitoring and eventually, other aspects of the CDBG program so that Keith can focus on expanding funding opportunities to benefit our member entities. Our new Senior Planning Specialist, Susan Bronson, was onboarded April 26th and is now beginning to come up to speed with her new responsibilities. If our new hire proves to be as capable as we perceive her to be, we will be able to consider this Tactic **completed well ahead of schedule.**

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 for Colonias and SSP funds is ongoing and has proven to have its own salutary effect – thus the need to expand capacity on the CDBG team as described above.

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

Work is in progress to implement and administer the Nogales (\$840,000) and Bisbee (\$376,474) Colonias projects awarded earlier this year. And a new application cycle will soon be upon us and the CDBG program will now be adequately staffed to enable Keith to assist interested communities and capture an even greater share of the CDBG funds coming into the SEAGO region.

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)

As mentioned in the February report, SEAGO agreed to assume the responsibility for coordinating Cochise County COC and the contract that accompanies it. We envision this leading us to move toward expanding the COC role through the remainder of the region as we develop the partnerships, networking, knowledge, experience, and operational framework to do so.

Also, as mentioned above, SEAGO's application for CDBG CV 1 and 2 funding has been awarded. Our request was for \$750,000 to be used to assist COVID-19 impacted families and individuals with mortgage payments, rent, utilities, food and clothing. With individuals now able to apply directly to ADES for rent, utilities, food and clothing assistance, it's anticipated that the vast majority of the funds awarded to the SEAGO Cares program will be used to assist those in arrears on their mortgage payments. With the American Rescue Plan Act's appropriation of approximately \$787 million to ADES and ADOH for utility assistance, mortgage and rental assistance, homelessness, supportive services, and other programs, we anticipate there will soon be additional opportunities for SEAGO to assist with addressing affordable housing and homelessness within the region. And as stated above, the additional capacity within the CDBG program will enable Keith to pursue these new funding opportunities, with the goal of beginning to address some of the homelessness and affordable housing gaps in the SEAGO region.

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

Our primary partners now include HUD, ADOH, and ADES as they offer a range of potential resources to address these needs. In addition, the Cochise Continuum of Care committee includes agencies such as the Good Neighbor Alliance, Arizona Complete Health and Community Partners. Some of these organizations not only work to meet homelessness and affordable housing needs in Cochise County, they do so throughout the SEAGO region. As we work with ADOH and the Cochise COC, we will continue building partnerships and opportunities to expand and support our efforts throughout the SEAGO region.

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 program we've recently developed and the Continuum of Care model we are currently building 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)

At the behest of the City of Sierra Vista, and consistent with this Strategic Plan Objective, SEAGO assumed the contract to coordinate COC activities in Cochise County. See also Tactic 3 above.

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

No progress since the February report, but once CDBG's new full-time employee is on board, fully oriented, and proficient in her duties, we intend to begin transferring the WQMP duties to her.

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 are on schedule to publish a notice of funding availability through the SEAGO Cares program to assist individuals and families impacted by COVID-19. The notices will be widely disseminated on SEAGO's AAA, Economic Development, and Public Transit social media pages, as well as SEAGO's website. The notice will inform interested parties how to apply for SEAGO Cares funds and provide links to application forms, documentation requirements, and information on how to

obtain program information directly from SEAGO staff for those who are unable to download and or print program materials. We are also spreading the word about the SEAGO Cares program through our many public and private partnerships throughout the region and hope you will join us in that effort.

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

No progress since the February report. 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)

The AAA's Facebook posts, views of our videos, and the readership of our quarterly newsletter have continued to increase. Internal discussions about how to better communicate AAA services, increase advocacy efforts for the needs of the elderly and disabled, and keep the public engaged have led to the creation of the SEAGO AAA Stay Connected mobile phone app. The app launched February 14, 2021 and now links the resources posted to AAA social media pages and the AAA website, and allows program coordinators to post events so that clients can register for and access a multitude of services and resources. In addition, the AAA has added the Trualta platform to its resources for caregivers. Trualta is another application that links users to its own unique caregiver resources as well as those available on the SEAGO website, the AAA mobile app, and to the AAA Facebook page.

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

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. In addition, Amalia Marin has completed her SHIP-SMP training and moved into the program coordinator role. And with Amalia moving to the SHIP-SMP program we have hired a new Office Specialist, Brenda Schumacher. Brenda came on board March 8th and is quickly learning her new responsibilities. And finally, the LTC Ombudsman and SHIP-SMP programs are collaborating on addressing elder abuse both in long-term care settings and our communities with scam jams through partnerships that include: Adult Protective Services, Long Term Care facilities, Public Fiduciaries, senior adult homes, financial institutions, and more to address regional challenges and potential future needs.

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)

Freeze dryers and water activity meters have been deployed to our nutrition sites. However, COVID-19 has delayed training nutrition site staff on the use of program equipment and the development of Food Safety Plans (FSPs) until the health departments are comfortable in doing so. The purchase of a vapor sorption analyzer was approved by the Executive Board in February and has been delivered to the AAA. Health and Nutrition Program staff are learning how to use the equipment, and the new technology will greatly facilitate the development of FSPs as soon as it is

safe to do so. We are in the process of recording video trainings that we will use to train our sites as soon as COVID allows us to, and the local health departments give us the okay. With the roll-out of vaccines to our communities and the Governor's recent lifting of COVID-19 restrictions, we expect to be able to fully resume program development phase soon.

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 since the February report. With the roll-out of vaccines to our communities and the Governor's recent lifting of COVID restrictions we hope to begin meeting with case management agencies over the next month.

Tactic 2. Transition to in-house case management

Carrie Gibbons continues monthly trainings with all of our AAA Case Managers to improve utilization of Home and Community Based Services, updating Program Instructions for Case Management and the Case Management Handbook. Carrie has completed ADRC options counseling certification and is in a perfect position to transition into case management. She will now be shadowing one of the more experienced case managers and begin devoting half of her time to case management.

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)

On March 29th, the Eastern Arizona Courier/Copper Era published an article about Trualta, a new resource for caregivers available throughout the region: https://www.eacourier.com/news/families-dealing-with-dementia-invited-to-try-new-online-educational-program/article_c54fec24-8cb5-11eb-bd77-6305cb09affe.html The editor of the Eastern Arizona Courier graciously offered to feature SEAGO AAA program announcements and assist in developing regular news stories about AAA programs as a public service in Graham and Greenlee Counties. 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.

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

No progress since the February report. 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)

No progress since the February report. However, 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. A new AAA partner in this effort includes public libraries across the region who will share Trualta resources within their respective communities. See also Central Administration Goal 2, Objective A, Tactic 3 below.

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)*

As previously reported, the Economic Development team continues to work with NAU's Economic Policy Institute to design and develop an economic recovery toolkit and to deliver technical assistance and capacity building to member entities, local businesses and other stakeholders impacted by COVID-19. As many of you now know, Stephen Peterson has been recruited as our new Economic Recovery Coordinator (ERC). Since coming on board January 19th, Stephen's primary focus has been gathering information that will inform a technical assistance funding application to EDA to procure a consultant who will perform a region-wide broadband study. The study will identify gaps in broadband service across the region and prepare preliminary design concepts for construction activities to address those gaps. Such a study should position SEAGO to access funding to complete design and the ultimate construction of system improvements needed to improve broadband access in the SEAGO region.

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)*

Over the past three months, the primary focus of the Economic Development team has been completing the update of the regional five-year CEDS and implementing the scope of work for the supplemental EDA planning grant discussed in previous reports. The priorities and issues expressed by participating member entities and their proposed economic development projects are now reflected in the current draft of the CEDS. The former Economic Development Program Manager had 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. 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 2022. 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 remains committed to participating in 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. After several months of anticipated changes on the consulting team in charge of the REDI Grant (formerly of McClure/Alchemy), the new consultant, (Broad Ripple) is now attempting to revive stakeholder interest and has scheduled meetings to discuss project implementation concepts.

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)*

No progress since the February report. As stated above, SEAGO remains committed to participating in and coordinating the REDI Grant process which will provide assistance to Graham and Greenlee Counties to implement tourism Initiatives, to include creating joint branding and

marketing campaigns. 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 the February report. 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 since the February report. 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)

Last September, the Asset Inventory SEAGO Economic Development website (<https://southeastarizonaeconomy.com/>) was updated to include current detailed data on our region’s Counties and Municipalities. In addition, the Asset Inventory includes links to the economic development pages for each community that has developed one. **We consider this tactic complete to the extent of our capabilities** unless our assistance is requested. It is now up to the member entities to create links on their websites to the economic development resources offered on the SEAGO EDD website.

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)

No new progress since the February report. 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 as time permits.

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)

No new progress since the February report. Progress continues in transferring HR responsibilities and the development of manuals (see Tactic 1 above). With the additional capacity in the CDBG program, it’s anticipated the transfer of the WQMP responsibilities may 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 February report. The COVID-19 pandemic has dramatically reduced travel by SEAGO employees, and thus, has reduced the urgency to pursue this issue. However, we continue to look for opportunities to pursue this Tactic.

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

As previously reported, Central Administration now offers a full menu of plan options for our employees and **we consider this Tactic substantially complete for this policy year.** We intend to review our plan options during the next open enrollment period to identify opportunities to possibly 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 to conduct SEAGO business has been implemented and **this Tactic is complete.**

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)

The Executive Board approved our request to purchase the modular office building at their February meeting, and **we consider this Tactic complete.**

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)

The Executive Board approved our request to purchase the modular office building at their February meeting. The building has been purchased, prepped for transport and is scheduled to be moved to our Highway 92 campus May 17th. Soils testing and engineering for the foundations support system has been completed. Plan review and permitting from the ADOH Office of Manufactured Housing is underway. The City of Bisbee has reviewed and approved our plans and issued our building permit. APS has visited the site and the design for a power line extension to the building is in process. Our internet service provider (SparkLight) and our phone system service provider (BlackPoint) have provided their infrastructure requirements to serve the new building and associated materials have been purchased. A local contractor is currently prepping the site, trenching for the water, sewer, and IT infrastructure to serve the building, and pouring foundations for the perimeter support piers. We will continue to report progress on preparing the new office for occupancy under this Tactic as the project moves forward.

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)

The Executive Board approved our request to purchase the modular office building at their February meeting, and **we consider this Tactic complete.**

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 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 progress since the February meeting. Central Administration hopes to 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. Our attorney of record recently retired from the practice of law and we are transitioning to a new attorney.

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)

Absent contact information for the specific individuals who manage our member entities' social media and website pages and direction from management to inspire such a collaborative effort, making progress on this Tactic has been challenging.

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)

No progress since the February meeting. COVID-19 has restricted in-person attendance of public meetings of our member entities. However, the Executive Director did attend the April 16th WebEx meeting of the State Transportation Board to advocate for including a DCR for a new connector road to serve the new commercial LPOE in Douglas in ADOT's tentative Five-Year Facilities Construction Program.

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: APRIL 28, 2021
SUBJECT: FINANCE REPORT

Budget preparation delayed the production of the quarterly finance report for your packet. The SEAGO Statement of Revenues and Expenditures for the period ending March 31, 2021 and Fiscal Year 2021 to date will be distributed to you via email before the meeting.

I also wanted to mention that the Audited Financial Statements and Independent Auditor's Report for Fiscal Year 2020 will be presented to the Executive Board at their May 21st meeting. There was one significant deficiency identified, but no material weaknesses this year. In Fiscal Year 2019, the Auditors provided 12 pages with 22 closing entries; in Fiscal Year 2020, this number was substantially reduced to 1.5 pages with only 6 entries! If you wish to review the Fiscal Year 2020 audit in detail, [please click here](#).

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

Attachment: None

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: APRIL 28, 2021
SUBJECT: CDBG AND COMMUNITY DEVELOPMENT UPDATES

CDBG Regional Account Updates

We are in the application round for this year's Regional Account CDBG. The SEAGO region CDBG allocation for this year increased for the second year in a row, to \$1,336,517. The current status of this year's Regional Account is as follows:

Patagonia: Street Improvements (McKeown Avenue);
Graham County: Daytime respite homeless care facility;
Clifton: second public hearing scheduled for May; and
Willcox: second public hearing scheduled for June.

SEAGO CDBG staff will bring an action item for approval of SEAGO technical assistance contracts for these projects later this year.

SEAGO CARES

At the last round of meetings, the Executive Board passed a resolution authorizing SEAGO to apply for CARES Act CDBG funds to be used for COVID-related emergency subsistence payments in Cochise, Graham and Greenlee Counties. We are pleased to report our application was funded. A press release is attached to this report, and we anticipate the program will be up and running as of May 1st. These funds will be available until fully obligated, or September 30, 2022. Because DES is offering assistance with rent and utilities directly from their website, SEAGO will prioritize mortgage payments. We have sent the attached press release to all newspapers in the service area, and have advertised the program on our social media channels. All of our member communities are encouraged to participate, and we invite you to print the attached and post it in visible places, or spread the word by whatever means you see fit.

Method of Distribution

At our August meetings later this year, we will be bringing forward an action item to update the Method of Distribution which governs how the CDBG Regional Account funding is

allocated in our region. It is due for renewal this year. Unless our communities seek to change the method by which CDBG Regional Account funds are allocated, staff will recommend renewal of the MOD as it is currently structured.

Staffing Up

Finally, we are pleased to announce the newest addition to the SEAGO team. Ms. Susan Bronson has recently come aboard as a full time employee in the Community Development Program. She brings a wealth of experience and knowledge to the job, and will initially be working on the CDBG program administration tasks such as labor standards monitoring and environmental reviews.

Attachments: SEAGO CARES Press Release

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

HAVE YOU OR SOMEONE YOU KNOW FALLEN BEHIND ON MORTGAGE PAYMENTS DUE TO
CORONAVIRUS?

If so, you may be eligible for assistance through a new program called SEAGO CARES.

SouthEastern Arizona Governments Organization (SEAGO) has received a Community Development Block Grant through the Arizona Department of Housing to help people in Cochise, Graham and Greenlee Counties who have been impacted by the Coronavirus pandemic. Federally funded through the 2020 CARES Act, SEAGO CARES is a new program available for qualifying households who need help with mortgage and other payments such as rent, utilities, and in some cases food or clothing.

Qualifying households are defined as having:

1. Full time residency in Cochise, Graham or Greenlee Counties;
2. Qualified for unemployment or has otherwise experienced a reduction in household income, incurred significant costs or experienced a financial hardship due to the COVID-19 pandemic;
3. A risk of experiencing homelessness or housing instability;
4. A household income at or below 80% of the area median income.

For qualifying households enrolled in the program, SEAGO will make payments directly to mortgage and utility companies and/or landlord. These funds will be on a first come, first served basis, and the program will last until September 30, 2022 or when the program funds are expended. Because other agencies such as DES are currently assisting qualifying households with rent and utility payments, SEAGO CARES will give priority to those with a COVID-related mortgage hardship.

The application can be found online at www.seago.org/cares. Persons without access to the internet are encouraged to call the SEAGO offices at 520-432-5301, extension 203. Paper applications are also available at the SEAGO offices, 1403 W. Highway 92, Bisbee Arizona 85603.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: APRIL 28, 2021
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 was being led by the McClure Engineering Economic Development Division (target industry strategic plan implementation), and Co.Starters (entrepreneur training), and is being coordinated by SEAGO under the guidance of the grant management team consisting of representatives from Graham and Greenlee Counties, and FMI.

Current Status: The REDI Grant project was paused for 7 months due to the contractor, McClure, dissolving their placemaking team during the pandemic. McClure has contracted with Broad Ripple Strategies for the remainder of the USDA REDI project. The REDI Grant Team met recently on April 21st, 2021 to review the Copper Duo marketing website and discussed the potential organizational structure for the Graham County Economic Development Corporation (GCEDC). The contractors are developing an organizational structure, to include options for staffing, programming, and budgeting, to be presented and discussed at the GCEDC's board meeting on May 18. Lastly, the contractor is also working on a draft "non-compete" agreement between Graham and Greenlee counties to help build economic development collaboration and goodwill in the Copper Duo region.

2. 2021 – 2025 CEDS Process

Background: The Comprehensive Economic Development Strategy (CEDS) is the 5 year plan that captures the current economic environment and what ED goals we want to achieve in the next 5 years. The goals identified in the CEDS are designed to help guide our region into a prosperous sustainable economy. The 2021 - 2015 CEDS is due to EDA in April 2021.

Current Status: The CEDS Committees' final meetings were in February, whereas the regional groups provided feedback on the 2021 CEDS and Project List Regional Ranking Criteria. The Project List process was a success with 9 communities providing projects to be included in the CEDS. The scoring committee reviewed and ranked community projects based on alignment with the EDA Priorities and CEDS Goals. We are currently in the process of incorporating the final

feedback from EDA. We are on schedule to submit the 2021-2025 CEDS to EDA by the April 30th, 2021 deadline and will present the CEDS at the August Board Meeting.

3. Economic Advisory Council

The 2021 CEDS is a living document and will continuously be updated to reflect the priorities of the region. The goal of the CEDS is to be our economic development roadmap over the next 5 years to stability, growth, and resiliency. We will continue this effort through the Economic Advisory Council (EAC). The EAC is a continuation of the CEDS Committee and will act as a community coalition to foster economic development collaboration with regionally strategic initiatives. The EAC, starting in March 2021, is meeting monthly and will be establishing CEDS Focus Area Sub-Committees to review data and develop specific project priorities in relation to the CEDS Action Plan. The CEDS addresses many needs of our region, which includes transportation, housing, and infrastructure, initiatives that overlap with multiple SEAGO programs. The EAC will be a platform, and act as a hub of information, to share resources and updates on all economic development initiatives throughout the region. The March and April EAC Meetings included discussion around:

- a. Economic Advisory Council Introduction and Purpose
- b. CEDS Update
- c. Identifying potential trainings and resources
- d. Agency/Project Updates
- e. Workforce Housing Resources: Owner-Occupied Housing Rehab Presentation
- f. 2020 Tax Revenue Data- How did COVID impact our economy? (NAU Presentation)
- g. Development of CEDS Focus Area Subcommittees

4. 2020 EDA Supplemental Grant

We are in the process of developing a Resiliency Community Survey to gain local insight on the impact of the pandemic on families and identify resiliency opportunities to include in the Resiliency Toolkit. The Survey will be shared to all staff and board members for public distribution in May. The Resiliency Toolkit will be exploring:

- a. Potential risks to the SEAGO Region
- b. Identify federal, state, and local resources to mitigate hazards and disasters for individual families and community-wide efforts
- c. Identify a coordinated process across the 4-county region, to result in safer communities
- d. Identify public and private organizations to engage for resources and collaborative coordination, to include stakeholders that allow individuals be more resilient
- e. Utilizing the Focus Areas in the SEAGO CEDS, detail economic resiliency factors and create corresponding action plan/tasks
- f. Create a marketing/awareness plan for available resources, with an easily accessible platform

5. Broadband

During the 2020-2021 CEDS development process, SEAGO's CEDS Ranking Committee evaluated project lists from each member entity and it was determined that Broadband Infrastructure expansion was the #1 regionally ranked project contributing to a more resilient economy. The lack of a robust Broadband Infrastructure is seen as a huge contributor to the lack of industry leaders and private investors expanding their operations within the SEAGO region. The recent pandemic exacerbated the lack of digital connectivity throughout the SEAGO region, which prevented many institutions and households lacking strong broadband connectivity from being able to adapt to the virtual environment of remote work, online shopping, and e-education platforms for students.

In response to the identified need for broadband, we are working on applying for an EDA Technical Assistance Grant to develop a Regional Broadband Strategic Plan. The Broadband Plan is necessary to access various funding sources to construct the broadband infrastructure in our region. A major contributor to the success of planning a broadband infrastructure expansion effort has been in the formation of a regional coalition, as part of SEAGO's deliberate development of Economic Advisory Council sub-committees to tackle the key list of priorities the region's member entities have committed to implementing.

The first major task that the SEAGO Broadband Coalition has accomplished was the development of a GIS interactive map, illustrating all of the region's Anchor Institutions, Rights of Way, Opportunity Zones, Transmission Lines, and Census Tract data pointing to current local connectivity.

6. New Initiatives

As the EAC moves forward and the CEDS document lives-on, we are working to provide economic development support and resources to our region. The Broadband Regional Plan is one example of a project that will provide the entire region with an opportunity to expand infrastructure capacity and be ready for construction funding. We are also researching expanding workforce development opportunities through the AmeriCorps Vista program to add regional capacity around Housing, Case Management, and Workforce Training. We continue to support the Community Development program, as many of our initiatives align, and assist with the Cochise County Continuum of Care. As we move forward and research these various initiatives, we will keep the board apprised of our progress.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: APRIL 28, 2021
SUBJECT: AAA PROGRAM UPDATES

Administrative Updates:

- SEAGO-AAA is moving forward with the next steps necessary to fulfil our strategic plan objective (Goal 1, Objective C) bringing Case Management in-house. Carrie Gibbons will begin shadowing one of our regional case managers for guidance and training. Carrie now holds her Boston University, Options Counseling Certificate for Advocacy Disability Resource Center (ADRC), enabling her to understand the holistic approach of case management. We intend to start with Santa Cruz County and slowly move to Cochise County. We feel confident that strong partnerships with our member entities will enable a smooth transition to benefit our elderly and disabled clients.
- The American Rescue Plan grants AAA Region VI approximately \$1.3 million in funds to cover the needs for supportive services, nutrition, family caregiver support services, and more. See table below for details:

American Rescue Plan Funds

		Total	Region VI 4.77%
Title III B	Supportive Services	\$9,000,000	\$429,300
Title III C	Nutrition	\$15,000,000	\$715,500
Title III D	Evidence-Based Healthy Living	\$900,000	\$42,930
Title III E	Family Caregiver Supportive Services	\$3,000,000	\$143,100
Title VII	Elder Law and Ombudsman	\$200,000	\$9,540
All Programs		\$28,000,000	\$1,340,370

READI Meals Program: SEAGO-AAA received the Vapor Sorption Analyzer (VSA) at the end of March; the VSA is crucial in creating the food safety plans. The set-up is complete with the assistance of Meter Group, and the VSA will begin analyzing data soon. The ACL Innovations in Nutrition Grant posted on

March 29. SEAGO-AAA has submitted a Letter of Intent by the May 24th deadline to request funding for the READI meals program development. If awarded the grant, funding will carry us through the next phase of the project. Training videos will prepare the congregate sites for using the Freeze Dryers under the continuing COVID restrictions. Two of the three training videos are complete.

Family Caregiver Support Program (FCSP):

- *Trualta* – The Trualta portal Launched March 2, 2021. The primary focus has been on Outreach, Community Education, and creating partnerships. Eleven caregivers have been on-boarded and active, and two additional caregivers have attended a Zoom Trualta Introduction meeting and have activations pending. Karen Enriquez has partnered with the Greenlee County public library and Safford public library to present the Trualta portal and have it readily available for caregivers registered under the family caregiver support program. Karen will make these connections with libraries in Cochise County and Santa Cruz County in the next few weeks.
- *Community Connections* – Panel Zoom Meetings focus on reaching out to local organizations and promoting SEAGO Area Agency on Aging programs and services.
- *Hello Neighbor Program* – The FCSP delivered and distributed SEAGO AAA bags filled with informational literature and "swag" to promote community education and information to Senior Community residents at Casa del Sol in Sierra Vista.

Contact Karen Enriquez at 520-432-2528 Extension 221 or kenriquez@seago.org for more information.

Long Term Care Ombudsman Program (LTCO): LTC facilities have seen a massive reduction of COVID-19 cases. Most residents who want to be vaccinated have received the vaccine; the exception is a new resident coming into a long-term care setting. Facilities are committed to ensuring that all residents who wish to get the vaccine receive it. Arizona Department of Health Services and the Center for Medicare Services have put in new rules to loosen restrictions on long-term care visitation inside and outside of a facility. The new rules are based on the percentage of residents vaccinated and the severity codes in that county. That means visitation from facility to facility may be different. The LTC Ombudsman can now see more than one facility per day, but the PPE and safety restrictions are still in place. The AAA Ombudsman Coordinator has received both doses of the Moderna vaccine.

All the LTCO volunteers will soon be going to Phoenix to meet in person to attend train the trainer training modules for new ombudsmen. The new training regulations will go into place in October 2021. The Fraud and Abuse task force is forming, members representing APS, Public Fiduciary, Health Departments, and more will increase the availability of services for abuse and fraud victims as there is a shortage of professional guardians in our region. The task force will be meeting bi-monthly

State Health Insurance Program – Senior Medicare Patrol (SHIP-SMP): The SEAGO Area Agency on Aging SHIP-SMP team of volunteers and the new program coordinator met for their first gathering in a public setting since the beginning of the pandemic one year ago. The team was comprised of: Ramona MacMurtrie (now retired), Lisa Conley of Hereford, Kim Jackson of Whetstone, Don Behnke (also a member of ACOA) of Sierra Vista, and Amalia Marin, SEAGO's new SHIP-SMP Program Coordinator.

The group unanimously agreed to establish a monthly Zoom meeting on the 2nd Tuesday of each month at 11:00 am, starting on April 13. These virtual meetings will accomplish several objectives, including team building, training, and information sharing, developing strategies to reach many more seniors and disabled clients as the COVID-19 restrictions begin to ease up.

SEAGO Area Agency on Aging is blessed to have such experienced and talented volunteers, without whom we could not serve our clients as effectively. SEAGO SHIP-SMP volunteers provide personalized service and critical information to save our clients many thousands of health care dollars each year. In 2020, Ramona MacMurtrie and the team saved our clients over \$275,000; we hope to exceed this amount in 2021.

On March 22, 2021, Ramona and Amalia held the first Facebook-live Scam Jam of 2021, which over 1,400 people viewed. If you missed it, you can still watch it on our [facebook.com/seagoareaagencyonaging/](https://www.facebook.com/seagoareaagencyonaging/) page, where it is still getting "likes". Unfortunately, due to the isolation and loneliness that COVID-19 created, many seniors have fallen victim to the brazen schemes of shysters who, by sleight of hand, have stolen personal information and money from vulnerable older adults. We plan to present more events like this, including guest speakers and experts in preventing elder fraud and exploitation.

To schedule a telephone appointment for assistance with Medicare issues, please call: Amalia Marin at 520-432-2528 ext. 222, or email: shiphelp@seago.org. Individuals can also 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): The HNP has continued to deliver virtual Tai Chi classes and added the first Spanish virtual Tai Chi in March. Plans are underway to prepare for the reopening of in-person classes in June or when deemed appropriate. Shi Martin has completed the virtual training for A Matter of Balance. Moving forward, we will be ready to offer the evidence-based class virtually if necessary to stay in compliance with the Evidence-Based requirements.

Explore the evidence-based programs on our [Facebook](#) page that are proven to help older adults reduce their risk of falling. You can also visit our [webpage](#) to find a program near you! Check our calendar of events for specific class information or call (520) 432-2528 Ext. 306 or email: cmeyers@seago.org to inquire about upcoming classes in your Community!

End of Life - Thoughtful Life Conversations (EOL): We have many exciting EOL projects taking off. Our Vaccine: ACP project provides COVID-19 vaccination sites throughout our region with Advance Directives and our AAA brochure with our contact information for further help and resources. This information is given out while people are waiting after they have received their vaccination. Our 1:1 Help with ACP project is expanding as we offer 1-on-1 help with advance care planning and directives completion (via Zoom/phone at this time). This is also being offered throughout our region. Our work with Cochise College continues with educating the nurses on End-of-Life care issues and ACP. A new relationship with the Cochise College Program Director for the Home Health Aides and CNAs has been forged to provide ACP and EOL care education. We continue to deliver Thoughtful Life Conversations (TLC) workshops to the Community and have a TLC scheduled for a local church via Zoom this month. We also offer these workshops to businesses and organizations that would like to have a presentation.

OTHER INFORMATION

Facebook Statistics: Between March and April 2021, we reached 2,104 people, with 600 clicks on the page and 57 video views, and we currently have 799 followers. The page is updated daily with verified, objective information to keep our followers up to date on the latest news and information that could impact their lives. We invite you to follow us at <https://www.facebook.com/seagoareaagencyonaging>.

Get Set-Up: The Area Agency on Aging continues to partner with Get Set-Up to offer free online classes to our older population in the four-county region. This platform has over 170 different courses to include: Basics of Zoom, creating playlists, how to utilize your iPhone or Android, Facebook, and more. These

classes' facilitators are people over the age of 50, making it easier for our aging population to understand as they teach. In January 2021, we began promoting Get Set-Up through social media, our local Chambers of Commerce, and many more venues available to us. Thus far, we have 19 constant followers who learn different ways to navigate the new technology available to them. We encourage our communities to take advantage of the free **SEAGO** coupon available until December 31, 2021.

Annual Report: Our Annual Report for SFY 2020 is posted to our website and ready for your review. [You can click here to access the report.](#)

Attachments: AAA-Get Set-Up Digital flier; Trualta Introduction Flyer.

Action Requested:

Information Only

Action Requested Below:

LEARN AND SOCIALIZE ONLINE!

Connect with curious people such as yourself in small and mid-sized classes



GetSetUp + 

Bringing Fun Live Virtual Classes To Older Adults

Welcome to the SEAGO Area Agency on Aging's Online Learning Center for Older Adults!

SEAGO Area Agency on Aging serves people in Cochise, Graham, Greenlee, and Santa Cruz Counties, age 60 and over, their unpaid family caregivers, and disabled adults. The goal of an Area Agency on Aging is to enable older adults to maintain maximum independence and dignity in their homes, long-term care, and communities. We are pleased to sponsor these fun and interactive sessions and classes for mature learners, designed to help you stay active and engaged, learn new things, and support healthy aging.

Go to: <https://www.getsetup.io/partner/SEAGO>

Use coupon code: **SEAGO** to waive any fees associated with small group classes. Take the "New Member Orientation" to get started!

WHAT IS GETSETUP?

GetSetUp is an online community of people ages 50+ who want to get more out of life, learn new skills with others, and gain new experiences.

Specially trained GetSetUp Guides and Social Hosts, lead classes from how to get started with technology to starting your own business. These classes are live so learners can ask questions, share experiences, and ensure their goals are achieved.

Whatever your background, experience, or education there is something on GetSetUp for you.

Learning Geared Toward Older Adults



GetSetUp provides live online sessions on tech tools, apps, health and wellness, and many more topics geared towards older adult learners. Those who started this year less tech-savvy than younger members of the population are especially vulnerable to being disconnected.

GetSetUp offers re-skilled retired educators as Guides to teach their peers' online tools and other classes to help them feel more independent, empowered, and connected.

Classes are taught in small groups so that learners work at their own pace in a supportive environment. Classes teach tools like how to use your smartphone, healthy meals in 30 minutes or less, and how to host events on Zoom to ensure confidence, ease of use, and independence.

When the pandemic crisis hit, GetSetUp already had a solid core team of Guides to help teach people and wanted to provide support to their customer base and the public at large.

Therefore, they provided access to 40+ FREE live online classes focused on older learners to help get them up to speed quickly on essential technology for life in the current pandemic stay-at-home situation. These included skills such as grocery delivery, telemedicine solutions, Zoom, Uber, and more.

The goal was to help reduce the stress of adults who normally act as 'tech geniuses' for their parents or grandparents by providing live remote help for adults who have been cut off from their in-person help.

Classes are taught in an interactive, self-paced hands-on setting with peers who have been there and done that! GetSetUp helped train senior school teachers in distance learning through partnering with The Learning Accelerator. They helped these teachers understand how to effectively use tools such as Google Classroom, Zoom, and other online teaching tools.

Need help from GetSetUp?

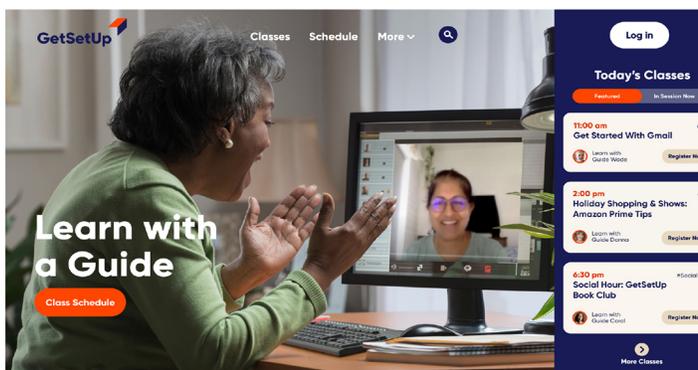
Email help@getsetup.io or call **1-888-559-1614**

With the second wave of the pandemic and winter approaching -- which will limit mobility for many people -- GetSetUp is ready to meet the challenge. Classes are provided daily around a variety of topics from creativity, health, wellness, to the classic technology classes.

Plus now Social Hours offer a chance for learners to join and share their wealth of knowledge on a shared topic of interest or participate in fun activities together from playing cards to trading movie recommendations. There is a little bit of something for everyone.

GetSetUp created a platform that enables seniors to serve as the superheroes of today's economy, tapping a huge, growing population of retired educators to help teach essential tech skills to their peers. Organizations, companies, and the government see GetSetUp as a crucial resource to help teach older and/or less-tech savvy consumer tech products.

Organizations such as AARP, Assisted Livings, the YMCA, use GetSetUp to provided tools for older adults around staying connected and health and wellness. GetSetUp continues to gain momentum and grow.



LIVE & INTERACTIVE

Unlike watching videos, GetSetUp classes are all live. GetSetUp classes involve active participation of all learners. We believe in learning by doing.

ENGAGING AND FUN

Our classes are taught by older adults who bring all their wisdom and experience into the class. Learners are actively engaged in fun discussions and practice.

MAKE NEW FRIENDS

Our classes are small, relaxed, and perfect for people who want to build new relationships while learning a new skill.

ASK QUESTIONS

Ask as many questions as you want! Our Guides are patient and committed to ensuring that learners are set up and confident to achieve their goals.



TRUALTA

The SEAGO, Area Agency on Aging, is excited to share Trualta, an online learning system designed to provide skill based training and resources for family caregivers.

Built specifically for family caregivers, Trualta helps caregivers reduce stress, find local resources, and provide better care for their loved ones. Every caregiver has a custom learning journey, so you can choose the topics that interest you and learn any time of day. Trualta content is dementia focused and topics include personal care, safety and injury prevention, and caregiver wellness. Trualta also offers "expert level" dementia training from professional-level providers like Teepa Snow, adapted for the family caregiver.

Registration is by invitation only.



Contact us for more information today!

Karen Enriquez
SEAGO Area Agency on Aging
kenriquez@seago.org
(520) 432-2528 x 221



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: APRIL 28, 2021
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: On December 30, 2020, SEAGO received notice from ADOT that it received an \$80,000 FTA Section 5305(e) Transit Planning Grant. 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. The grant provides funding for a Regional Transit Emergency Coordination Plan. The grant has been included in our FY22/23 ADOT Work Program and work on the project will begin in July.

SEAGO 2021-2022 Regional Transportation Coordination Plan: Inclusion in a locally developed coordination plan is a requirement for FTA Section 5310 funding eligibility. The Coordination Plan identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. The plan can be accessed at: <https://www.keepandshare.com/doc12/252557/seago-fy21-coordination-plan-04-19-21-pdf-34-4-meg?da=y>.

ADOT FY 2021/2022 FTA Section 5310 Grant Cycle: SEAGO coordinates the regional FTA Section 5310 Grant Process for ADOT. This includes technical assistance in the development of grant applications, review of grant applications, and leading the regional ranking process of 5310 projects. SEAGO completed the process on April 15, 2021. In total, SEAGO reviewed 44 projects totaling \$1,112,250 in federal funding requests.

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. SEAGO recently completed the data collection and data analysis phase of the project. This information was presented to the study's TAC on January 28, 2021. A feasibility paper is being finalized. The study will be posted for a 45-day public comment period by May 3, 2021. Notices will be provided when the study is ready for public review.

Fixed Route Public Transit in Graham County: A public transit feasibility study is a requirement by ADOT to access FTA Section 5311 (Rural Public Transit) funding. In general those studies are good for a 5-year period. In 2015, a Public Transit Feasibility Study was completed for Graham County. The study useful life has expired and an update of the plan is required. SEAGO has partnered with the National Association of Development Organizations (NADO) to update the study. NADO secured a USDA grant for this project. This will bring several national transit planning organizations to the table that SEAGO would not normally have access to. This includes Western Transportation Institute and the National Rural Transit Assistance Program. An introduction meeting occurred in December. SEAGO and NADO met on February 4, 2021 to finalize the project Scope of Work. Stakeholder interviews will begin in early May. The goal is to have the study completed in time for ADOT's FY22 FTA Section 5311 grant cycle that begins in January of next year.

SEAGO Internal Traffic Count Program: SEAGO has kicked-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. Traffic counting has begun in Graham County. We have approximately 125 count sites identified. SEAGO will move to Santa Cruz County once completed in Graham County.

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

Attachments: None.

Action Requested: Information Only Action Requested Below



Central Arizona Governments
Central Yavapai Metro. Planning Org.
Lake Havasu Metro. Planning Org.
MetroPlan Greater Flagstaff
Northern Arizona Council of Gov'ts.
Sierra Vista Metro. Planning Org.
Southeastern AZ Governments Org.
Sun Corridor Metro. Planning Org.
Western Arizona Council of Gov'ts.
Yuma Metropolitan Planning Org.

April 26, 2021

RTAC LEGISLATIVE UPDATE

STATE LEGISLATURE: The regular session passed its 100th day last week and has entered what is essentially the last phase of the legislative process. Each chamber is now completing the consideration of those bills that passed out of the opposite chamber while legislative leadership and the Governor attempt to reach an agreement on budget specifics that will have adequate votes to pass both chambers.

State revenue collections continue to far exceed forecasts. Through March, year-to-date revenue has increased 18.8% which equates to \$1.52 billion more when compared to the same time as last year with another three months of even higher anticipated growth to go this fiscal year. Also, the last round of federal relief funding distributed \$12.2 billion directly to Arizona state government. While there are many restrictions and requirements on its use, the amount is staggering when considering that it is actually larger than the state's current annual budget of \$11.8 billion.

It appears that tax cuts are a top priority for legislative leadership and the Governor, including a phased-in 2.5% flat income tax rate. Concerns over the level of potential lost state revenue and also whether local governments would be held harmless from revenue sharing impacts appear to be complicating that effort. Another challenge is the very narrow partisan split of both chambers with Republicans controlling both with 31-29 and 16-14 margins. Neither majority caucus in the House or Senate has a single vote to spare if they wish to pass a budget on a strictly partisan vote.

A second priority for the projected surplus is to direct one-time funding to infrastructure projects across the state. Leadership indicated earlier in the session that they plan to set aside \$200 million for that purpose. Over the course of the session, 31 bills have been introduced that would appropriate roughly \$400 million to various projects. The demand is clearly there, and with the already substantial and continually growing surplus, an increase to the amount directed to infrastructure is highly possible.

A list of the one-time funding bills is attached. Activity on all of these bills has stalled over the last couple of weeks as the work on the budget picks up. While their introduction helps illustrate which projects have been prioritized by individual legislators and will likely at least

be considered, ultimately their inclusion or exclusion in the budget will determine which are funded. It is also possible that some projects could be included that were not the subject of earlier bills.

THE ADMINISTRATION/CONGRESS: Infrastructure investment continues to be the focal point of the agenda back in Washington. Last month, the President proposed a multi-trillion dollar jobs package which included a substantial infrastructure component. Senate Republicans have countered with a proposal that is limited to the infrastructure. The President has expressed a willingness to compromise and also divide his proposal into different parts, addressing the traditional infrastructure package first. Below is an outline of the transportation infrastructure recommendations of the President’s plan:

Eno Center, April 5, 2021

Biden "American Jobs Plan" for Transportation Infrastructure (Billion \$)			
"CORE ASSETS"		OTHER TRANSPORTATION INFRASTRUCTURE	
Roads and Bridges		Safety for All Users	
"Fix it Right" Road Modernization	50	Expand HSIP (FHWA)	8
Bridge Investment Program	40	Support Safe Driving Behaviors	1
Community Transpo. Block Grant	5	Safe Streets for All Fund	10
Transportation Alternatives	5	Pipeline Safety Modern. Grants	1
Carbon Reduction Bonus Program	10	Total, Safety for All Users	20
CMAQ	5	Advancing Transformative Projects	
Total, Roads and Bridges	115	Transformational Infra. Projects	25
Public Transportation		ARPA-I and Basic Research	2
"Fix it Right" State of Good Repair	55	Predevelopment & Planning Funds	2
Replace Diesel Buses with Electric	25	Infrastructure Grand Challenge	5
Transit System Expansion	25	Expand BUILD Program	5
ADA Compliance Upgrades	5	Expand INFRA Program	3
Total, Public Transportation	110	Other (RRIF, PAB, etc.)	2
Intercity Rail		Total, Transformative Projects	44
Northeast Corridor Modernization	39	Restore/Reconnect Thriving Communities	
Amtrak National Network	16	Thriving Communities Initiative	5
Other Intercity Passenger Rail	20	Highways-to-Neighborhoods	15
Freight Rail and Rail Safety Grants	5	Transpo. Workforce Training	2
Total, Intercity Rail	80	Tribal Transportation Program	3
Aviation		Total, Restore/Reconnect	25
FAA NextGen Air Traffic Control	5	Build/Install 500,000 EV Chargers	15
"Airsides" AIP Grants	10	PROTECT Resiliency Grants at USDOT	5
"Groundside" Airport Grants	10	SUBTOTAL, OTHER TRANSPORTATION	
Total, Aviation	25	109	
Ports and Waterways		TOTAL, ALL TRANSPORTATION INFRASTRUCTURE	
USACE Ports & Inland Waterways	8	456	
GSA Land Ports of Entry	3		
Healthy Ports Initiative	6		
Total, Ports and Waterways	17		
SUBTOTAL, "CORE ASSETS"			
347			

RTAC: 2021 Bills Introduced with One-Time Appropriations for Transportation Infrastructure (April 22 Update)

* Projects will need to be included in the state budget to receive funding. The budget could include projects not the subject of any of the listed bills.
 * Legislative leadership has indicated they plan to set aside \$200 million in one-time funding for infrastructure.

* Broadband likely funded thru Federal COVID relief funding rather than State General Fund, would not likely count against legislative leadership's \$200 million set aside

BILL#	PROJECT	LOCATION	COST	STATUS
1026 Townsend	Extended bus routes	Apache Junction	\$200,000	Ready for Senate Approps Cmte, (\$4M two-year approp)
1027 Townsend	SR88 repair between AJ & Roosevelt Lake	Gila County	\$15M	Passed Senate , assigned to House Trans & Approps Cmtes
1122 Gowan	20th Avenue reconstruction (striker amend)	Safford	\$1,032,100	Passed Senate , passed House Trans Cmte, ready for Approps Cmte
1405 Leach	Various projects in vicinity of I-10	Marana	\$5M	Passed Senate , passed House Trans & Approps Cmtes
1461 Shope	I-10 widening Casa Grande to Chandler	Maricopa/Pinal	\$50M	Passed Senate , passed House Trans Cmte, ready for Approps Cmte
1465 Kerr	Camelback Road widening	Goodyear	\$8M	Passed Senate , assigned to House Approps Cmte
1558 Peshlakai	Ganado School Loop Road improvements	Apache County	*\$908,300	Passed Senate , passed House Trans Cmte, ready for Approps Cmte
1564 Peshlakai	Hopi Route 60	Hopi Reservation	\$3M	Ready for Senate Approps Cmte
1661 Pace	Ocotillo Road expansion and bridge constructn	Gilbert	\$7.9M	Passed Senate , passed House Trans, ready for Approps Cmte
2068 Roberts	SR347 overpass at Riggs Road	N. of Maricopa	\$35M	Passed House , passed Senate Approps Cmte
2071 Biasucci	SR95 repavement	Bullhead City	\$22M	Passed House Trans Cmte, failed in House Approps Cmte
2072 Biasucci	SR95 repavement (now Bullhead & L. Havasu)	Mohave County	\$20M	Passed House , assigned to Senate Approps Cmte
2133 Carroll	SR303 & Grand intersection improvments study	Surprise	\$150,000	Passed House , passed Senate Approps Cmte
2157 Espinoza	Loop 101 slip ramp access project	Tolleson	\$5M	Passed House , passed Senate Approps Cmte
2215 Teller	H60 construction project	Hopi Reservation	\$35M	Passed House Trans & Approps Cmtes
2218 Teller	Corrfield's low-water crossing project	Navajo Nation	\$532,700	Passed House Trans Cmte, ready for Approps Cmte
2219 Teller	Various Navajo Nation improvement projects	Navajo Nation	\$2.1M	Missed cmte hearing deadline
2222 Teller	Little Pueblo Colorado Wash bridge project	Navajo Nation	\$1.65M	Missed cmte hearing deadline
2228 Teller	Ganado School Loop Road improvements	Apache County	*\$908,300	Passed House Trans Cmte, ready for Approps Cmte
2232 Teller	US Rte. 89A traffic circle & improvements	Page	\$5M	Passed House Trans Cmte, ready for Approps Cmte
2263 Biasucci	Freedom Bridge construction	Lake Havasu City	\$11M	Passed House Trans, ready for Approps Cmte (\$22M two-year)
2288 Dunn	Military installation preservation projects	Yuma County	\$5M	Passed House , passed Senate Approps Cmte
2394 Cook	N/S Corridor, SR87, Globe Hill Street	Pinal Cnty, Globe	\$5.92M	Passed House , passed Senate Approps Cmte
2407 Carroll	67th Ave widening & drainage improvements	Peoria	\$8.5M	Passed House , passed Senate Approps Cmte
2749 Dunn	SR95 widening at Yuma Proving Ground	Yuma	\$10M	Passed House Trans Cmte, ready for Approps cmte
25 Bills	TOTAL:		\$257.89M	14 have passed one chamber
	NON-PROJECT SPECIFIC:			
1102 Steele	Electric vehicle charging stations	Statewide	\$1M	Ready for Senate Gov't & Approps Cmtes, failed in Gov't Cmte
2156 Espinoza	Broadband grants (Munis under 150,000)	Statewide	\$5M	Passed House , passed Senate Approps Cmte
2231 Teller	Public airport capital improvements	Statewide	\$20M	Passed House Trans, ready for Approps Cmte
2287 Lieberman	Electric school bus purchases	Statewide	\$1.5M	Missed cmte hearing deadline
2664 Epstein	Gov't electric vehicle purchases	Statewide	\$1M	Missed cmte hearing deadline
2808 Osborne	Rural broadband grants (fed relief funding)	Statewide	\$100M	Passed House , assigned to Senate Approps Cmte