



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 27, 2022
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, May 5, 2022 at 9 a.m.

In-Person:

Cochise College Benson Center
[1025 Highway 90, Benson, Arizona](#)

Via Zoom:

<https://us02web.zoom.us/j/81364375369?pwd=ek1sNGpFS0I3ZWtHR0oxYmxDTWd6QT09>

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 5, 2022
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
1025 HIGHWAY 90, 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. PRESENTATION – Water Infrastructure Finance Authority will provide information about WIFA's IIJA appropriations and uses	Samantha Lemke	
V. ACTION ITEMS		<u>Page No.</u>
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VII. RTAC REPORT Kevin Adam N/A

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS Chair Blaschke N/A

IX. FUTURE AGENDA ITEMS Chair Blaschke N/A

X. ADJOURNMENT Chair Blaschke N/A

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

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter may contact Heather Glenn at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting Heather Glenn at (520) 432-5301 extension 207. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Heather Glenn al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**Draft MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, FEBRUARY 10, 2022
IN-PERSON AND VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair) (in-person)
Vivian, Vicki – City of Benson (Vice-Chair) (zoom)
Matt McLachlan – City of Sierra Vista (Secretary) (zoom)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher (in-person)
Coxworth, Dan – Cochise County (zoom)
Pauken, Steve – City of Bisbee (zoom)
Perez, Rudy – Town of Clifton – (zoom)
Rapier, Derek – Greenlee County (zoom)

STAFF PRESENT: Curtiss, Dina – Accounting Manager (zoom)
Dennis, Keith – CDBG Program Manager (zoom)
Glenn, Heather – Administrative Assistant (in-person)
Heiss, Randy – Executive Director (in-person)
Merideth, John – GIS Analyst (zoom)
Peterson, Stephen – Economic Recovery Coordinator (zoom)
Vertrees, Chris – Transportation Program Administrator (zoom)
Villa, Laura – AAA Program Director (zoom)

GUESTS: Adam, Kevin – RTAC (zoom)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Blaschke called the meeting to order at 9:04 a.m.

II. MEMBER ENTITIES' DISCUSSION

Caleb asked members on how they are handling larger infrastructure grants; are they looking at pursuing any grants for things like water, wastewater, or utilities and are they in-house or hiring someone to write the grants? Steve Pauken stated Bisbee is seeking a water grant and also one for wastewater. He advised they have a volunteer grant writer and will be doing as much as possible in-house. Caleb stated Willcox is interested in doing that, as well. He shared that the County is helping them get their system up online into GIS so they can look for expansion opportunities in the outlying areas.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 4, 2021 Minutes
 - b. Nomination to the Advisory Council on Aging

Chair Blaschke asked for a motion to approve Item a. from the Consent Agenda; Matt McLachlan made the motion; second by Derek Rapier.

MOTION: Matt McLachlan
SECOND: Derek Rapier
ACTION: Unanimous

Chair Blaschke asked for a motion to approve Item b. from the Consent Agenda; Steve Pauken made the motion; second by Derek Rapier.

MOTION: Steve Pauken
SECOND: Derek Rapier
ACTION: Unanimous

2. Discussion and possible action to recommend the appointment of Ms. Heather Floyd or Dr. Rod Flanagan as a Cochise County Private Sector Representative on the Executive Board.

Randy Heiss explained the 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 meet other criteria listed in the cover memo. Entities with more than 100,000 population get an additional PSR. Randy stated that Barbara Richardson has ended her second and final term as a Private Sector Representative on the Executive Board. Randy shared that two nominations came forward: Heather Floyd nominated by Rachel Gray and Dr. Rod Flanagan nominated by Cochise County Supervisor Ann English. Both are very well qualified. He reviewed the qualifications of each nominee and asked for a recommendation on who they wish to nominate.

Dan Coxworth made a motion to recommend to the Executive Board the appointment of Ms. Heather Floyd as a Cochise County Private Sector Representative; second by Matt McLachlan.

MOTION: Dan Coxworth
SECOND: Matt McLachlan
ACTION: Unanimous

3. Discussion and possible action to recommend the reappointment of Mr. Dan Valle to a second term of office as a Cochise County Private Sector Representative on the Executive Board

Randy Heiss stated that Dan Valle has served the previous 2 years as a Cochise County PSR and is eligible, and willing, to serve a second term. Randy directed members to the packet memo about Mr. Valle and stated he would be honored to have him serve another term. Derek Rapier advised he has had interaction with Mr. Valle and has found him very impressive and a very good representative.

Derek Rapier made a motion to recommend to the Executive Board the reappointment of Mr. Dan Valle to a second term of office as a Cochise County Private Sector Representative on the Executive Board; second by Steve Pauken

MOTION: Derek Rapier
SECOND: Steve Pauken
ACTION: Unanimous

4. Discussion and possible action to recommend approval of an update to SEAGO's Procurement – Purchasing Policy

Randy Heiss explained that SEAGO staff seem to be writing purchase orders for just about everything we are purchasing these days because of inflation. The current policy has not been updated since 2011. He spoke with staff and they agreed that raising the purchase order threshold would reduce work for all staff. The proposed changes are in the packet; there is a mark-up copy showing the changes and a clean copy. Derek Rapier stated they recently went through a similar action in Greenlee County and supports the action.

Derek Rapier made a motion to recommend approval of an update to SEAGO's Procurement – Purchasing Policy to the Executive Board; second by Steve Pauken.

MOTION: Derek Rapier
SECOND: Steve Pauken
ACTION: Unanimous

5. Discussion and possible action to recommend approval of an update to Section 5.1 of the SEAGO Policy Manual

Randy Heiss explained that SEAGO is doing what it can to attract and retain employees. He advised that the Strategic Plan has this as an Objective. In the past, SEAGO has never offered funds towards health insurance for other than SEAGO employees and the changes in this section present a start to partially cover health insurance for spouses and families. SEAGO wants to pay up to 50% of the cost towards a spouse or family health insurance option. There are four health insurance options. Sustainability was also an important factor to consider and this is covered in the policy where the Executive Director has the discretion to terminate this benefit if the budget can no longer support it.

Caleb Blaschke stated he highly supports the efforts of SEAGO to take steps to attract and retain good employees. Dan Coxworth asked if Randy had the percentage of what this would cost. Randy responded that Dina had run the numbers and that there was pretty extensive conversation about it at the Program Manager's meeting. Steve Pauken stated that once implemented, it may not be possible to ever take it back, although reducing the employer contribution portion is possible.

Steve Pauken made a motion to recommend approval of an update to Section 5.1 of the SEAGO Policy Manual to the Executive Board; second by Rudy Perez.

MOTION: Steve Pauken
SECOND: Rudy Perez
ACTION: Unanimous

6. Discussion and possible action to recommend approval of an update to SEAGO's Classification Plan

Keith Dennis provided overview of the history of SEAGO's involvement with addressing homelessness and how SEAGO agreed to take the lead in the Continuum of Care (C of C) program run by ADOH. This means facilitating meetings for the local coalition; attending statewide Balance of State coordinating meetings; helping organize Point In Time counts to determine the number of homeless individuals regionally and state wide; keeping meeting minutes and other records including robust quarterly reporting; holding "By Name List" meetings in which service providers come together to coordinate client services; and implementing strategic plans and policies for measuring success. These ADOH-chartered coalitions accomplish exactly what is prescribed in Goal 2, Tactic B of SEAGO's Strategic Plan. Since each group is chartered at the county level, implementing SEAGO's Goals and Tactics on a regional scale means running four C of Cs at the same time. Additional staff support is needed to accomplish this, and the Community Coordinator would provide that support.

Stephen Peterson stated he came into SEAGO as the Economic Recovery Coordinator position, which will be expiring at the end of the fiscal year; however, the responsibilities of that position are accelerating with ARPA and the infrastructure bill. This Community Coordinator position would really help both CDBG and Economic Development to have the capacity to help member efforts. He stated the position would be a great facilitator in building capacity for the SEAGO region.

Caleb asked how this position is being funded. Randy stated that by the time this position is filled, SEAGO will be well into their next fiscal year budget cycle and can review the numbers to adequately fund the position, provided it gets approved by the Administrative Council and Executive Board. Some funding will come from the existing Economic Development funding and some will come from the CDBG budget and he feels confident they will find adequate funds to cover the position.

Matt McLachlan made a motion to recommend approval of an update to SEAGO's Classification Plan to the Executive Board; second by Steve Pauken.

MOTION: Matt McLachlan
SECOND: Steve Pauken
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy advised that he sends out invites a year in advance so that it can be put on your calendars so conflicts can be avoided. He reminded the officers that there is a Joint Committees meeting scheduled for March 31st and there will be items to discuss. He stated that Chris has an IGA with Benson related to route efficiency study and the new TIP that will be on the upcoming agenda and possibly other items. The next Administrative Council meeting is May 5, 2022.

B. Strategic Plan Progress Report

Randy explained that normally, SEAGO, the Administrative Council and the Executive Board convene a retreat every two years to review progress made and update SEAGO's Strategic Plan. However, at the November meetings, there was consensus to defer this year's strategic planning retreat for 12 months (until February 2023). In the meantime staff will continue to work toward accomplishing established goals, objectives and tactics in the current version of the Plan. Also at the November meetings, the idea of holding an all-staff retreat as a means to brainstorm ideas for improved objectives and tactics that may be used to accomplish our Strategic Plan goals was discussed. The SEAGO staff retreat is scheduled for June 17, 2022 and Melanie Greene has tentatively been secured as facilitator. Once ideas are solidified in writing, we will bring them to the Admin Council and Board. After the staff retreat has been held, a report of findings will be prepared for the Administrative Council and Executive Board. Randy provided an update on progress made toward key objectives and tactics in the Strategic Plan, encouraged members to review the document themselves and to contact him with any questions.

C. Quarterly Finance Report

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

D. Community Development Report

Keith Dennis provided an update on Community Development Programs and responded to questions.

E. SEAGO Economic Development District Report

Stephen Peterson provided an update on Economic Development and responded to questions.

F. AAA 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. Caleb asked what the costs would be for those who want access to the road pavement assessment data. Chris responded that it would be free to members for at least 4 years to those in the SEAGO jurisdiction. Rudy Perez asked who responded to RFP. Chris advised that members could review the RFP results once they have been opened and processed.

VI. RTAC REPORT

Kevin Adam was called into a meeting so could not present his report.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy stated that SEAGO got hit by Covid, but everyone has come through it just fine. He advised that there has been no funding commitment yet from ADEQ on the water quality management planning funding in fiscal years 2023 and 2024. He thanked John Merideth and Heather Glenn for their support in running the AC meetings smoothly.

VIII. FUTURE AGENDA ITEMS

Randy advised the following upcoming agenda items: the annual Executive Director performance review (Executive Board meeting); Administrative Council election of officers; presentation of SEAGO's FY 2021 audit (Executive Board meeting); recommendations on items related to and approval of the FY 2023 budget.

IX. ADJOURNMENT

Chair Blaschke adjourned the meeting at 10:34 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: APRIL 28, 2022
SUBJECT: NOMINATION TO ACOA – TOWN OF DUNCAN REPRESENTATIVE

On April 21, 2022, the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Mr. Valadee Crotts to represent the town of Duncan on the ACOA.

Mr. Crotts served his second three-year term which ended 1-17-2022 and wished to return. The ACOA accepted his request and approved it at their meeting on April 21, 2022. As the bylaws state:

ARTICLE III-MEMBERSHIP

Section 9. Members appointed by the SEAGO Executive Board shall serve three (3) years. **Each member shall be limited to two (2) consecutive terms. However, if a vacancy cannot be filled in 90 days, a previous member can be reappointed. The Advisory Council on Aging may submit a member's name to the Executive Board for reappointment for an additional term.**

There are two positions available on the ACOA representing the Town of Patagonia in Santa Cruz County and the Town of Pima in Graham County. Any suggestions on individuals willing to serve in this position would be much appreciated.

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

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of Mr. Valadee Crotts' nomination to fill the vacant position representing the Town of Duncan on the Advisory Council on Aging.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2022
SUBJECT: ELECTION OF OFFICERS

This year's election of Administrative Council officers will be different than those in the past. As you may recall, the SEAGO Bylaws were amended last August to provide for one officer elected to represent each county in our region. In addition, these officers will now be rotated each year between the positions similar to the manner of the rotation prescribed for the Executive Board officers. These changes are embodied in Article VII, Section C, of the Bylaws and I've attached a clean copy of the Bylaws amendment passed by the Executive Board last August for your information. As a result of these changes:

- There will be four officers elected – a Chair; a Vice-Chair; a Secretary; and a Treasurer. For the most part, the officer positions ensure there is someone available to chair the Administrative Council meetings. These officers comprise the Administrative Committee who are authorized to make recommendations to the Executive Committee on time sensitive, program related business in between regular meetings.
- Beginning in FY 2023, the Chair position will be rotated between counties. Under the amended Bylaws, the first Chair elected will be from Cochise County, the Vice-Chair from Santa Cruz, the Secretary from Greenlee and the Treasurer from Graham County. In FY 2024, the Santa Cruz County officer will be elevated to the Chair position, the Greenlee officer to Vice-Chair, the Graham officer to Secretary, and the Cochise County officer will drop to the bottom of the rotation to the Treasurer position.
- In the election of FY 2024 officers (which will take place in May 2023), the individual Administrative Council members elected at your meeting this year this can be retained to represent their respective counties, an entirely new group of officers may be elected, or a combination of new officers and existing officers may be elected to represent the four counties. However, regardless of the individuals serving in these positions, the rotation of the Chair, Vice-Chair, Secretary, and Treasurer will continue as described above.

As of today's date, I have a nomination for the Cochise County officer position (Dan Coxworth), a nomination for the Graham County officer position (Heath Brown), two nominations for Santa Cruz County (Jesus Valdez and Ron Robinson), and a nomination for the Greenlee County officer position (Derek Rapier). These nominations do not preclude other nominations for the Cochise, Graham, Greenlee and Santa Cruz County officers.

I'll look forward to answering any questions you may have at your meeting.

Attachments: August 20, 2021 Bylaws Amendment_clean.

Action Requested: Information Only Action Requested Below:

A motion to elect a slate of officers of the Administrative Council for Fiscal Year 2023.

SEAGO Bylaws, Article VII – Administrative Council, shall be amended by striking everything beginning with Section C., and inserting the following text:

- C. The Administrative Council shall elect from among its members, (1) a Chair, who shall preside over meetings of the Administrative Council, (2) a Vice Chair, who shall preside over meetings of the Administrative Council in the absence of the Chair, (3) a Secretary, who shall preside over meetings of the Administrative Council in the absence of the Chair and Vice Chair, and (4) Treasurer, who shall preside over meetings of the Administrative Council in the absence of the Chair, Vice Chair and Secretary. The officers’ terms shall be co-terminus for one year each. These officers of the Administrative Council shall comprise the SEAGO Administrative Committee. Service on the Administrative Committee shall be subject to the following terms:
1. Election of officers of the Administrative Council shall be held at the second regularly scheduled meeting of the Administrative Council in each calendar year. Newly-elected officers shall commence their terms on July 1 of each year. The time between the seating of newly-elected officers and the successive year’s seating of officers shall be considered one annual term.
 2. Officers of the Administrative Council shall serve a single annual term in each of the officer’s position with annual advancement to the next highest seat on the Administrative Committee, i.e. Treasurer to Secretary to Vice Chair to Chair, provided said officers meet all further requirements as set forth in these Bylaws for service on the Administrative Committee.
 3. Beginning with the election of Administrative Council officers for fiscal year 2023, not more than one officer shall represent Member Entities in one of SEAGO’s member counties. The rotation for service among counties shall be as follows: Cochise, Santa Cruz, Greenlee, and Graham Counties. An exception to this would be allowed in instances where a Council member from a given county is not available to serve as an officer of the Administrative Council, in which case the Administrative Council shall elect a member to that seat from among their members. Such action will not impact upon the rotation order as stated here beyond the continued service of that “at large” Administrative Committee member. This individual, selected “at large” for Administrative Committee service, would then be considered by the members from their respective county along with their “regular” (that position coming from that county in normal rotation to the Administrative Committee) in determining which should be that member county’s representative after their one year of service as an “at large” Administrative Committee member. This manner would allow any county to have more than one member of the Executive Committee for no more than one year.
 4. Candidates for Administrative Council officers shall be chosen from among the member cities, towns, counties and Native American Tribal Governments in each county by the SEAGO members in that county.

D. Officers of the Administrative Council, the Chair, Vice Chair, Secretary, and Treasurer, shall comprise the Administrative Committee and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:

1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.
2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.
3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All members of the Administrative Council are encouraged to participate in the discussion, but only the Administrative Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Administrative Committee to the Administrative Council within 45 days of the date such actions were taken.
4. Recommend approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.

E. Quorum and Voting of the Administrative Committee

1. For official action to be taken by the Administrative Committee, a quorum of three members must be present and voting.
2. In the instance of a tie vote among the Administrative Committee, the question will be subject to majority vote of the Executive Committee.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 27, 2022
SUBJECT: SUSTAINABILITY OF SEAGO'S 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 thirteen 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
6/30/2021	\$ 1,858,937	\$ 1,914,743	\$ 55,806

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 2021, operating expenditures were **\$1,685,610**. Fifty percent of the FY 2021 operating expenditures is **\$842,805**. The amount of fund balance available at the end of FY 2021 (\$1,914,743) amounts to **114%** of that year's actual operating expenditures. Under this

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).

scenario, there would conceptually be **\$1,071,938** available for use in future budget years before 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 \$1,914,743 to \$842,805 (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	214
\$ 10,000 per year	107
\$ 15,000 per year	71
\$ 20,000 per year	54
\$ 25,000 per year	43
\$ 30,000 per year	36
\$ 35,000 per year	31
\$ 40,000 per year	27
\$ 45,000 per year	24
\$ 50,000 per year	21

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 \$842,805. 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 charged 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, 2022
SUBJECT: FISCAL YEAR 2023 ASSESSMENTS

The proposed Assessment Schedule for Fiscal Year 2023 is attached for your review and recommendation.

We are proud to report that there are no anticipated increases in the per capita amounts used to calculate the dues charged to SEAGO member entities (see Column b). Any changes you may notice to this year's proposed assessments are due to the use of each community's 2020 Census populations in the calculations (see Column a).

At this time, we are not expecting any changes to the EDA planning assessment (shown in Column c). This assessment enables SEAGO to raise and commit matching funds required for our annual EDA planning grant. However, the 2020 Census resulted in significant changes in the demographics for our region – which play into the amount of matching funds we are required to provide toward our grant. If EDA notifies us of an increase in our match requirement, we may need to choose whether to cover the increase with a one-time use of fund balance or update the member entity assessments accordingly.

The only change impacting the total FY 2023 assessment (shown in Column e) is an increase in the per capita amounts charged for RTAC membership (see Column d). On April 25th the RTAC Board approved an increase in assessments from 9.8 cents per capita to 11.3 cents per capita in FY 2023. This resulted in a total increase of approximately \$1,556 overall.

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

Attachments: FY 2023 Assessment Schedule.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the Fiscal Year 2023 Assessment Schedule to the Executive Board.

FY 2023 ASSESSMENT SCHEDULE

**SouthEastern Arizona Governments Organization
Draft Dues and Assessment Schedule
Fiscal Year 2023**

SEAGO Member	2020 CENSUS (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2023 Estimated Assessment (e)	Member Percent of Total FY2023 Assessment (f)	Total FY2022 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	5,355	\$1,457	\$1,130	\$220	\$2,807	3.48%	\$2,951	\$2,055
Bisbee	4,923	\$1,546	\$1,038	\$202	\$2,787	3.45%	\$2,715	\$2,305
Douglas	16,534	\$3,720	\$3,488	\$680	\$7,888	9.78%	\$7,890	\$7,078
Huachuca City	1,626	\$650	\$343	\$0	\$993	1.23%	\$1,275	\$747
Sierra Vista	45,308	\$3,398	\$2,028	\$0	\$5,426	6.73%	\$5,291	\$17,798
Tombstone	1,308	\$916	\$276	\$54	\$1,245	1.54%	\$1,387	\$579
Willcox	3,213	\$1,009	\$678	\$132	\$1,819	2.25%	\$2,146	\$1,529
Cochise County*	47,180	\$3,539	\$7,690	\$973	\$12,202	15.13%	\$11,113	\$21,406
Pima	2,847	\$894	\$601	\$117	\$1,612	2.00%	\$1,507	\$954
Safford	10,129	\$2,532	\$2,137	\$417	\$5,085	6.30%	\$4,951	\$3,859
Thatcher	5,231	\$1,424	\$1,103	\$215	\$2,742	3.40%	\$2,627	\$1,992
San Carlos Apache Tribe	4,720	\$1,482	\$996	\$194	\$2,672	3.31%	\$2,578	\$2,365
Graham County*	15,606	\$3,511	\$3,292	\$642	\$7,445	9.23%	\$7,496	\$5,882
Clifton	3,933	\$1,235	\$830	\$162	\$2,226	2.76%	\$2,662	\$1,281
Duncan	694	\$486	\$146	\$29	\$661	0.82%	\$834	\$290
Greenlee County*	4,936	\$1,550	\$489	\$203	\$2,242	2.78%	\$2,101	\$1,836
Nogales	19,770	\$4,448	\$3,210	\$813	\$8,471	10.50%	\$7,195	\$8,486
Patagonia	804	\$563	\$170	\$33	\$765	0.95%	\$1,002	\$370
Santa Cruz County*	27,095	\$4,742	\$5,715	\$1,114	\$11,571	14.35%	\$11,379	\$10,275
SEAGO Region Totals	221,212	\$39,101	\$35,357	\$6,200	\$80,659	100.00%	\$79,102	\$91,089

*Unincorporated area only

Notes to Assessments:

- (a) Calculations are based on the 2020 Census populations for each member entity. Census 2020 population figures will be used until the mid-decade population estimates are available.
- (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 FY2022.**
- (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 2022.**
- (d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 11.3 cents per capita (increased from 9.8 CPC) as approved by the RTAC Board. **Represents an increase of \$1,556 over FY 2022.**
- (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 2023 assessment each member's assessment represents.
- (g) Information is provided to compare total FY2023 to the total FY2022 assessment.
- (h) Information is provided so comparisons can be drawn between total FY2023 assessment and total FY2010 assessment.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: APRIL 28, 2022
SUBJECT: RESOLUTION NO. 2022-01

Attached for your consideration is SEAGO Resolution No. 2022-01. 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. 2022-01

Action Requested: Information Only Action Requested Below:

A motion to recommend approval to the Executive Board of Resolution 2022–01 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

SEAGO Member Entities

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

SEAGO Main Office

Administration Community and Economic Dev. Transportation

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

Area Agency on Aging Office

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

www.seago.org

RESOLUTION NO. 2022-01

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2023 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 2023 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, and these matching funds will be committed, available as needed, and not conditioned or encumbered in any way that will preclude their use; 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 20th day of May, 2022.

Arturo Garino,
Executive Board Chair

Randy Heiss,
Executive Director



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: APRIL 28, 2022
SUBJECT: FISCAL YEAR 2023 BUDGET

We are working diligently to complete the budget worksheet for Fiscal Year 2023 for your consideration, but still have some last minute adjustments before it will be ready for your review. Once completed, we will email the final version to the Administrative Council and will bring copies for those attending the meeting in person. The assumptions used in developing the FY 2023 budget are as follows:

- With the exception of the RTAC, SEAGO member assessments remain unchanged from FY 2022.
- With the exception of COVID relief funding, Congress will continue funding current programs at or above current levels.
- 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 2023. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.

The proposed FY 2023 budget worksheet will provide a detailed overview of each program's budget. Program Managers have been participating 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: None - to be emailed in advance of the meeting.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the Fiscal Year 2023 Budget to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AAA PROGRAM DIRECTOR
DATE: APRIL 28, 2022
SUBJECT: FY 2023 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 were issued in Fiscal Years 2021, and 2022. Renewals will be issued in Fiscal Years 2023 and 2024 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 20th so that subaward agreements can be in place and services commenced 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 2023.

These recommendations include additional funding in response to COVID-19 stimulus from the American Rescue Plan (ARPA). 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 2023 Subaward Recommendations

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the Fiscal Year 2023 AAA subaward recommendations to the Executive Board.

SEAGO AAA Fiscal Year 2023 Subaward Recommendations

Case Management

Available Funding All Counties: \$ 241,000

Provider	Service	Service Area	Contract Amount
Cochise County			
Cochise Health and Social Services	Case Management	Cochise County - All	\$ 185,000
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	\$ 26,000
Santa Cruz County			

Home Care Cluster

Available Funding By County:
 Cochise: \$ 589,000
 Graham: \$ 164,089
 Greenlee: \$ 81,505
 Santa Cruz: \$ 267,676

Provider	Service	Service Area	Contract Amount
Cochise County			
Accent Care	Housekeeping	Cochise County - All	\$ 15,000
	Attendant Care		\$ 270,000
	Attendant Care-ARP		\$ 90,000
	In-home Respite		\$ 45,000
Lutheran Social Services	Housekeeping	Cochise County - All	\$ 7,000
	Attendant Care		\$ 112,000
	Attendant Care-ARP		\$ 30,000
	In-home Respite		\$ 20,000
Graham County			
Accent Care	Housekeeping	Graham County - All	\$ 1,000
	Attendant Care		\$ 21,000
	In-home Respite		\$ 1,500
Southeastern Arizona Community Unique Services	Housekeeping	Graham County - All	\$ 10,000
	Attendant Care		\$ 86,000
	Attendant Care-ARP		\$ 10,000
	In-home Respite		\$ 15,000
	Home Repair	Graham/Greenlee	\$ 8,000
	Adaptive Aids	Graham/Greenlee	\$ 11,589
Greenlee County			
Greenlee County Health Department	Housekeeping	Greenlee County - All	\$ 5,505
	Attendant Care		\$ 57,000
	Attendant Care-ARP		\$ 5,000
	In-home Respite		\$ 5,000
	Home Nursing		\$ 9,000

Home Care Cluster (continued)			
Provider	Service	Service Area	Contract Amount
Santa Cruz County			
Accent Care	Housekeeping	Santa Cruz County - All	\$ 7,000
	Attendant Care		\$ 52,000
	Attendant Care-ARP		\$ 20,000
	In-home Respite		\$ 1,000
Consumer Direct	Housekeeping	Santa Cruz County - All	\$ 7,000
	Attendant Care		\$ 80,000
	Attendant Care-ARP		\$ 20,176
	In-home Respite		\$ 2,000
Lutheran Social Services	Housekeeping	Santa Cruz County - All	\$ 7,000
	Attendant Care		\$ 45,000
	Attendant Care-ARP		\$ 26,000
	In-home Respite		\$ 500
Meals Programs			
Available Funding By County:			
			Cochise: \$ 514,000
			Graham: \$ 230,743
			Greenlee: \$ 98,743
			Santa Cruz: \$ 288,887
Provider	Service	Service Area	Contract Amount
Cochise County			
City of Tombstone	Congregate Meals	Tombstone	\$ 30,000
	Congregate Meals-ARP		\$ 50,000
Douglas ARC	Congregate Meals	Douglas	\$ 9,000
	Congregate Meals-ARP		\$ 10,000
	Home Delivered Meals	SE Cochise County	\$ 200,000
	HDM-ARP		\$ 40,000
Mom's Meals	HDM-ARP	Benson, Sierra Vista	\$ 75,000
	Home Delivered Meals	Rural Cochise County	\$ 100,000
Graham County			
Mom's Meals	Home Delivered Meals	Rural Graham County	\$ 24,993
	HDM-ARP		\$ 18,750
Southeastern Arizona Community Unique Services	Congregate Meals	Safford	\$ 25,000
	Congregate Meals-ARP		\$ 30,000
	Home Delivered Meals	Graham	\$ 100,000
	HDM-SSBG Funds		\$ 32,000
Greenlee County			
Mom's Meals	Home Delivered Meals	Rural Greenlee County	\$ 24,993
	HDM-ARP		\$ 18,750
Southeastern Arizona Community Unique Services	Congregate Meals	Clifton and Duncan	\$ 20,000
	Congregate Meals-ARP		\$ 7,000

Meals Programs (continued)			
Provider	Service	Service Area	Contract Amount
Greenlee County			
Southeastern Arizona Community Unique Services	Home Delivered Meals	Greenlee	\$ 23,000
	HDM-ARP		\$ 5,000
Santa Cruz County			
Mom's Meals	Home Delivered Meals	Rural Santa Cruz County	\$ 49,987
	HDM-ARP		\$ 37,500
Santa Cruz Council on Aging	Congregate Meals	Nogales	\$ 87,000
	Congregate Meals-ARP		\$ 25,000
Senior Citizens of Patagonia	Congregate Meals	Patagonia	\$ 74,400
	Congregate Meals-ARP		\$ 15,000
Transportation			
			Cochise: \$ 155,000
			Graham: \$ 40,000
			Greenlee: \$ 40,000
			Santa Cruz: \$ 30,000
Provider	Service	Service Area	Contract 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 Area	
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
Santa Cruz County			
Valley Assistance Services (Tentative)	Transportation-ARP	Santa Cruz County	\$ 30,000.00
Unobligated Funds			
			Available Funding All Counties: \$ 148,430
Provider	Service	Service Area	Contract Amount
TBD	Transportation	TBD	\$ 3,091
SEAGO AAA	Caregiver Outreach	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 3,000
	Caregiver Training	Cochise, Graham,	\$ 3,000
	Home Safety Program	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 13,589
TBD	CNG-HDM	All Counties	\$ 858
SEAGO-AAA	Case Management	Cochise-Santa Cruz	\$ 124,892
Grand Total - All			\$ 2,889,073



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2022
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 4, 2022	August 19, 2022 - Greenlee County*
November 3, 2022	November 18, 2022 – Santa Cruz County
February 9, 2023**	February 24, 2023 - Cochise County**
May 4, 2023	May 19, 2023 - Graham County

*It's possible SEAGO may host this meeting in Bisbee in conjunction with a Grand Opening of the new AAA office.

**Moved to avoid possible conflict with the 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 2, 2022 – 9:00 a.m.
September 29, 2022 – 9:00 a.m.
December 1, 2022 – 9:00 a.m.
March 30, 2023 – 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, 2022
SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS

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. Normally, we convene a retreat every two years to review progress made and update our Strategic Plan. However, at our November meeting, there was consensus to defer this year's strategic planning retreat for 12 months (until February 2023). In the meantime staff will continue to work toward accomplishing established goals, objectives and tactics in the current version of the Plan.

Also at our November meeting, we discussed the idea of holding an all-staff retreat as a means to brainstorm ideas for improved objectives and tactics that may be used to accomplish our Strategic Plan goals. As a reminder, the idea is to front load some recommendations for more effective objectives and tactics that will prime the discussion at our February 2023 Strategic Planning Retreat. We have scheduled our staff retreat for June 17, 2022 and have secured the services of Melanie Greene as a facilitator. Once the staff retreat has been held, we will prepare a report of findings for the Administrative Council and Executive Board.

Due to the impending expiration of the lease with the City of Bisbee that currently provides space for the AAA offices, a lot of my time and attention has been focused on completing the punch list in order to acquire a Certificate of Occupancy for the new AAA office. As a result, I did not have time to prepare a comprehensive progress report on all of the implementation of our strategic plan goals, and will instead focus on only two objectives and tactics pertaining to Central Administration in this quarter's report:

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 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)

Representative Andrea Dalessandro, sponsored HB 2729 that would allow COGs and MPOs performing business on behalf of the State of Arizona under contracts with ADOT to be reimbursed at the federal travel rates for meals, incidentals, lodging and mileage. Unfortunately, the legislation does not cover other contracts with the State that use federal pass-through dollars such as ADES (AAA), ADOH (CDBG), WIFA (CDBG) or ADEQ (Section 208 WQMP). If we are successful getting HB 2729 through the legislative process this year, we will seek changes to the law in the next legislative session that will enable other SEAGO programs to use the federal travel reimbursement rates.

HB 2729 cleared all committee assignments, passed out of the House of Representatives and has been transmitted to the Senate. It's since cleared all committee assignments in the Senate but still waits for a third reading and final vote before it can advance to the Governor's desk. Since clearing the Senate Rules Committee on March 21st, the bill has been stalled in the Senate due to budget discussions taking priority. We will keep you posted if/when the bill moves forward.

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

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 a modular office building at their February 2021 meeting. Since that time, the building has been purchased, transported to our Highway 92 campus, reassembled, and numerous improvements to the building have been completed. We anticipate that we will have the Certificate of Occupancy from the City of Bisbee by April 29th and will begin moving staff into their new workspace the week of May 2nd. Outstanding items to complete the project include:

- Install gutters and downspouts (already purchased)
- Pave parking area to meet City of Bisbee parking requirements

As previously reported, we requested to use carryover funding from fiscal year 2021 to complete the remaining improvements to the building and pave the parking area, and ADES has since approved that request. There's a possibility the remaining improvements can be accomplished with the fiscal year 2021 carryover funds; if not we will use funding from our fund balance to complete the project.

We hope to invite you to a Grand Opening later this summer after the AAA staff have settled in their new offices.

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, 2022
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending March 31, 2022 is attached for your review.

Colby & Powell will present the FY 2021 audit at the next Executive Board meeting on May 20, 2022.

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

Attachment: Statement of Revenues and Expenditures, Quarter Ending 03/31/2022

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - R&E that ties to Budget - Unposted Transactions Included In Report

From 1/1/2022 Through 3/31/2022

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
Revenue					
General Fund	101	(4,932)	(8,394)	150,000	(5.59)%
Agency Response	301	1,304	78,781	43,745	180.09%
Community Development Block Grant	302	28,000	130,937	257,184	50.91%
Economic Development	303	17,446	56,569	110,358	51.25%
Environmental Quality	306	210	2,194	5,392	40.68%
Public Transit	308	1,286	20,000	20,000	100.00%
State Planning & Research	309	24,671	121,512	200,150	60.71%
Area Agency on Aging	310	253,709	712,477	1,191,378	59.80%
Regional Mobility Management	311	51,055	92,956	168,750	55.08%
RMM Training	314	13,952	58,228	100,000	58.22%
End of Life - Lovell Foundation	327	0	0	166,950	0.00%
Santa Cruz Co RTA Feasibility Study	329	8,229	12,933	80,000	16.16%
Willcox Transit IGA	342	0	24,325	43,200	56.30%
SEAGO Cares	344	23,369	81,348	750,000	10.84%
Graham County Transit Study-NADO	345	3,190	3,190	7,500	42.53%
Region Transit Emergency Coordination Plan	346	23,188	65,814	80,000	82.26%
Total Revenue		<u>444,675</u>	<u>1,452,870</u>	<u>3,374,607</u>	<u>43.05%</u>
Expenses					
General Fund	101	0	0	150,000	0.00%
Agency Response	301	6,305	19,303	43,745	44.12%
Community Development Block Grant	302	43,727	128,236	257,184	49.86%
Economic Development	303	17,446	56,569	110,358	51.25%
Environmental Quality	306	210	2,193	5,392	40.67%
Public Transit	308	1,286	20,000	20,000	100.00%
State Planning & Research	309	24,671	121,512	200,150	60.71%
Area Agency on Aging	310	253,969	686,508	1,191,378	57.62%
Regional Mobility Management	311	51,055	92,956	168,750	55.08%
RMM Training	314	13,952	58,228	100,000	58.22%
End of Life - Lovell Foundation	327	9,044	25,018	166,950	14.98%
Santa Cruz Co RTA Feasibility Study	329	8,229	12,933	80,000	16.16%
Willcox Transit IGA	342	0	27,143	43,200	62.83%
SEAGO Cares	344	23,369	87,645	750,000	11.68%
Graham County Transit Study-NADO	345	3,190	3,190	7,500	42.53%
Region Transit Emergency Coordination Plan	346	23,188	65,814	80,000	82.26%
Total Expenses		<u>479,639</u>	<u>1,407,249</u>	<u>3,374,607</u>	<u>41.70%</u>
Balance		<u>(34,964)</u>	<u>45,620</u>	<u>0</u>	<u>0.00%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: APRIL 28, 2022
SUBJECT: CDBG AND COMMUNITY DEVELOPMENT UPDATES

CDBG UPDATES

The Regional Account CDBG round for 2022 continues. This year Clifton, Safford, Benson and Santa Cruz County will be funded, and the public process required for these grants is underway. We will provide updates on the exact funding amounts, as well as the projects selected by this year's applicants as the year progresses. After the applications are submitted ahead of the August 1st deadline, we will bring forward a request to approve Technical Assistance Contracts for SEAGO's administration of these grants.

We are pleased to report that Tombstone's bid for a State Special Projects CDBG grant was successful. Recall that Tombstone re-submitted an application for improvements to its Senior Center, which was first submitted in 2020. SEAGO and Tombstone partnered to submit this application during the 2020 round, and while we did not succeed, we did succeed in developing a "shovel-ready" application for SSP funds. This round we tried again, and succeeded. The grant is for approximately \$275,000 and will provide new windows, flooring, a new roof and exterior security lighting, and a backup generator for Tombstone's Senior Center.

Along these lines, the Colonias Set-Aside funding round will open soon. We anticipate a May NOFA with a July deadline, but that is subject to change. We have interest from several communities in participating, and will provide updates once more is known. Like the SSP, Colonias applications must be "shovel-ready," meaning environmental reviews, permits, plans and specifications, and sound cost estimates are required as part of the submittal.

SEAGO CARES

The SEAGO CARES program continues doing what it was built to do, saving mortgages around the region and preserving homeownership for those impacted by COVID. Beneficiaries include households in Cochise and Graham Counties. So far, SEAGO CARES has benefitted some 42 persons in 16 households, with total payments of approximately \$75,000. We have requested a time extension for this grant, which will now expire in September. We are conducting one last round of outreach to the region to get the word out about this program.

CONTINUUM OF CARE

We are pleased to report that our Community Coordinator position has been filled as of this

writing, and the new hire is set to begin May 9th. Many of the duties for this position will fall under Continuum of Care related tasks. For all the reasons alluded to in our last meeting in February, we are excited to have some assistance in maintaining and building SEAGO's programs, and the Community Coordinator will be instrumental to these efforts.

BROWNFIELDS ASSESSMENT AND CLEANUP GRANT PROGRAM

Finally, the SEAGO Community and Economic Development Programs are considering applying for one or more types of Brownfield-related grants. We would most likely consider applying for the assessment grants for certain, but may consider other types including those related to cleanup. The inspiration for this was provide by the example of Cochise County, who had a successful experience with the Brownfield assessment grant. If SEAGO were to pursue such, we would follow Cochise County's lead, hiring a consultant to do the work, which would mean a minimal outlay of time and resources from SEAGO staff. Before such an undertaking, however, we need to know if there is an interest on the part of our communities in pursuing such an initiative. Before we proceed, we want to hear from our communities in Santa Cruz, Graham and Greenlee Counties. If you want to know more about the possibilities, or if you have potential cleanup sites in mind, please contact myself or Susan Bronson at sbronson@seago.org.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: APRIL 28, 2022
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. Broadband

Background: Telecommunications Technology such as broadband internet, continues to be a priority for all four counties of the region as a substantial way to improve resiliency. The “tool” in this case is the strategic planning capacity SEAGO is able to provide to the region’s stakeholders currently involved in broadband expansion.

Current Status: Cochise County currently has a survey being disbursed throughout the county as part of their broadband feasibility study. The Arizona Commerce Authority grants submitted in January, 2022 will allegedly be awarded by June, 30th, 2022. Several projects have been submitted from each county in the region, including projects for: Tombstone, Douglas, Patagonia/Sonoita, Pima, Bryce, Eden, and Fort Thomas.

The EDA Technical Assistance grant submitted by SEAGO is currently under review by EDA’s investment review committee. Positive indications suggest SEAGO will receive the award some time in quarter two.

MAG’s Arizona SunCloud project has reached Phase II, which includes their selection of two consultants to facilitate the next phases of the project. One underlying element of this project includes the aggregation of IT assets such as broadband-related data. SEAGO has been invited to participate in these technical advisory meetings through to June, 2023. The project includes Maricopa, Pinal, Pima, Santa Cruz, and Cochise Counties.

Digital Equity and Inclusion as an incidental project to broadband expansion has continued to develop beyond the region and become a state-wide initiative, gathering stakeholders across public and private sectors to develop curriculum, device procurement, and data monitoring tools.

2. Resiliency Toolkit 2022

Background: The goal of the EDA CARES Act grant is to develop a resiliency toolkit that supported the region’s ability to withstand and overcome economic shock events such as the COVID-19 pandemic. The ED Staff are working with Northern Arizona University to develop the public platform of the Resiliency Toolkit (RTK). The platform will incorporate information on Emergency Management, Broadband, Affordable Housing, Tourism, and Workforce

development/entrepreneurship.

Current Status: The first iteration of GIS maps, identifying tourism assets across the region has been completed. This map includes Nature, History, and Cultural assets for the four-county region. Currently underway is the next iteration of maps that will identify other points of interest.

The map can be seen at:

<https://www.arcgis.com/apps/dashboards/8b91fd2d9fe8406eb06c2d5a77465ae7>

A demo of the Resiliency Toolkit Website was provided during the most recent Economic Advisory Council meeting.

Developmental resources have been procured towards the support of startup entrepreneurship and established enterprises, supporting their growth and scalability through value-add services and mentorship opportunities. Advocating competencies in 8 key drivers of business value, SEAGO will support small business goals towards sustainable growth, continuity, and scalability. Adapting these services to support non-profit growth is currently underway as well.

Mentorship/Training will be facilitated on a community platform, where the Economic Advisory Council will also be migrated to facilitate resource-sharing and other project management capabilities.

SEAGO will provide scholarship opportunities by partnering with workforce development, leadership, and educational agencies. These scholarship opportunities will be for 7 industries identified as the Future 7: Manufacturing, Mechatronics, Renewable Energy/Natural Resources, Cybersecurity, Agriculture, Housing, and Health services.

Workforce training opportunities will also be supported through the SEAGO.circle.so online community platform.

One of the byproducts of providing support to business and workforce development is believed to assist SEAGO's ability to secure letters of commitment, seen as a significant standard of accomplishment in grant-writing. SEAGO will continue to invest in technical writing services that support the region's grant applications.

3. Economic Advisory Council

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 is a platform, and acts as a hub of information to share resources and updates on economic development initiatives throughout the region.

Current Status: Most recently, our council meeting to kick off the New Year discussed:

- Resiliency Toolkit Website Demo
- Quarter 1 Insights
- State of the Regional Job Market
- Infrastructure Bill Opportunities

4. New Initiatives

SEAGO has been asked to participate in several initiatives involving the development of Innovation Incubators, centered on specific industry sectors targeted by regional stakeholders, including the Future 7 mentioned above. SEAGO in collaboration with Atelier Tomorrow, is pursuing funding opportunities and developmental strategies for The Patagonia Institute, an Innovation Incubator focused on Research & Development, Education, and Workforce Technologies of the future. This level of collaboration, it's suggested, will also lead to stronger relationships with private sector organizations, further supporting the creation and sustainment of competitive jobs.

SEAGO has recently been engaged by NAU to discuss the prospects of developing an NAU training center in our region, facilitating educational workshops by NAU alumni currently careered in Future 7 industries to support rural Arizona's growth.

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, 2022
SUBJECT: AAA PROGRAM UPDATES

Administrative Updates:

- **Direct Care Worker Bonuses:** In March, SEAGO issued \$18,750 for the DCW incentive. Ninety-seven direct care workers were rewarded \$150 to \$200 for their continued dedication to serving our seniors. Currently, we continue to see a significant amount of DCW shortage in Graham County and Greenlee County. SEAGO-AAA and AZ4A continues to advocate and address the wage disparity within the workforce.

Direct Care Worker Bonus		
<u>Provider</u>	<u>Jan-Feb Payment</u>	<u>Number of DCW</u>
Accent Care- SC	\$1,550.00	8
Accent Care- GR	\$350.00	2
Accent Care- CO	\$7,100.00	36
AZCD	\$2,250.00	13
GCHD	\$1,600.00	8
Lutheran- SC	\$1,600.00	8
Lutheran- CO	\$3,000.00	15
SEACUS	\$1,300.00	7
Total	\$18,750.00	97

- **End Of Life-Thoughtful Life Conversations:** April 16th is National Healthcare Decisions Day and activities will be held throughout the month to encourage people to engage in advance healthcare planning. Conversations matter and Area Agency on Aging provides resources and forms at no cost. We have a few events planned including two *Thoughtful Life Conversations* workshops in Willcox for the employees of Northern Cochise Community Hospital and for the public. We provided an *Enhanced Communication* lecture to graduating nurses and instructors (75 attended) at Cochise College in March. We are providing the instructors with information and resources that they can build in to their curriculum for nurses in the future. The **AZ Healthcare Directives Registry** is now operational in Arizona. Adults in Arizona can have their Advance Directives quickly accessed and updated through an online portal at participating hospitals, etc. This is a great step forward in having people's wishes easily accessible to healthcare providers and having wishes honored. To register your advance directives, see the Registry website for further information is: <https://azhdr.org/> Additional resources are available through our website, <https://www.seago.org/advance-care-planning>. Ronnie Squyres retires on June 30, 2022, but SEAGO-AAA is ready to continue the TLC efforts through our case managers.
- **Celebrate 50 years of Nutrition:** SEAGO-AAA joined ACL's Office of Nutrition and Health Promotion Programs in the planning of our regional efforts and recognizing the 50th Anniversary of the Senior

Nutrition Program. During this event, SEAGO along with three congregate sites hosted an event to celebrate this very important golden anniversary. With “Celebrate. Innovate. Educate.” as this year’s anniversary theme, we celebrate the many accomplishments of the national and local programs; we acknowledge innovative approaches used to support seniors, and we look at how education can help understand and use nutrition services. Celebrations were held:

- On March 22, The Santa Cruz Council on Aging (SCCOA) in Nogales with 28 participants in person came to celebrate and enjoy cake. The Nogales International published an article on this event with wonderful pictures. The AAA team set up a table and help serve meals to our seniors.
- On March 25, Southeastern Arizona Community Unique Services (SEACUS) of Safford with 60 Participants present not only celebrated the event but celebrating Sharon’s retirement after many years serving seniors. An article came out in the GilaValleyCentral.net
- On March 31, Tombstone Senior Center celebrated with 25 Participants present

➤ **Case Management:** SEAGO AAA serves 846 clients in case management for home and community-based services. Our seven Case Managers, including the Case Manager Coordinator, handle 80 to 130 clients each. In February, Santa Cruz case manager Liz Castellanos followed her dream of working with a home health agency. Her last day with us was on February 16. Liz made a significant impact in Santa Cruz County during her short time with us. SEAGO AAA Director Laura Villa acted as interim Santa Cruz case manager until the position was filled. After reviewing applicants and conducting interviews, SEAGO AAA selected Liz Robles as our new Santa Cruz County case manager and began on March 21, 2022. She works closely with AAA Case Manager Coordinator, Carrie Gibbons while training on case management processes and procedures. We developed a new referral procedure and have begun working with agencies to educate them on a client's process to qualify for home and community-based services. All Case Managers continue to operate under COVID Precaution. These precautions have been in place since April of 2021. Precautions dictate that all assessments, intakes, and reviews are conducted over the phone or via a secure virtual platform.

➤ **SFY23 Subaward Renewals:** As we prepare for SFY23, the SEAGO-AAA has issued to its providers the electronic version of the Subaward Renewal Offers (SARO) for our service providers to use. With the help of our GIS Analyst, John Merideth, we issued the first part of the SARO for our providers to use. SARO training is scheduled for Friday May 6, 2022 via Zoom. While this process will be easier to manage, we are also aware of the challenges this will impose on our providers. We will be available for assistance either by phone, on social media platforms, or even in person. The goal is that this will enable the AAA to begin its transition to a paperless way of handling business in the future.

READI Meals Program: The participating sites of Nogales and Patagonia have begun to use the supplemental funds to complete the installation and set-up of equipment and prepare for the training and running of the freeze-dried food for sample testing. AAA staff is working closely with the Safford Health Department to secure a presentation in April, and with approval, we will work with the city of Safford and the Senior Center to complete equipment set-up and move forward.

Family Caregiver Support Program:

Tualta:

- As of 3/31/2022 - 33 Caregivers have been on-boarded.
- While utilization is lower, on-going community education and information marketing and our community partnerships have facilitated increased referrals.
- Specifically targeting a partnership with the Desert Southwest Alzheimer's Association to provide dementia focused self-directed learning throughout our mutual regions via Tualta

Peer Counseling:

- We are working to recruit and train former caregivers to build a “Caregiver Mentor” program utilizing caregiver alumni volunteers who are willing to share their experiences to help new caregivers to offer support and encouragement.
- Virtual peer Support- Pinkie’s Up attendance is variable, as is the transitional nature of caregiving

Senior Connect:

- FCSP has worked to establish partnerships with 20 Public Libraries throughout our service area. This allows the AAA to extend our Community Education and Information outreach and provides a safe and calm environment for our seniors to access Area Agency on Aging programs, information and services.
- “Senior Connect” hubs also offer a solution to virtual programming to those seniors with technology barriers, offering devices and public Wi-Fi access and supports social engagement.
- Events include: March 24th: Clifton Public Library - “Hello Neighbor” Presentation introducing our AAA team; and April 28th-June 9th: Sierra Vista Public Library - “Chronic Disease Self-Management” 6- week class.

State Health Insurance Program-Senior Medicare Patrol: SHIP/SMP currently has a total of four active volunteers that are returning calls and counseling sessions. One of our volunteers has announced he must step away due to health issues and recruitment for additional SHIP/SMP volunteers to perform presentations and outreach is ongoing. The SHIP program fields an average of 10-22 calls per day. SHIP/SMP continues to work with partner agencies such as SEACUS in Graham County, the Greenlee County Library, and Case Managers for our rural areas. SHIP/SMP coordinator has provided information on Medicare.gov, Medicare fraud, and identity theft with updated flyers in Spanish and English. Outreach efforts in the months of February and March lead to a new partnership in Sierra Vista Library and all Santa Cruz County libraries. Future presentations will be held in Sierra Vista with Methodist Church breakfast club, and at the Santa Cruz Senior Center with the goal of educating on Area Agency on Aging programs and encouraging Santa Cruz seniors to participate in activities in the month of April. In the month of February, records show savings per beneficiary of \$116.00 for a medication with an online coupon (original cost of \$500.00). To schedule a telephone appointment for assistance with Medicare Issues call: 520-432-2528 ext. 222; Email: shiphelp@seago.org; or go to: <https://www.seago.org/state-health-insurance-assistance-program> and fill out a questionnaire or request an appointment online.

Long Term Care Ombudsman Program: The long-term care program has an addition of two volunteers that have completed the 16-hour training in the Ombudsman program and are now out on their own seeing residents in facilities once a month. Our volunteers are a great benefit to the Ombudsman program. It helps to free up the Long-Term Care Ombudsman Coordinator to take on other tasks and allow residents of facilities to be seen more frequently. Laura Lindsey of Bisbee visits Via Elegante, Via Elegante Highlands, Beehive and Ever-After assisted living facilities in Sierra Vista. Beverly Jackson of Bisbee visits Healing Hearts, Healing Hearts B, JR's Caring Hearts, Prestige and Isaiah's Angels assisted living facilities in Sierra Vista.

Health Promotion and Disease Prevention:

Tai Chi: In October, the HPDP Coordinator completed the Tai Chi for Arthritis and Falls Prevention training with a new volunteer in Yuma. HPDP Coordinator participated in the Sierra Vista Sunrise Rotary Club Run at the beginning of November. Participants were able to get information on SEAGO AAA services, and as a result of the outreach, two new volunteers were recruited to teach AMOB.

AMOB: The third quarter of the SFY began with some adjustments related to the upswing in the Omicron Variant. Programming slated to start at the beginning of January and February was delayed. The program is currently working with 6 active volunteers and 2 new volunteers who are in the onboarding process. Volunteer recruitment has been very challenging post COVID. Extensive community outreach was done in February and March. We are hopeful the Agency and the program will reach more enthusiastic volunteers.

Tai Chi for Arthritis and Falls Prevention: A class began in March at the Huachuca City Senior Center. This class represents our effort to create more purpose driven programming. Evidence-based Falls Prevention and Chronic Disease programming educates participants on the importance of moving and staying active but in the past after those classes and workshops ended, participants did not always have access to movement and exercise classes. The A Matter of Balance class in Huachuca City promoted the Tai Chi during the class and set the dates for the start of Tai Chi so participants could stay engaged. Six of the twelve A Matter of Balance participants continued with the Tai Chi class. There are 15 total registered participants.

Chronic Disease Self-Management: The introduction of the program takes place in April at the Sierra Vista Public Library. Cindy Meyers, the Health Promotion and Disease Prevention Coordinator and Karen Enriquez, Family Caregiver Coordinator will teach the 6-week workshop. The program will target aging adults, those with disabilities and Family Caregivers. We are working on a partnership with the Graham County Health Department and Rosa Contreras to deliver CDSMP in the next fiscal year. The Pima County Health Department is our training resource and we hope to send Rosa and 3 other volunteers to the next offered training in the fall.

- Presentations took place at the Sierra Vista Parkinson's Support Group in January and at the Clifton Library in March.
- Community Outreach was delivered in the Counties of Santa Cruz, Cochise and Graham as a part of the 50th celebration on the Nutritional Program.
- The Healthy Neighbor Senior Connect initiative, which uses the library network to help deepen our reach into rural areas and increase access to information, connected the HPDP program with: Nogales, Patagonia, Clifton, Sierra Vista, Huachuca City and Willcox.

Future initiatives and events: Healthy Tombstone Fair, May is Older American's month, June World Elder Abuse month. Stay tuned for information as these events unfold.

The Facebook 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. Please follow us at: <https://www.facebook.com/seagoareaagencyonaging>

Attachment Link: [SFY21 annual report](#)

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: APRIL 28, 2022
SUBJECT: TRANSPORTATION PROGRAM UPDATES

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

Electric Vehicle Charging Stations: The National Electric Vehicle Infrastructure (NEVI) Formula Program (established by the Infrastructure Investment and Jobs Act) provided funding to build out a national electric vehicle charging network. Arizona's 5-year funding for the NEVI Program is estimated to be \$76,483,976 with \$11,320,762 to be available in 2022. To be eligible to use the funding, State Departments of Transportation must submit an Electric Vehicle Infrastructure Deployment Plan by August 1, 2022, that describes how the state intends to use its share of NEVI Formula Program funds.

A significant portion of that funding is expected to be focused on the Interstate system. According to ADOT, the goal is to install at least one - four outlet direct current fast charging stations every fifty miles along the Interstates within one mile of the freeway. During the COG/MPO Planners meeting in April, ADOT has indicated that some funding will be made available to local agencies. The method and amount is unknown at this time. SEAGO will be participating in a stakeholder group that will provide input into the development of the plan.

Regional Transit Emergency Coordination Plan: 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 the development of a Regional Transit Emergency Coordination Plan. **SEAGO began work on this project in August with a series of four County-specific stakeholder meetings. Meetings were attended by 33 emergency preparedness professionals. SEAGO held advisory committee meetings with our regional transportation providers in October and early November. Working Paper #2 has been completed and is available on www.seagomobility.org. In April, SEAGO was awarded an additional \$90,000 in funding to continue our work.**

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's 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 has brought 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. **The study TAC has met on a monthly basis since September. A transit needs survey has been completed and**

data analyzed. SEAGO has used the survey data and current ridership data provided by Easter Seals Blake Foundation Community Transportation Project to identify high demand route originating locations. Those locations have been heat mapped through GIS. With that data, draft fixed-route options, maps and schedules have been completed. The first draft of the study is being completed. We anticipate providing the study for stakeholder review in June.

SEAGO Road Pavement Assessment Project. The SEAGO Administrative Council and Executive Board approved this project in August for the amount of \$200,000 Federal (STBG). This project will utilize new artificial intelligence road assessment technologies that convert a cell phone into a data collection device that can conduct pavement assessments, pavement marking assessments, road condition inventories, as well as traffic sign inventories, and sign condition assessments for SEAGO member jurisdictions. SEAGO staff will perform the ground work of driving local roadways and collecting roadway data. The data will be sent to a vendor that will analyze the data, establish a roadway inventory, and assign condition assessments to multiple segments of roadway. The data will be made available to all of our jurisdictions through a licensed database. All public roads not on the State system will be evaluated (approximately 4,000 miles). ***SEAGO secured Federal Authorization for the project in October. An RFP was developed and advertised. The RFP closed on January 28, 2022. Two responses were received. The SEAGO TAC ranked the RFP responses in mid-February. Vaisala, Inc. was selected as the vendor. Vaisala participated in an introductory meeting with the TAC on March 17th. SEAGO staff have been trained in the use of the data collection equipment. Data collection will begin on May 1st. On June 16th TAC members will be trained on the use of the data portal.***

Santa Cruz County RTA (Regional Transportation Authority) Feasibility Study: In FY19, SEAGO had approximately \$50,000 in carry-over State Planning and Research Funds that needed to be spent on a planning project. After discussion with the TAC, this project was identified. The project will be completed in multiple phases. Phase 1 is a research project. SEAGO has collected Santa Cruz County transportation/transit related studies completed at the state or local level during the last 15 years. In February 2019, SEAGO conducted a review with the City of Nogales and Santa Cruz County to determine the aspects of each plan that are still valid in our current economic and transportation climate. As a result of that meeting, SEAGO is developing an updated list of potential projects. ***Due to COVID-19 and the public participation demands of this project it was delayed until the SFY22. The project has been forwarded to our FY22/23 ADOT Work Plan. We will have until June 30, 2023 to complete the project. We are currently identifying project TAC members and expect to reboot this project in June.***

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

Attachments: None.

Action Requested: Information Only Action Requested Below