



ADMINISTRATIVE COUNCIL PACKET

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

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

Thursday, November 3, 2022 at 9:00 a.m.

In-Person:

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

Via Zoom:

Zoom Link: <https://us02web.zoom.us/j/83343134843>

Meeting ID: 833 4313 4843

Phone-in Option: +1 346 248 7799 (Houston)

We plan to limit this meeting to 10 individuals or less 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

9:00 A.M., THURSDAY, NOVEMBER 3, 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 Coxworth	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Coxworth	
III. CALL TO THE PUBLIC	Chair Coxworth	
IV. ACTION ITEMS		<u>Page No.</u>
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3. Discussion and possible action to recommend approval of Resolution No. 2022-04 establishing SEAGO's Rural Regional Priority List of transportation projects for consideration for funding by the Arizona Legislature	Chris Vertrees	9
4. Discussion and possible action to recommend approval of the 2022 CDBG Regional Account applications	Keith Dennis	16
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VI. RTAC REPORT	Kevin Adam	N/A
VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS	Chair Coxworth	N/A
VIII. FUTURE AGENDA ITEMS	Chair Coxworth	N/A
IX. ADJOURNMENT	Chair Coxworth	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 Marisa De La Cruz at (520) 432-5301 extension 211 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 Marisa De La Cruz at (520) 432-5301 extension 211. 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 Marisa De La Cruz al número (520) 432-5301, extensión 211, por lo menos setenta y dos (72) horas antes de la conferencia.

**Draft MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, AUGUST 4, 2022
IN-PERSON AND VIA ZOOM
COCHISE COLLEGE BENSON
1025 HIGHWAY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Robinson, Ronald - Town of Patagonia (Vice-Chair) (In-Person)

MEMBERS PRESENT: Cassella, John – City of Safford (Zoom)
Pauken, Steve – City of Bisbee (Zoom)
Urquijo, Ana – City of Douglas (Zoom)
Batty, Vernon – Town of Pima (Zoom)
McLachlan, Matt – City of Sierra Vista (Zoom)
Hinton, Terry – Town of Duncan (Zoom)
Dickie, Ed – City of Nogales (In-person)
Vivian, Vickie – City of Benson (Zoom)

STAFF PRESENT: Curtiss, Dina – Accounting Manager (Zoom)
De La Cruz, Marisa – Community Coordinator (In-Person)
Heiss, Randy – Executive Director (In-Person)
Merideth, John – GIS Analyst (Zoom)
Peterson, Stephen – Economic Development Program Manager (Zoom)
Vertrees, Chris – Transportation Program Administrator (In-Person)
Villa, Laura – AAA Program Director (Zoom)
Bronson, Susan – Senior Planning Specialist (In-Person)
Meyers, Cindy – Health and Nutrition Program Coordinator (Zoom)

GUESTS: Adam, Kevin – RTAC (Zoom)
Kissinger, John – City of Nogales (In-Person)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Dan Coxworth was not present. Vice-chair Ron Robinson conducted meeting.

Vice-chair Robinson called the meeting to order at 9:04 a.m.

II. MEMBER ENTITIES' DISCUSSION

Ronald Robinson, Town of Patagonia, stated they finished their CDBG project; upgrading McKeown Avenue. There has been lots of positive comments regarding this project. **Ed Dickie**, City of Nogales, stated that they had their primary election and there may be a change in Mayor. The general election will take place in November. Randy Heiss welcomed Ed Dickie to the Administrative Council. **John Kissinger**, City of Nogales, reported they have been working with SEAGO on their Colonias project. **Steve Pauken**, City of Bisbee, stated the bids came back for City Hall significantly over budget. They rejected all the bids and are going to try again in the fall. The Hillcrest building went back out on the market to auction the property off again. City of Bisbee currently has three interested buyers. **Terry Hinton**, the new Town of Duncan Manager, had nothing to report but is getting his feet on the ground. Randy Heiss welcomed him back to the group. **Vernon Batty**, Town of Pima, stated that they have the possibility of a new high school. They are in the process of deciding on a piece of land. He will be in contact with the Transportation Advisory Council in the future regarding a potential stoplight or roundabout. **John Cassella**, City of Safford, reported that they had an election as well and one of their incumbents did not get re-elected; there will be a new council member joining in the winter. They passed improvements to their employees benefit packages, which was greatly needed. **Matt McLachlan**, City of Sierra Vista, stated they are spending a significant amount of time on grants that

become available. Dan Coxworth, and Matt McLachlan met with an EPA representative to give him a tour of the Brownfield sites that benefited from last round of grant funding. The City Council approved next year's budget which included next year's CDBG allocation. **Vicki Vivian**, City of Benson, reminded everyone that they will be having their Lantern Festival on September 10th. They too had their primary elections. They had three people running for mayor and six people running for three council seats. They are preparing to approve their resolution for their CDBG project. They plan to use this money to make park improvements. She stated they are having difficulty hiring people. The council passed a 3% cost of living increase with a budget, and a 7% one-time retention compensation package. **Ana Urquijo**, City of Douglas, hosted a stakeholder meeting for ADOT's Arizona Sonora Border infrastructure master plan. They have been busy with the Commercial Port of Entry. Within the next three months they plan to have three design concepts to review from their architects at GSA and have DCR ready in 9 months' time. They initiated a westward annexation process and are in their preliminary stages. They have state land in between the city limits and the future port of entry site. Cox internet was just awarded \$9 million for fiber in the Douglas area. They are very excited to get that project underway. They are hosting them this afternoon to get that project going. Ana Urquijo approved her first budget as city manager and was able to approve a three year plan to get salaries to market rate.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 5th, 2022 Minutes
 - b. Nomination of Duncan ACOA representative

Vice-Chair Ronald Robinson called for a motion to approve the Consent Agenda; Ed Dickie made the motion; Second by Steve Pauken.

MOTION: Ed Dickie
SECOND: Steve Pauken
ACTION: Unanimous

2. Discussion and possible action to recommend approval of the proposed update to SEAGO's travel policy.

Randy Heiss explained that the House Bill 2729 failed in the Senate for lack of a third reading and final vote. Randy will continue to work and find a new sponsor for the bill that will give much needed adjustments to the state travel policy next year. Meanwhile, he is not content to let the issue lie unaddressed. SEAGO does not own a fleet of vehicles for employees to use, but instead expect our employees to maintain reliable transportation so they can carry out the State's business. Randy discussed a few facts to consider when it comes to the State Travel policy. He proposed a change to the travel policy that would give the Executive Director the authority to set the mileage reimbursement rate. Ed Dickie asked if it would be in the budget now to increase to the federal rate? Randy Heiss stated he would love to increase to the Federal rate but he wants to ease into the increase gradually and conservatively. Steve Pauken stated that he has been in a similar situation before, and has no problem initiating this policy. Ronald Robinson asked what kind of vehicle liability SEAGO carries on

the employees that are traveling. Randy stated that the vehicle insurance that the employee has is the primary insurance. SEAGO has “any auto” liability. This does not cover anything in the way of collision or comprehensive. It’s just an exposure to liability on the part of SEAGO for them driving their vehicles for State of Arizona Business.

Steve Pauken made a motion to recommend approval of the proposed update to the SEAGO Travel Policy to the Executive Board; Second by Ed Dickie.

MOTION: Steve Pauken
SECOND: Ed Dickie
ACTION: Unanimous

3. Discussion and possible action to recommend approval of Resolution No. 2022-02 relating to SEAGO’s Title VI Plan

Chris Vertrees stated that SEAGO is required to develop a local Title VI Plan. The purpose of the plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. He prepared a Resolution for consideration which, if adopted, will provide immediate evidence of the Executive Board’s approval of SEAGO’s Title VI Implementation and Public Participation Plan.

Vicki Vivian made a motion to recommend approval of Resolution No. 2022-02 to the Executive Board; Second by Matt McLachlan

MOTION: Vicki Vivian
SECOND: Matt McLachlan
ACTION: Unanimous

4. Discussion and possible action to recommend approval of JPA No. 21-0008414-I and to authorize the Executive Director to execute the Agreement

Chris Vertrees explained that SEAGO annually programs \$10,000 in STP funding to the AZ LTAP. The \$10,000 covers the membership costs for all our member agencies. The membership covers access to training for 100 employees annually. If SEAGO did not fund the program, the cost to each agency would be \$100 per transportation employee.

Steve Pauken made a motion to recommend approval of the FY22-26 SEAGO/State of Arizona AZ LTAP Training Agreement to the Executive Board; Second by Vicki Vivian.

MOTION: Steve Pauken
SECOND: Vicki Vivian
ACTION: Unanimous

5. Discussion and possible action to recommend approval of Resolution No. 2022-03 authorizing matching funds for a fiscal year 2022 partnership planning and local technical assistance grant from the Economic Development Administration.

Stephen Peterson explained that SEAGO had applied for an EDA technical assistance grant. SEAGO is currently in the position to receive this award for broadband planning across our four counties. This resolution commits \$53,381.53 to allow SEAGO EDD to meet the subject grant's matching requirements. Broadband infrastructure is critical for our region. He would love for SEAGO and our region to lead the charge on implementing broadband infrastructure as part of our economic development mandate. Randy Heiss stated that it has been more than a year since they applied for this grant. He was a little surprised about the match increase but understood the circumstances. The money for the match would come out of the fund balance. He stated that the fund balance is at about \$1.9 million and is making very little in terms of interest in local government investment pool. SEAGO plans to piggyback off of Cochise County's procurement efforts to do this study.

Ed Dickie made a motion to recommend approval of Resolution 2022-03 committing a cash match of up to \$53,381.53 for an EDA Partnership Planning and Local Technical Assistance Grant, and authorizing the Executive Director to execute all documents for the receipt and use of the grant funds; Second by Steve Pauken.

MOTION: Ed Dickie
SECOND: Steve Pauken
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss stated that November 3rd will be the next Administrative Council meeting. He reminded the group to block out the afternoon of February 9th for the strategic plan update. Randy Heiss advised the Administrative Council officers to mark their calendars for the joint committee meeting on September 29th, 2022. He will send out a cancelation if there is no time sensitive items that need to be addressed.

B. Strategic Plan Progress Report

Randy Heiss stated that the official update to the strategic plan has been scheduled for February 2023. SEAGO had a staff strategic plan update on June 17, 2022. He was impressed with the participation by SEAGO staff. He provided a matrix of proposed objectives, strategies and tactics for consideration of the Administrative Council and will present a more refined version for the November meeting. He also mentioned that the current objective to secure adequate, affordable and long term facilities for the AAA has been completed except paving to meet the city's paving requirements. Randy Heiss stated that he would like to see the prices of asphalt moderate a little bit before jumping forward on paving the parking area. Steve Pauken stated the new modular looks good. He follows macroeconomics and he feel confident as we get towards the end of the year that the prices will begin to moderate.

C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions. Ed Dickie had a question regarding what the improvements are to the Nogales courtroom. Randy Heiss directed that question to Susan Bronson.

D. Community Development Report

Susan Bronson provided an update on Community Development Programs and responded to questions. Susan stated that the improvements to the Nogales Courtroom, will include new windows, doors, floor improvements, refurbishment of the old benches, and roof. The improvements are limited to the courtroom itself.

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.

VI. RTAC REPORT

Kevin Adam provided an update and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss expressed they keep experiencing an audit finding in the financial statements. One recommendation from the auditor was to hire an outside CPA firm to help clean up the trial balance and end of year reconciliation. SEAGO has issued a request for quotations for CPA services to assist with end of year cleanup and preparation of the trial balance. The Arizona Mexico Commission invited SEAGO to participate in the Sierra Vista Chamber of Commerce Border day in Douglas. Randy also thanked the SEAGO AAA for the surprise potluck lunch, as a recognition for his hard work on the new facility.

VIII. FUTURE AGENDA ITEMS

Randy reminded everyone that any time an Administrative Council member has something to add on to the agenda to contact Marisa, or Randy. Expected agenda items coming up include update of policy principals, Community development block grant project approval, and discussion of the proposed objectives from the staff strategic planning retreat.

IX. ADJOURNMENT

Vice-Chair Robinson adjourned the meeting at 10:33 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 27, 2022
SUBJECT: SEAGO POLICY PRINCIPLES

The SEAGO team has updated the attached document identifying Policy Principles (or positions) for each program for Calendar Year 2023. The proposed SEAGO Policy Principles are intended to empower staff in supporting (or opposing) legislation, policies or various initiatives at the state and federal level that impact delivery of SEAGO programs and/or our effectiveness in serving member entities and your constituents. It can also be used by our member entities and elected officials as talking points when speaking to policy makers relating to these positions.

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

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

Attachments: SEAGO Policy Principles Calendar Year 2023

Action Requested: Information Only Action Requested Below:

A motion to recommend that the Executive Board approve (amend or reject) the SEAGO Policy Principles for Calendar Year 2023 presented by staff.

SEAGO POLICY PRINCIPLES CALENDAR YEAR 2023

Administration:

- Support an increase in the State of Arizona mileage reimbursement rate from 44.5 cents per mile to the current Federal rate of ~~56~~ [62.5](#) cents per mile and/or link the state and federal rates. The current State of Arizona mileage reimbursement rate remains unchanged since November 2006 – more than fifteen years.
- Support an increase to the State of Arizona lodging reimbursement rate. Lodging rates have seen significant increases since the beginning of the pandemic and have continued to increase due to inflationary pressure. The State’s lodging reimbursement rate has not changed since October 2018.
- Support legislation or intergovernmental agreements that would enable SEAGO as a public agency to participate in insurance pools or trusts pursuant to A.R.S. § 11-952.01. As health care costs continue to rise, the ability to offer and maintain competitive healthcare benefits is an important tool to recruit and retain high quality employees.
- Support applications to public and private grant funding sources that can further SEAGO Strategic Plan initiatives and expand services for the SEAGO Region as a whole, and for individual SEAGO member entities.

Area Agency on Aging:

- Support initiatives to offset rising costs for AAA providers resulting from the automatic increases in Arizona’s minimum wage. Provider rates have not increased since 2016, but during the same time period, the minimum wage has increased by [over 72%](#). (*Note: that’s up 21 percentage points from the 51% increase in last in last year’s Policy Principles.*) While Arizona AAAs received another one-time appropriation from the State General Fund in FY 2023 to address this issue, a permanent solution is needed to support rate increases for providers of services to Arizona’s vulnerable aging population.
- Support legislation or other initiatives to expand Medicare coverage to include dental, vision, and oral care. Lack of dental care has long been a top priority for questionnaire respondents in the AAA’s efforts to identify unmet needs of seniors for the Area Plan on Aging.

Community Development:

- Support sufficient and sustained funding for proven programs within the U.S. Department of Housing and Urban Development (HUD), such as the Community Development Block Grants (CDBG) and HOME Partnerships Investment Programs that support housing and sustainable community development for rural areas.
- Increase HUD funding to allow for expansion of economic and community development programs in both rural and urban areas, including those that promote regional approaches.
- Support SEAGO’s vision and initiatives to [increase affordable housing stock and](#) address homelessness and housing affordability in the region.

Economic Development:

- Support increased funding for the “Partnership Planning” program to at least \$40 million in FY 2023 appropriations legislation. *Note: While costs and complexity of operating Economic Development Districts have increased considerably, the annual allocation for the EDA’s Partnership Planning remains stuck at \$35 million since 2018.*
- Support the efforts of the Maricopa Association of Governments to increase tourism through the statewide expansion of the border crossing card zone for federally screened and vetted holders of B1 and B2 visas from Mexico. A University of Arizona study projected that the expansion of the border crossing card zone would have a positive annual impact of \$181 million to the state.
- Support measures to promote, expand and enhance Arizona’s competitiveness in international trade and commerce with Canada and Mexico.
- Support collaboration and data sharing with state agencies, local governments, universities, COGs and MPOs to develop and enhance data analytics necessary to advance regional and state economies.
- ~~• Support local efforts to create a diversified resilient economy through strategic planning initiatives, data analysis, program development, and funding opportunities.~~

- [Support the development of a Bi-National Workforce Program for the recruitment of technically skilled workers from Sonora, Mexico to ameliorate the talent shortage and lack of qualified applicants for open positions throughout the SEAGO region.](#)

Environmental:

- ~~Support SEAGO's continued responsibility to maintain the area wide water quality management plan as the designated regional Water Quality Management Planning Agency.~~ *Note: To date, ADEQ has not articulated its vision for the Section 208 WQM program. Despite the plain language in Federal law (33 USC 1285(j)), The Department refuses to give funding priority to the Designated Planning Agencies to carry out water quality management planning activities. The minimal funding provided (< \$5,500 per year for the SEAGO region) is insufficient to carry out a meaningful WQM program. It seems time to move on and focus on strategic initiatives and programs that can bring more value to our member entities.*

Transportation:

- Support legislation to modernize and expand transportation funding mechanisms to include equitable user fees for alternative fuels vehicles, indexing funding mechanisms to inflation, increasing the existing gasoline tax, and exploring alternative funding mechanisms at both the State and Federal levels.
- Support local efforts to form Regional Transportation Authorities.
- Oppose the transfer of Highway User Revenue Funds to the State General Fund above the statutory limit of \$20 million.
- Support legislation to provide [a minimum of](#) \$50 million in the Arizona General Fund budget to fund Greater Arizona's Rural Transportation Priority Projects.
- Oppose legislation that would lower the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects, or include specific types of maintenance activities and equipment purchases without advertising for bids.
- Support projects and initiatives throughout the State that expand and enhance the movement of freight and international commerce.
- Support initiatives that maximize the role of public transit within the broader transportation system to improve mobility, enhance system capacity and improve system efficiency.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: OCTOBER 27, 2022
SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-04

On June 23, 2022, the Arizona State Legislature approved the State budget for SFY2023 that included supplemental transportation funding in the amount of \$962,147,500. In recent years, the Arizona Legislature has increased transportation investment through earmarking one-time State General Fund revenues for various projects around the State. This process is expected to continue into the future as earmarking appears to be the most viable option for securing additional transportation infrastructure funding. However, a significant concern with earmarking transportation projects is that it bypasses state, regional, and local planning and programming processes and priorities.

As occurred last year, RTAC will be recommending a compromise approach to state legislative leadership for next year's budget discussions. RTAC has requested that Greater Arizona COGs/MPOs develop tiered project lists of \$100/200/300 million. The following table reflects SEAGO's allocation based upon 2020 population estimates:

COG/MPO	Population*	\$100M	\$200M	\$300M
CAG	80,859	\$ 4,491,051	\$ 8,982,103	\$ 13,473,154
CYMPO	138,652	\$ 7,700,976	\$ 15,401,953	\$ 23,102,929
LHMPO	60,775	\$ 3,375,551	\$ 6,751,101	\$ 10,126,652
METROPLAN	93,679	\$ 5,203,097	\$ 10,406,194	\$ 15,609,290
NACOG	334,400	\$ 18,573,165	\$ 37,146,331	\$ 55,719,496
PINAL (MAG)	312,042	\$ 17,331,363	\$ 34,662,725	\$ 51,994,088
SCMPO	128,720	\$ 7,149,336	\$ 14,298,671	\$ 21,448,007
SEAGO	162,972	\$ 9,051,752	\$ 18,103,504	\$ 27,155,256
SVMPO	71,677	\$ 3,981,067	\$ 7,962,134	\$ 11,943,201
WACOG	181,350	\$ 10,072,499	\$ 20,144,997	\$ 30,217,496
YMPO	235,321	\$ 13,070,143	\$ 26,140,286	\$ 39,210,429
Total	1,800,447	\$ 100,000,000	\$ 200,000,000	\$ 300,000,000

At our July TAC meeting, the TAC approved forwarding last year's approved projects as our Tier 1 List. Those projects after adjustments for inflation were forwarded to RTAC as follows:

2023 RTAC PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION				
TIER 1				
Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
Graham County	Safford Bryce Road – Talley Wash Crossing	\$1,991,928	\$210,462	\$1,781,466
City of Nogales	Industrial Park Drive Reconstruction Project	\$2,505,944	\$142,839	\$2,363,105
San Carlos Apache Tribe	Peridot Siding Road (BIA Route 103) Pavement Overlay Project	\$1,500,000	\$85,500	\$1,414,500
Santa Cruz County	Ruby Road Bridge at Potrero Creek Replacement	\$15,829,984	\$4,500,000	\$3,492,681
Totals		\$21,259,856	\$4,938,801	\$9,051,752

To meet RTAC's request for a Tier 2 and Tier 3 list, SEAGO issued a Call for Projects on July 2, 2022, with applications due on September 2, 2022. The following applications were received:

2023 RTAC PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION				
TIER 2 & TIER 3 APPLICATIONS				
Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
Graham County	Norton Road/Reay Lane Intersection Reconstruction	\$513,496	\$80,619	\$432,877
City of Nogales	Frank Reed Road Paving Project	\$1,864,652	\$106,285	\$1,758,367
City of Douglas	Douglas Port of Entry Connector Road	\$15,300,000	\$856,500	\$14,443,500
Town of Patagonia	McKeown Avenue Reconstruction Project	\$1,523,068	\$86,211	\$1,436,857
Town of Thatcher	8 th Street widening Project	\$4,764,580	\$271,581	\$4,492,999
Santa Cruz County	West Frontage Road at Camino Ramanote Roudabout	\$841,419	\$48,000	\$793,419
Totals		\$24,807,215	\$1,449,196	\$23,358,019

The TAC reviewed and scored the applications prior to our September 22, 2022 meeting. The following represents the TAC's project scoring and ranking decisions. Funding recommendations are consistent with the total 1-3 Tier allocations of \$27,155,256 as identified by RTAC based upon 2020 population estimates:

2023 RTAC PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION TIER 2 FUNDING RECOMMENDATIONS					
Project Score	Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
973	Santa Cruz County	West Frontage Road at Camino Ramanote Roudabout	\$841,419	\$42,070	\$799,349
964	Town of Thatcher	8 th Street widening Project	\$4,764,580	\$238,229	\$4,526,351
900	City of Douglas	Douglas Port of Entry Connector Road (Design/ROW/Administration)	\$3,300,00	\$188,100	\$3,111,900
Totals			\$8,905,999	\$468,399	\$8,437,600

2023 RTAC PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION TIER 3 FUNDING RECOMMENDATIONS					
Project Score	Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
900	City of Douglas	Douglas Port of Entry Connector Road (Construction)	\$12,000,000	\$684,000	\$5,959,749
896	City of Nogales	Frank Reed Road Paving Project	\$1,864,652	\$93,233	\$1,771,419
888	Graham County	Norton Road/Reay Lane Intersection Reconstruction	\$513,496	\$25,675	\$487,821
880	Town of Patagonia	McKeown Avenue Reconstruction Project	\$1,523,068	\$76,153	\$1,446,915
Totals			\$15,901,216	\$879,061	\$9,665,904

Total Available: \$27,155,256
Tier 1: \$9,051,752
Tier 2: \$8,437,600
Tier 3: \$9,665,904
Total Programmed: \$27,155,256
Balance: \$0

The attached Resolution expresses SEAGO's desire to include this list of priority projects in the RTAC Rural Regional Priority List and urges the Legislature to enact legislation appropriating State General Fund revenues for the projects included in the RTAC Greater Arizona Regional Priority Project List.

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

Attachments: Resolution No. 2022-04

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the list representing the SEAGO Region's Priority Transportation Projects as developed by the SEAGO TAC, and to recommend approval of Resolution 2022-04 to the Executive Board demonstrating regional support for RTAC's efforts to submit a Greater Arizona RTAC Rural Regional Priority List to the Arizona Legislature.



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

1403B W. Hwy 92
Bisbee, AZ 85603
520-432-5301
520-432-9168 Fax

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RESOLUTION NO. 2022-04

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION ESTABLISHING A LIST OF PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION, AND URGING THE ARIZONA LEGISLATURE TO FUND THE PROJECTS INCLUDED IN THE RTAC RURAL REGIONAL PRIORITY PROJECT LIST

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) is the transportation planning organization for the non-urbanized area of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, the quality of Arizona’s transportation infrastructure is vital to public safety, economic prosperity, environmental health, quality of life and cost of living; and

WHEREAS, ADOT’s current long range plan estimates the state highway system’s unfunded needs at \$30.5 billion, equating to only 43% of the needs being met; and

WHEREAS, Arizona’s local road networks are facing comparable shortfalls, estimated at \$2.2 billion just for the maintenance of existing county roads; and

WHEREAS, counties & municipalities are predominantly dependent on state revenue sharing for the upkeep of local roads in lieu of local fuel and vehicle tax authority; and

WHEREAS, fuel taxes which are the predominant state revenue source for both state highways and local roads, have not been adjusted in over 30 years, dramatically reducing their impact due to inflation, rising construction costs, improving vehicle fuel efficiencies, and the development of alternative fuel vehicles; and

WHEREAS, in recent years, the Arizona Legislature has increased transportation investment through earmarking one-time State General Fund revenues for various projects, a process which has proven to be politically viable at least partially due to the specificity of the use of the funding; and

WHEREAS, earmarking has funded critically needed highway and road projects but bypasses the established programming processes which prioritize needs through extensive analysis and public participation, processes that are increasingly important due to the magnitude of the under-investment levels and the need to maximize the best use of available funding; and

WHEREAS, the Greater Arizona transportation planning organizations (COG/MPOs) have the opportunity to provide a compromise approach by developing

a list of specific projects for earmarking but those that have been vetted and determined to be the top priorities for each Greater Arizona region; and

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby establishes the attached list of Priority Transportation Projects for the SEAGO region for inclusion in the RTAC Rural Regional Priority List; and

THAT, the SEAGO Executive Board urges the Arizona Legislature to enact legislation appropriating State General Fund revenues for the projects included in the RTAC Rural Regional Priority Project List.

Passed and adopted by the SEAGO Executive Board on this day, November 18, 2022.

Arturo Garino,
Executive Board Chair

Randy Heiss,
Executive Director

Region Rank	Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
1	Graham County	Safford Bryce Road – Talley Wash Crossing	\$1,991,928	\$210,462	\$1,781,466
2	City of Nogales	Industrial Park Drive Reconstruction Project	\$2,505,944	\$142,839	\$2,363,105
3	San Carlos Apache Tribe	Peridot Siding Road (BIA Route 103) Pavement Overlay Project	\$1,500,000	\$85,500	\$1,414,500
4	Santa Cruz County	Ruby Road Bridge at Potrero Creek Replacement	\$15,829,984	\$4,500,000	\$3,492,681
5	Santa Cruz County	West Frontage Road at Camino Ramanote Roudabout	\$841,419	\$42,070	\$799,349
6	Town of Thatcher	8th Street Widening Project	\$4,764,580	\$238,229	\$4,526,351
7	City of Douglas	Douglas Port of Entry Connector Road (Design/ROW/Construction)	\$15,300,000	\$872,100	\$9,071,649
8	City of Nogales	Frank Reed Road Paving Project	\$1,864,652	\$93,233	\$1,771,419
9	Graham County	Norton Road/Reay Lane Intersection Reconstruction	\$513,496	\$25,675	\$487,821
10	Town of Patagonia	McKeown Avenue Reconstruction Project	\$1,523,068	\$76,153	\$1,446,915
Totals			\$46,067,071	\$6,286,261	\$27,155,256



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: OCTOBER 27, 2022
SUBJECT: 2022 CDBG APPLICATIONS

The CDBG application process began months ago with the required public participation process. From the start of the process to the conclusion of a project often requires up to three years. As of this meeting all applications have been submitted for this year's Regional Account funding round. In addition, three of our communities succeeded in obtaining competitive CDBG funds.

SEAGO's share of CDBG funding decreased by approximately \$30,000, from \$1,336,517 in 2021 to \$1,305,950 in 2022. Even with this decrease, SEAGO's overall share has increased by roughly \$130,000 over the last three years. Following are the CDBG applications submitted to the Arizona Department of Housing this year:

Benson: Lions Park Improvements

Bisbee: A Colonias-Set-Aside grant for Owner-Occupied Housing Rehabilitation;

Clifton: Regional Account for flood control infrastructure improvements;

Patagonia: A Colonias Set-Aside grant for street/drainage Improvements;

Safford: Regional Account for Sidewalk Improvements;

Santa Cruz County: Regional Account for the 1904 Courtroom Improvements; and

Tombstone: State Special Projects grant for Senior Center Improvements.

SEAGO bylaws require Executive Board approval of fees and/or assessments such as those charged for application preparation or administration of new CDBG contracts by SEAGO for member entities. As such, we seek your recommendation for approval of these applications to our Executive Board. Please contact me if you have any questions.

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the 2022 CDBG project applications to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: OCTOBER 27, 2022
SUBJECT: RESOLUTION NO. 2022-05

Attached for your consideration is SEAGO Resolution No. 2022-05. This Resolution is to request approval for the formation of a coalition of members, to develop a Bi-National Workforce Program, which diversifies SEAGO's regional talent pool by supporting the recruitment of technically skilled workers residing in Sonora, Mexico, whom are either US Citizens, or qualify for temporary work visa programs as laid out by the US Department of State-Bureau of Consular Affairs.

This Bi-National Workforce Program will ameliorate many of the talent shortage and qualification issues plaguing organizations throughout the region. Several stakeholders across the region's counties have expressed talent shortage issues, desires to expand, and the impacts of the great resignation. Taking Cochise County as a primary example, with over 900 open job board positions on average each month, coming from 165 organizations on average spanning across industries, organizational leaders are thinking seriously about how to diversify their talent pool so as to maintain and grow capacity.

Several other communities, including Greater Yuma, have already launched a Bi-National Workforce Program of their own, sourcing roughly 250 college and prestigious tech school graduates from Mexicali and San Luis Rio Colorado. In these two locations alone, between 3 and 10 out of 100 students have either residency permits or are already US Citizens.

Below is a short list of employers currently interested in the concept of a Bi-National Workforce Program:

- Cochise College
- Canyon Vista Medical Center
- KE & G Construction
- Sulphur Springs Valley Electric Cooperative
- Fort Huachuca Contractors
- South32

The Resolution approves the formation of a Bi-National Workforce Program coalition which allows SEAGO to seek out funding opportunities, including charging participants a membership fee to build out a functional program that will support the promotion, attraction, and hiring of technically-skilled talent across a variety of industries including teaching, nursing, engineering, construction, and general labor. The Resolution will also support the relationship-building efforts of SEAGO in establishing the coalition with Mexican Consulates and workforce development organizations

supporting the provision of human capital for US-based organizations, which will enhance the region’s workforce and the partnership between the United States and Mexico.

Although this coalition will target primarily US Citizens, below is a table of selected temporary non-immigrant visas which candidates traveling from Sonora, Mexico must qualify for in order to work in the United States if they are not US Citizens.

SELECTED TEMPORARY NON-IMMIGRANT VISAS	
H-1B	<ul style="list-style-type: none"> For people in a specified professional or academic field or with special expertise who have a college degree or higher or the equivalent in work experience. These visas have a residency cap of three years.
H-2A y H-2B	<ul style="list-style-type: none"> For seasonal, or peak load, temporary workers in an agriculture (H-2A) or non-agricultural (H-2B) setting. Generally, these do not extend beyond a year.
O	<ul style="list-style-type: none"> For those with extraordinary and exceptional abilities or achievements, across industries.
TN NAFTA	<ul style="list-style-type: none"> For qualified Canadian and Mexican citizens to seek temporary entry into the United States to engage in business activities at a professional level, under the North American Free Trade Agreement.

Source: U.S. Department of State-Bureau of Consular Affairs

Inside of your packet I’ve provided a four page brief report that I’m sharing with employers across the region, which has prompted the interest for SEAGO to organize a solution around. Next steps upon Resolution acceptance will be to develop an MOU, IGA (if needed) for coalition members and stakeholder partnerships, and a Terms of Service Agreement, which would allow SEAGO to charge a fee for service and fund the development of a regional Bi-National Workforce Program.

Attachments: Bi-National Workers Program Brief; Resolution No. 2022-05

Action Requested: Information Only Action Requested Below:

A motion to approve Resolution 2022–05 for the development of a Bi-National Workforce Program, which will focus on the recruitment and staffing for organizations across the region, with technically-skilled labor from Sonora, Mexico whom are either US Citizens, or qualify for temporary work visa status.



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

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RESOLUTION NO. 2022-05

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION TO DEVELOPE A COALITION OF PRIVATE AND PUBLIC ENTITIES TO BUILD A BI-NATIONAL WORKFORCE PROGRAM AND DIVERSIFY REGIONAL TALENT POOLS

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) has in past and present supported border region development as part of its Economic Development function; and

WHEREAS, SEAGO is being encouraged by organizational leaders to provide and or participate in solving workforce challenges for the region's counties; and

WHEREAS, the great resignation and its cultural shifts have continued to negatively impact the job market for many private and public entities; and

WHEREAS, other counties such as Yuma, have already implemented a similar program which provides an existing model that can be implemented by a collaborative, desirous effort; and

WHEREAS, the Bi-National Workforce Program will concentrate on both skilled professionals and workers in industry sectors such as teaching, engineering, construction, nursing, and general labor; and

WHEREAS, SEAGO has already received positive feedback on the prospects of such a program from organizations such as Cochise College, SSVEC, KE&G, Canyon Vista Medical Center, Chicanos Por La Causa, Fort Huachuca Contractors and the Sierra Vista Chamber of Commerce; and

WHEREAS, SEAGO's CEDS document guides an effort from SEAGO to support Workforce Development as an Economic Development function; and

WHEREAS, this Bi-National Workforce Program will focus predominantly on US citizens, supporting regional population growth

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby affirms its support for formation of a coalition to develop a Bi-National Workforce Program.

Passed and adopted by the SEAGO Executive Board on this 3rd day of November, 2022.

Arturo Garino,
Executive Board Chair

Randy Heiss,
Executive Director



Bi-National Workers Program (V4)

Problem

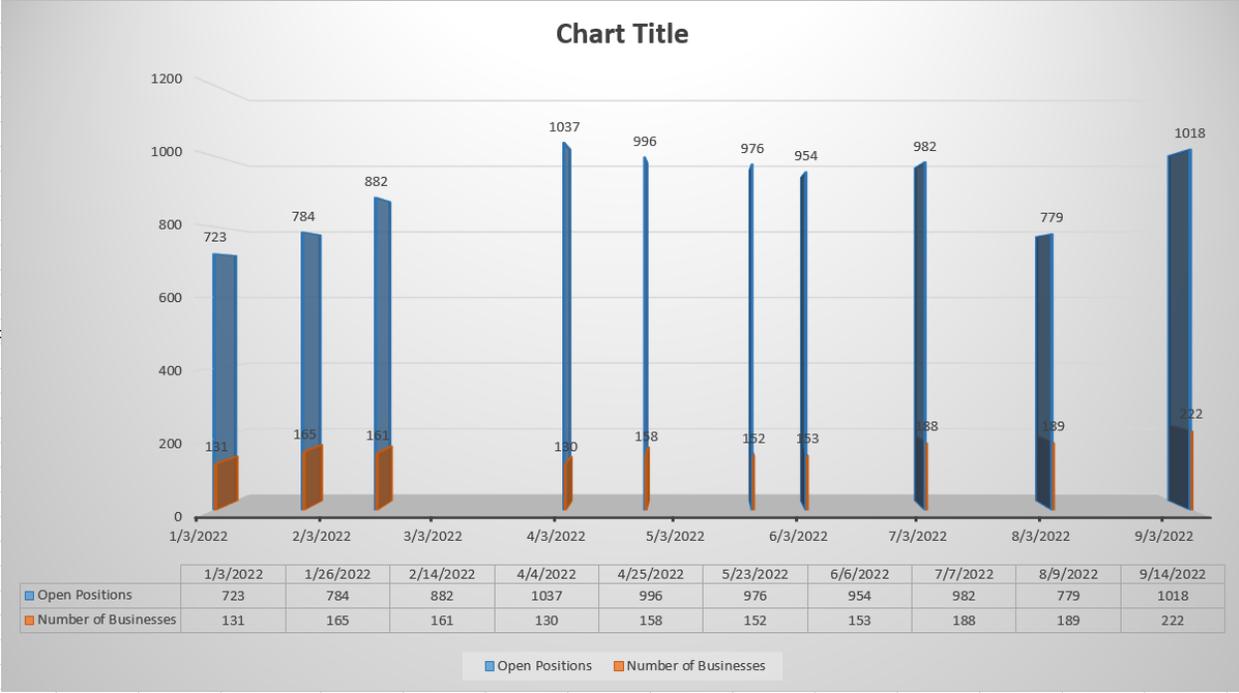
A recurring issue on the minds of Southern Arizona’s employers, diverse stakeholders and economic development practitioners has been how to develop a pipeline of top talent to fill its employment positions.

This strategic briefing takes that one step further by describing how the SEAGO region can leverage SouthEastern Arizona’s links to Mexico’s skilled technical workforce, beginning with US citizens as an answer to this recurring issue.

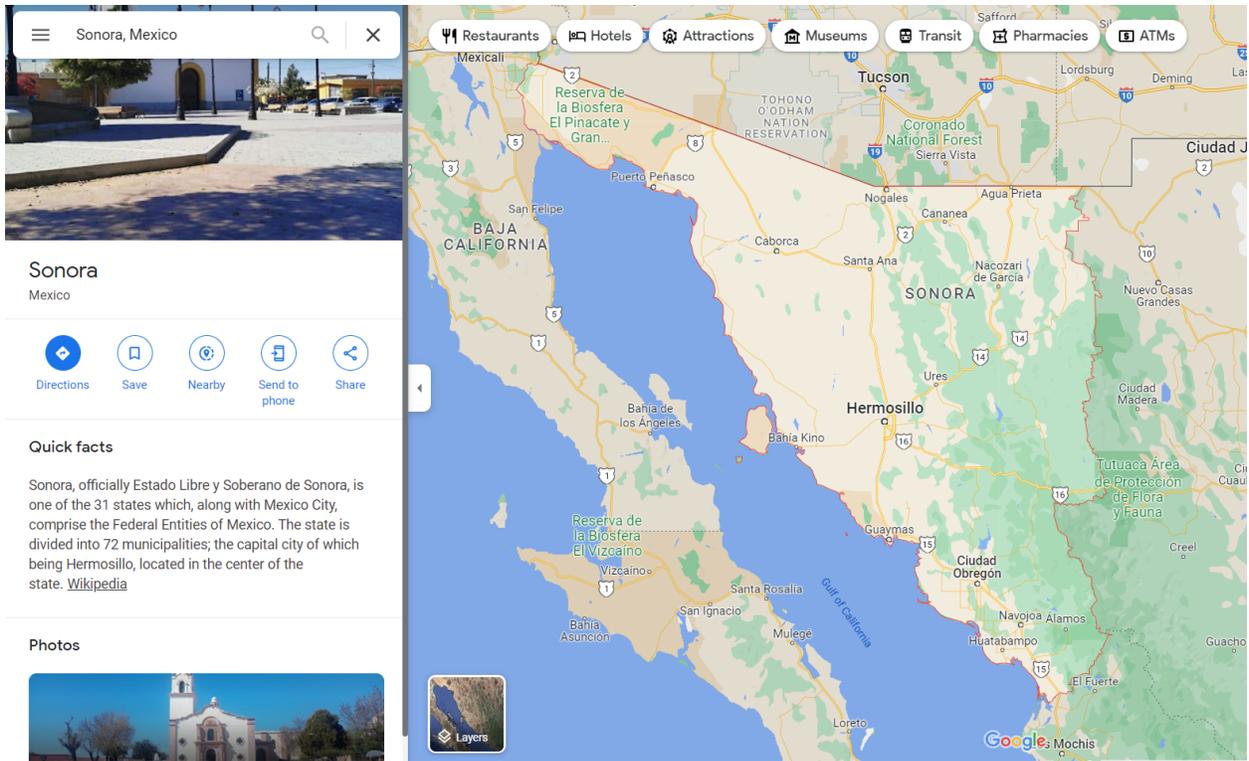
Just looking at two of Mexico’s communities, 11-14% of Engineering and Technical students in these communities are US Citizens. Current federal, state and university economic analyses do not “see” these bi-national workers as a distinct group within the overall Southeastern Arizona workforce. These gaps in data and analysis have resulted in a challenge for SEAGO and other economic development entities in making the case that Southeastern Arizona can supply the workforce necessary for the region.

Right now, Greater Yuma is seeing an average of 250 college graduates every single year, with the technical skills needed to fill open positions, closing the labor gap.

With over 900 open job boards on average each month across all industries in Cochise County, there is unsurprisingly a major concern on where employers are going to find the talent to fill in these positions.



A far more robust understanding of these bi-national workers—including their education, specific technical skill sets and eligibility to work in U.S. —is needed for the SEAGO region to gain an internal understanding of this unique regional asset in order to help employers needing specific types of skills and experience for their workforce.



Opportunities in Sonora, Mexico — 2.945 Million

Population size in communities directly South of Cochise County:

- Nogales — 225,000
- Imuris — 12,536



- Fronteras — 9,041
- Agua Prieta — 91,929
- Cananea — 39,451
- Nacozari — 14,369

Challenges

- The areas in Sonora, Mexico, with the educated population satisfying the various levels of skill and certifications required to be in many of our region’s technical industry reside on the far west of the state.
- Therefore the number of high achieving, technically qualified individuals will commuting to and from work on a daily basis may be insufficient.
- Which further means they will need to establish residency in a town/city adjacent to your County, or establish residency within the County itself.
- SEAGO’s regional Counties will need to compete creatively with the employment prospects in places like Yuma, where the candidates may reside in Mexico, and commute to/from work more effectively.
- A certain percentage of these talented workers may require assistance in establishing housing, transportation and residency status.

- Higher skilled workers, in the upper levels of your fields of specialization, generally require a timeline of roughly 3+ years to receive the documentation and certifications required to practice in the US. E.g. Physicians, and Professionals Engineering Licensure.
- Department of Defense Contractor positions require hard-to-prove allegiance to the United States, candidates must physically reside in the US, and speak, read, and write proficient English.

Solution

SEAGO proposes a comprehensive solution targeting six industries to start, currently experiencing labor deficits:

1. Construction
2. Teaching
3. Healthcare
4. Engineering
5. Automotive Repair
6. General Laborers

This solution will consist of a two-phase approach that a) provides an analysis of SEAGO's cross-border labor force, its key characteristics and potential, and b) builds out a binational human resources strategy and implementation in consultation with SEAGO as its program manager, regional stakeholders, employers and key Mexican entities such as universities and technical institutes.

Greater Yuma is already rolling out a similar solution in their county, and is connected with Arizona's major Universities, whereby these US Citizens are able to receive their certifications from U of A, NAU, and ASU as an accreditation process in order for their technical degrees from Mexico to count on US soil.

Phase 1 would illuminate an area that is not well-understood, specifically, how labor markets function in the SEAGO cross-border region, the size of this specialized labor force, and the potential for the region to capitalize more on this market's capacities and capabilities.

Phase 2, the operational phase, would involve specialized HR solutions for the SEAGO region's industries based on the research findings from Phase 1, leveraging extensive experience and private-, public- and educational-sector contacts in Sonora to provide robust cross-border HR solutions for SEAGO regional employers.

Timeline

It will take approximately 9-12 months to complete both phases of the project, effectively producing a comprehensive and manageable HR solution for the SEAGO region which would be managed on an ongoing basis.

The next section of this briefing will describe the partners currently demonstrating a high degree of interest in this project, and the formal ask from SEAGO for those who wish to participate and take an active role in its implementation.

Ask

1. Promotional Support — Support the development of a unified approach to spreading this workforce development solution as a viable and much-needed strategy to build a robust pipeline of talented and skilled individuals.
2. Financial Partnership — Participate as a member of a Coalition and partner with SEAGO as the project lead, providing you with ongoing support in addressing your hiring needs through the development of a bi-national talent pipeline of technical experts for your industry sector.

Value Proposition

- US Citizens with technical degrees, living south of the border, willing to commute or relocate to work on US soil
- Diversify talent sourcing to fill industry positions which have been in deficit standing since before the COVID-19 Pandemic
- Increase the supply of applicants and thus of hiring and retaining top talent by stimulating competition between viable, qualified candidates
- Prepare for the conservative growth of the SEAGO region's counties due to the two-port of entry solution being developed in Cochise County, the mining operation set to emerge in Santa Cruz County (South32), and continued support of the mining operations in Graham/Greenlee counties
- Support Industry expansion in six key sectors: Teaching, Health Services, Engineering, Construction, Automotive Repair, General Labor
- Increase the competitive advantages of the rural Southern Arizona region as a global economy participant
- Improve trade operations between North America and Mexico to boost economic activity and growth
- Increasing the size of rural Southern Arizona's demographic population in age groups between 18-64
- Ameliorate the overall talent shortage plaguing Southern Arizona as a whole

Implementation

1. Reliably source skilled, qualified, English-speaking Bi-National workers from south of the border into your organization's open positions between 30-90 days.
2. Reduce the costs to your organization associated with their Bi-National status to acquire and onboard these individuals.
3. Provide these applicants with the resources they need to successfully commute, and or find residence within the County your organization resides, and establish a decent living.

4. Demonstrate clear, high quality professional development opportunities to prospective candidates seeking employment in your organization.
5. Capturing these local and professional development opportunities in marketing campaigns to attract talent located in Sonora, Mexico.



Stephen Peterson

Economic Development Program Manager

SouthEastern Arizona Governments Organization

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Additional Reference Notes

BNWF — Arizona Townhall

Data

Implementation 2.0



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 27, 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
February 9, 2023*	February 24, 2023 - Cochise County*
May 4, 2023	May 19, 2023 - Graham County
August 3, 2023	August 18, 2023 - Greenlee County
November 2, 2023	November 17, 2023 – Santa Cruz County

*Moved to avoid possible conflict with the ACMA Winter Conference.

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

Combined Administrative and Executive Committee Meetings (telephonic)
December 1, 2022 – 9:00 a.m.
March 30, 2023 – 9:00 a.m.
June 1, 2023 – 9:00 a.m.
October 5, 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: OCTOBER 27, 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. As you know, at our November 2021 meeting, there was consensus to defer our next strategic planning retreat until February 2023. In the meantime staff has continued to work toward accomplishing established goals, objectives and tactics in the current version of the Plan.

Also at our November meeting, we discussed holding an all-staff retreat to provide staff's recommendations for objectives and tactics that will prime the discussion at our February 2023 Strategic Planning Retreat. We held our staff retreat on June 17, 2022 as scheduled and prepared an internal chart of objectives, tactics and activities for the review of the Administrative Council and Executive Board. Since our August meeting, staff has further refined the attached chart of objectives for our discussion today. While the chart is still in draft form, we ask that you will take some time to review it and provide your feedback at our meeting in preparation for our February 2023 retreat.

We plan to begin our retreat with lunch at the Benson Cochise College Benson Center following our February 9, 2023 Administrative Council meeting. Executive Board members will be invited to join us for lunch and the subsequent retreat activities. Immediately following lunch, we will begin facilitated exercises and discussion of the chart of objectives developed by staff. We have also reserved space at the Benson Center for Day 2 of our retreat. If we begin Day 2 at 9:00 a.m., it's likely we can complete our retreat activities by early afternoon on February 10th.

Attachments: DRAFT SEAGO staff Strategic Plan Objectives 2022_ALL_10.25.2022

Action Requested: Information Only Action Requested Below:

TRANSPORTATION

Objective 1: Expand and Complete the SEAGO Regional Road Pavement Assessment Project (in process)

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 1 Year	Within 18 Months	Within 2 Years	Ongoing	Required Resources
Advertise, select and hire a technical assistant	These tactics have either been re-evaluated or completed since the original chart was developed.								
Data Collection Plan									
Training (internal/external)									
A. Data Collection/Reporting	Coordinate data collection with TAC; Identify TAC priorities; collect a minimum of 167 miles/mo.	SEAGO TAC						X	Software vendor
B. Regional/Local Traffic counting (ongoing)	Incorporate traffic counting program to support road assessment	SEAGO TAC; ADOT sub-contractor						X	Counting equipment/software
C. Safety identification	Identify unsafe roadways and support with crash data; Identify safety projects on local road networks	SEAGO TAC; ADOT						X	ADOT Crash data
D. Project report to ADOT	Develop an ADOT reporting template; Review project for successes, challenges and gaps.	ADOT					X		None

Objective 2: Expand public transportation service in Santa Cruz County (in process)

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources	
Develop public participation plan	These tactics have either been re-evaluated or completed since the original chart was developed.									
Data collection surveys										
Transit needs report										
A. Apply for ADOT Transit Planning funds	Identify funding sources	Area Agency on Aging; ADOT; Santa Cruz County; City of Nogales; Patagonia Senior Center; Santa Cruz Training Program; Valley Assist; South 32, Private transportation providers; Santa Cruz County Chamber of Commerce; Business Community; Health & Social				X			ADOT	
B. Secure planning funds	Apply for funding grants					X			County; MAG Demo data	
C. Identify partner agencies	Identify potential transit partners; Identify preferred provider		X							
D. Conduct feasibility study	Develop study scope of work; conduct feasibility study; conduct public meetings to present feasibility study results							X		TRCP Planning tools; phone data providers; software for electronic service
E. Develop implementation plan	Finalize and submit to ADOT								X	Planner

Objective 3: Analyze current business processes to integrate new technology to streamline data collection and reporting

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Identify transportation processes that can be digitized	Data output; AAA monitoring forms updated	Area Agency on Aging; SEAGO TAC; SEAGO Member Agencies; ADOT; Software vendors		X					Existing collection tools
B. Prioritize those processes	Listing of digital priorities					X			Identify those that will be digitized
C. Create digital templates	Eliminate and identify duplication					X			Equipment and software
D. Implement collection portals	Secure necessary software and storage subscriptions							X	Hot spots; software subscriptions; staff

COMMUNITY & ECONOMIC DEVELOPMENT

Objective 1: Create a responsive Housing program that includes home ownership support services, housing rehabilitation, and new construction

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Build relationships with Federal, State, and Local agencies, Developers, Non-Profits, and SEAGO Programs	Meet with 5 potential partners	USDA, ADOH, La Frontera, Habitat for Humanity, Tierra Del Sol, NALCAB, RCAC, CPLC, Member Entities				X		X	Zoom; Phones; Travel; Marketing Outreach Materials
B. Evaluate other Rural Housing Programs in CA, AZ, and NM	Internal SEAGO writeup of best practices and possible challenges of Councils of Government Housing Programs	COGs, counties, municipalities, and non-profits operating rural housing programs	X						Same as above
C. Develop Region-Wide Owner Occupied Housing Rehabilitation Program	See below	SEAGO Member Entities; ADOH; USDA; Homeowners; Contractors						X	SEAGO CDBG Staff Time; Possible Matching fund contribution; homeowner buy-in; Member Entity support; ADOH approval
i) Apply for OOHR with CDBG Funds	Letter of Award; homeowners qualified; appropriate number of homes rehabilitated				X				
ii) Develop scalable model program for region-wide implementation using any funding source (Home, Colonias, SSP, RA, USDA, other)	Region-wide model program developed and ADOH approved						X		
iii) Implement Region-Wide OOHR Program	Program implemented; funding awarded; homes rehabilitated; safety improved; housing stock preserved							X	
D. Re-establish SEAGO as a Community Housing Development Organization (CHDO)	HUD and ADOH Certification	Member Entities, Partners and stakeholders from SEAGO region						X	SEAGO CD Staff time; recruitment and professional development

Objective 2: Maintain, Expand or Abandon SEAGO's Regional Leadership Role in Continuum of Care Efforts

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
Apply for supplemental funding from private sources	These tactics have been completed since the original chart was developed; private funding awarded (\$10,000); awaiting response from ADOH	Freeport MacMoRan							Staff time
Discuss insufficient CoC funding levels with ADOH; evaluate amount of additional funding needed		ADOH							None
A. If insufficient funding from ADOH persists, then:									
i) Lead the Point In Time Count region-wide.	10% increase in PIT Count survey response rate over 2022	Regional CoC Partners	X						Staff time; possible fund balance use; regional COC partners
ii) Identify new Lead Agency to End Homelessness for Cochise and Santa Cruz Counties; develop transition plan	New LCEHs identified; commitments secured; transition plan developed	Regional CoC Partners; Member Entities; ADOH		X					Staff time; possible fund balance use; regional COC partners
iii) Turn over CoC responsibilities to new LCEHs	New LCEHs established	New LCEHs		X					None
B. If sufficient funding from ADOH awarded, then:									
i) Establish/Charter a CoC for Graham/Greenlee Counties	Local Governance Charter and Coordinated Entry Procedures in place	Community Partners Inc., AZ Complete Health, Mt. Graham Safe House, SEABHS, Member Entities				X			SEAGO staff time, outreach and existing relationships with partners and stakeholders
ii) Collaborate with Partners on grants to help end homelessness	Letter(s) of Award	SEAGO Administrative Council- 11/03/2022 Regional CoC Partners				X	X	X	31 of 47 See above.

COMMUNITY & ECONOMIC DEVELOPMENT (continued)

Objective 3: Expand Broadband Infrastructure & Digital Navigator Services (in process)									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Leverage awarded Technical Assistance Grant to support regional broadband expansion efforts	Outreach materials developed and distributed; data gathered; working papers developed; stakeholder input gathered; study completed; broadband strategic plan developed	ACA; NDIA; NTIA; Member Entities; COGs; AAA; Transportation; Finley Engineering				X			Broadband Coalition; Outreach Materials; EDA funds; matching funds
B. Implement Affordable Connectivity Pilot Program at Designated Libraries	Complete 5 campaigns at 1 Library in each of the 4 SEAGO Counties at a minimum; 25 individual applications per site	Public Libraries; Connect-Arizona; NDIA; AAA; Transportation				X			Marketing Campaign Strategy; Campaign Tracking Process; funding; Staff support
C. Apply for Broadband Construction Funding to address broadband infrastructure gaps identified in TA funded study	Projects identified, final design and environmental completed, application(s) prepared and submitted, Letter of Award	ACA; NDIA; NTIA; Member Entities; COGs; ADOT; Finley Engineering						X	Broadband strategic plan; Broadband Coalition; grant funds; matching funds
Objective 4: Maximize existing funding sources and tap into potential funding sources, e.g.: Colonias, Brownsfield, HOME and State Housing Trust Funds									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Support member entities in competing for State Special Projects and Colonias Set-aside CDBG Grant Applications	Projects identified, design and environmental completed, application(s) prepared and submitted, Letter of Award	Member Entities, ADOH				X		X	SEAGO Staff Time; Outreach to member entities; grant funds; matching funds commitment
B. Apply for Re-development/Brownfields Grant	Consultant procured; cleanup sites identified; application prepared and submitted; Letter of Award	EPA, procured consultant, Member Entities				X			SEAGO Staff Time; Outreach to EPA, Member Entities; grant funds; matching funds
C. Pursue additional funding source(s) to increase affordable housing stock region wide (e.g. HOME, SHTF, RCB, USDA)	Projects identified; partners identified; partnerships secured; applications prepared; Letter of Award	Developers; Member Entities; State and Federal agencies; Non-Profit organizations (Will vary depending upon funds sought)						X	SEAGO Staff Time; Outreach to partners and funding sources; matching funds

COMMUNITY & ECONOMIC DEVELOPMENT (continued)									
Objective 5: Support regional entrepreneurship and workforce incubation programs									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Create an Incubator Coalition with regional organizations currently working to build incubators	Funding identified; ten coalition member commitments secured; organizational structure agreed to; bi-monthly meetings held	Atelier Tomorrow; Northern Computing; AREDF;			X				Zoom; SEAGO Staff Time; funding; member commitments
i) Facilitate concept and grant development through the Coalition	Discussions held, priorities agreed to; concepts developed	Coalition members				X			Zoom; SEAGO Staff Time; funding; member commitments
ii) Apply for an Incubator grant that has had 3 additional inouts from other departments	Funding sources identified; application(s) prepared and submitted	Atelier Tomorrow; Northern Computing; AREDF;				X			Coalition agreement; funding; Board Approval
iii) Develop a Coalition Engine that includes Campaign Management, Project Management, Hosting Meetings/Workshops stations	Funding sources identified; application(s) prepared and submitted	Coalition members					X		Zoom; SEAGO Staff Time; funding; member commitments
B. Identify funding source(s) to procure Bi-National Workforce Program study	Procure consultant to deliver on Scope of Work	AREDF; SEAGO; EDA; Hispanic Chamber of Commerce	X						Board Approval; MOU/IGA of core coalition members
C. Support Future 8 Industry expansion efforts to enhance regional economic productivity	Buy-in from EAC and other economic development practitioners; industry-specific projects inegrated into the 2023 CEDS update	EAC; AREDF; SEAGO; EDA; Hispanic Chamber of Commerce				X			Board Approval; MOU/IGA of core coalition members
ADMINISTRATION									
Objective 1: Executive Director Recruitment (Preserve institutional knowledge, trust & commitment to excellence)									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Meet with Executive Board/Committee; receive direction	Meeting(s) of Executive Board/Committee held; direction received	Executive Board/Member Entities	X						Meeting space, Board quorum), Human assets
B. Continue documentation of Administrative tasks/duties	Chart of tasks/duties identifying essential, trainable, delegable, outsourceable	Departments; Vendors			X				Time, Video Documentation, Money for outsourcing
3. Recruit Director	Job Description, advertisements, candidate hired	Media, Board/Member entities				X			Media, Recruiters (if external), money, human assets
a) Update job description/posting b) Schedule interviews with internal/external candidates						X			
2. Continue documentation of Administrative tasks/duties	Chart of tasks/duties identifying essential, trainable, delegable, outsourceable	Departments Vendors				X			Time, Video Documentation, Money for outsourcing
a) Parse out essential, trainable, delegable, outsourceable b) Execute Plan						X			
3. Begin recruitment	Job Description, advertisements, candidate hired	Media, Board/Member entities					X		Media, Recruiters (if external), money, human assets
a) Update job description/posting b) Schedule interviews with internal/external candidates							X		

ADMINISTRATION (continued)									
Objective 2: Enhance financial services to our programs									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Timely (monthly), accurate & understandable financial reports	Managers interviewed, staff trained on duties, delegation of duties to finance staff, accurate reports generated on time	Staff, External CPA, Abila tech support				X			Staff, time, training manuals/materials, CPA expertise
B. Upgrade financial reporting software	Research most beneficial modules, additional modules activated	Abila tech support, IT staff, External CPA					X		Crystal reports, Excel, Tech support, Human assets
C. Develop strategies to keep billing current and on-time	Managers interviewed, Billing out by 15th for previous month	Staff, program managers, funding sources				X			Program Managers, ADOT ADES/DAAS, Providers
Objective 3: Improve operational efficiencies									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Maintain/improve employee morale through continuing education and training: a) Formal post-secondary education (CPA, Fund Accounting, MPA) b) Mandatory supervisory and leadership training c) Time management training d) Personnel management/Supervisory training	Degrees and certifications earned, informal training delivered, time used efficiently, improved productivity, improved supervisory, leadership and personnel management practices	Staff, Universities, Program Managers, Professional Development organizations.		X					Time, Money, Family support (caregivers), staff support
2. HR Enhancements a) Improved on-boarding b) Improved evaluation tools c) Employee recognition d) Exit interviews	On-boarding protocols, evaluation tools, exit data collected, employee satisfaction tool	HR/professional development organizations, staff					X		Time, money, training materials
3. IT Enhancements a) Paperless processes b) Troubleshooting checklist c) Dedicated IT person d) Online Software: Office 364, Splashtop, Docusign	Checklist created, IT person hired, online software purchased, paperless processes in place	TechSoup, Member entity IT partnership						X	TechSoup, Staff time, Member entity staff, money

AREA AGENCY ON AGING

Objective 1: Fill Program Vacancies

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Complete Case Management Transition i) Continue recruitment efforts for Benson and Willcox Case Management positions ii) Train, and equip new staff	Job announcements posted; applications received; interviews held; positions filled; equipment purchased; new Case Managers onboarded and trained	Local media; Indeed; qualified applicants; AAA Director; HR staff; IT staff	X						Money; Time invested by HR, IT, staff; qualified applicants
iii) Secure permanent Case Management office space	Office space identified; negotiations held; formal/informal agreements entered into; space secured	Social services organizations; AAA Providers; Member Entities; Charitable organizations; Faith based organizations		X					Staff time; willing partners; legal review; funding; available space
iv) Redistribute case load between Sierra Vista, Bisbee, Douglas, Willcox, and Benson Case Managers	Case load analysis; Discussions on appropriate load for each subregion; agreement reached; cases redistributed	Case Managers; Case Manager Coordinator; Program Director		X					Staff time
B. Recruit, orient and train for Health and Nutrition Program Coordinator position	Job announcement posted; applications received; interviews held; position filled; new Coordinator onboarded and trained	Local media; Indeed; qualified applicants; AAA Director; HR staff; IT staff			X				Money; Time invested by HR, IT, staff; qualified applicants

Objective 2: Increase Community Awareness Throughout Region

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources	
A. Expand presence and participation community events	An uptick in community presentations by increasing established programs, i.e. A Matter of Balance, Tai-Chi for Arthritis, Chronic Disease Self-Management, Peer Counseling, Medicare benefits counseling and awareness of Elder Abuse; a 20% increase in referrals; a 15% increase in units reported to DAAS	Senior living communities, Senior centers, Library network, Healthcare providers/ doctor's offices, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks, Chambers of Commerce, Economic Development and business organizations						X	ACL, ADHS, ADES, USAging, Partners' social & marketing reach, brochures, flyers, website, social media	
B. Increase time spent promoting our services to local businesses to cultivate partnerships							X			
C. Increase education and outreach to stakeholders										X
i) Increase Chronic Disease Self-Management presentations										X
ii) Continue robust connections with hospitals and organizations to disseminate vital care transition resources										X
iii) Educate staff through attendance of conferences and informational webinars										X
iv) Join community coalitions and organize intergroup meetings to share educational knowledge with our partners							X			

AREA AGENCY ON AGING (continued)

Objective 3: Increase Measures to Gauge Level of Need for Services Based on the Area Plan

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
A. Increase CDSMP, Caregivers Support activities, SHIP-SMP counseling, Case Management, LTC Ombudsman program, Community partnerships, events, workshops, presentations and media outlets	I&R through website inquiry increased by 10%. Yearly program surveys	ADHS, ADES, Senior living communities, Senior centers, Library network, Healthcare providers, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks						x	ACL, ADHS, ADES, USAging, Partners' social & marketing reach, brochures, flyers, website, social media
B. Increase daily social media outreach	Facebook and social media, constant contact post reach increase by 15%							x	
C. Each program develop one new community partnership in each service area (Graham, Greenlee, Cochise and Santa Cruz Counties) and deliver AAA presentation	Presentations at four new locations in each services area							x	



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: OCTOBER 27, 2022
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending September 30, 2022 is attached for your review.

Colby & Powell will be on site to perform the field work for the FY 2022 audit during the week of November 7th. I have been working with Heinfeld Meech and we have made significant progress cleaning up old outstanding accounts receivable from prior periods and the trial balance. This will eliminate some year-end entries that have been carried forward from prior periods. I will be meeting with Colby & Powell and Heinfeld Meech on Tuesday, October 25, 2022 and will report any updates at the Administrative Council meeting.

I will also 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 09/30/2022

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 7/1/2022 Through 9/30/2022

(In Whole Numbers)

		<u>Cur Pd Actual</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget Used</u>
Revenue					
General Fund	101	1,108	1,108	150,000	0.73%
Agency Response	301	89,865	89,865	43,745	205.42%
Community Development Block Grant	302	82,000	82,000	436,684	18.77%
Economic Development	303	9,544	9,544	110,358	8.64%
Environmental Quality	306	0	0	8,500	0.00%
Public Transit	308	11,469	11,469	20,000	57.34%
State Planning & Research	309	36,118	36,118	200,150	18.04%
Area Agency on Aging	310	210,505	210,505	1,191,378	17.66%
Regional Mobility Management	311	0	0	168,750	0.00%
RMM Training	314	10,515	10,515	100,000	10.51%
End of Life - Lovell Foundation	327	0	0	166,950	0.00%
Santa Cruz Co RTA Feasibility Study	329	663	663	80,000	0.82%
Region Transit Emergency Coordination Plan	346	18,373	18,373	80,000	22.96%
Benson Route Efficiency Study IGA	348	8,022	8,022	20,000	40.11%
Total Revenue		<u>478,182</u>	<u>478,182</u>	<u>2,776,515</u>	<u>17.22%</u>
Expenses					
General Fund	101	0	0	150,000	0.00%
Agency Response	301	5,691	5,691	43,745	13.00%
Community Development Block Grant	302	37,837	37,837	436,684	8.66%
Economic Development	303	15,785	15,785	110,358	14.30%
Environmental Quality	306	0	0	8,500	0.00%
Public Transit	308	11,469	11,469	20,000	57.34%
State Planning & Research	309	36,118	36,118	200,150	18.04%
Area Agency on Aging	310	210,266	210,266	1,191,378	17.64%
Regional Mobility Management	311	0	0	168,750	0.00%
RMM Training	314	10,515	10,515	100,000	10.51%
End of Life - Lovell Foundation	327	1,220	1,220	166,950	0.73%
Santa Cruz Co RTA Feasibility Study	329	663	663	80,000	0.82%
Region Transit Emergency Coordination Plan	346	18,373	18,373	80,000	22.96%
Benson Route Efficiency Study IGA	348	8,022	8,022	20,000	40.11%
Total Expenses		<u>355,959</u>	<u>355,959</u>	<u>2,776,515</u>	<u>12.82%</u>
Balance		<u>122,223</u>	<u>122,223</u>	<u>0</u>	<u>0.00%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: OCTOBER 27, 2022
SUBJECT: COMMUNITY DEVELOPMENT PROGRAM UPDATES

Regional Account Updates

Later this fall, SEAGO will be sending out reminders to begin the public process for next year's CDBG Regional Account round. Cochise County, Duncan, Nogales and Pima will be up for RA CDBG awards in 2022. These communities are encouraged to begin thinking about potential projects, and should plan on SEAGO staff reaching out to help begin the public process required for these grants.

Competitive CDBG: A Banner Year

The Community Development Program's strategic focus on pursuing competitive CDBG funds continues. This has resulted in a number of "firsts" which we are proud to announce. This year the City of Tombstone was awarded a State Special Project CDBG grant for restoration of the original 1885 Firehouse, now in use as the City's Senior Center. Also this year, Patagonia succeeded in obtaining its first Colonias Set-Aside CDBG grant for continuing drainage and street improvements to their main street (McKeown Avenue). The City of Bisbee, meanwhile, added two neighborhoods to the ADOH Colonias list (Zacatecas and Saginaw), the first such additions in the SEAGO region since the list was originally developed (Willcox is next). Not only that, but some 15 homes in the newly-designated Saginaw Colonia will see their homes repaired under an Emergency Minor Home Repair pilot program using Colonias Set-Aside housing rehab funds.

A notable postscript to Bisbee and Patagonia's successes with their Colonias applications this year: ADOH received only three applications for this round, totaling around \$900,000, leaving approximately \$1 million in the set-aside account. Because of this, our communities saw significant increases in the funding provided. Patagonia will make improvements to McKeown Avenue beyond the scope asked for in the application with an anticipated award in the \$750,000 range rather than the approximately \$400,000 requested. Bisbee asked for funds to repair five homes, and will be funded to repair 15 instead. Added together, the competitive CDBG funds secured this year are roughly equivalent to SEAGO's Regional Account share, (\$1.3 million). This is the third Colonias cycle in a row in which we doubled the amount of non-competitive CDBG funds coming into our region.

Brownfield Assessment Program

SEAGO is applying for a Brownfield Assessment grant through the EPA, similar to the successful Cochise County program. If successful, funds for assessment and other activities will be available for Graham, Greenlee and Santa Cruz Counties - and we will have much more to say on this topic in that case.

Continuum of Care

This year the Community Development Program hit its stride with regards to managing the Local Committees to End Homelessness in Cochise and Santa Cruz and Santa Cruz Counties. Each LCEH is required to adopt and follow a Strategic Action Plan. We recently completed this process with Cochise, and in October held a retreat for our Santa Cruz partners - their plan will be adopted before the end of this calendar year.

This year we also helped lead the effort to gather input from both Committees to contribute to a large, one-time collaborative grant application which ADOH recently submitted to HUD. We will update our communities if that application is successful.

We did, however, run into a challenge for our Continuum of Care efforts: a lack of adequate funding from the Arizona Department of Housing. We have been in discussions with ADOH's Special Needs Division in an effort to secure a more equitable agreement as we continue to close the last gaps in the Balance of State Continuum of Care. We will update our communities on the results of this as well.

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

Attachments: None

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: OCTOBER 27, 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 and adoption.

Current Status: SEAGO launched its broadband strategic plan kick off meeting with Finley Engineering, the firm procured through a cooperative purchasing agreement with Cochise County. The firm has provided a data request, asking for layers of GIS data that will aid the development of a strategic plan, once we understand what the region’s assets are. Outreach has begun starting with State GIS analysts that may have access to regional data, as well as local entities that rely on GIS functions to conduct their day to day operations. Contact has been made with Community Broadband Advocates, a consulting firm that has been involved in broadband planning for Santa Cruz and Graham/Greenlee, the State Cartography Director, and County GIS Analysts.

2. Economic Development Planning

Background: Economic Development Planning activities include a range of technical assistance services, e.g. providing data, reports, network introductions, economic development best practices, and grant writing assistance. These planning efforts are in alignment with SEAGO’s CEDS, the strategic document informing regional focus and priorities.

Current Status: Willcox Theater and Arts, after being awarded an EDA construction grant of nearly \$1.6M has asked for SEAGO to provide technical assistance in navigating portions of the grant. We have asked the Theater to consider us formally as a long-term administrative partner, which is being well-received and planned out. The project will be to construct an addition to the Theater to add a multi-media and event space, and workshop meeting space. It will also renovate a pre-existing structure to accommodate VR technology and immersive

experiences. Lastly it will enhance its storage/exhibit space and improve its ability to provide outdoor venues.

3. Economic Advisory Council

Background: 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: The next EAC meeting is scheduled for December 6th, at 2:00 PM. It allows stakeholders to provide an update on their current projects and what they are aiming to accomplish in the new year of 2023.

4. New Initiatives

Talent shortage, water infrastructure, and affordable housing continue to be on the tops of many practitioners' lists. The introduction of a Bi-National Workforce program is a viable contribution in answering our talent shortage. It also explores the opportunity to enhance SEAGO's internal resilience through the development of unrestricted funds and the talent pipeline this Bi-National Workforce Program would focus on.

An ACP event is being planned and scheduled, which will serve the purpose of onboarding qualifying applicants into an FCC government subsidy, discounting home internet by \$30 a month. Cox has agreed to donate a number of laptops to SEAGO to support the broadband adoption effort. We've run one cohort at the Douglas Public Library, which we intend to return to for another cohort. Huachuca City is also interested in a pilot launch as well.

We now have an office in the Cochise Economic Garden, a Co-Working space initiative out of the Sierra Vista IDA. Other tenants are soon to be the U of A Innovation Tech Park Incubator, a media company, and several Economic Development practitioners.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 27, 2022
SUBJECT: AREA AGENCY ON AGING UPDATE

Due to the urgency to complete the Case Management transition from Cochise County to the SEAGO AAA by November 1st, I have been remiss in updating the Administrative Council and Executive Board on the progress we have made toward resolving the issues that occurred within the Area Agency on Aging since your August meetings. Here is an overview of the actions we have taken to address those issues and the current status as of the date of this memorandum:

Issue #1:

On August 19th, our Santa Cruz County Case Manager (SCC CM) resigned from her position for personal reasons. Despite repeated job postings and interviews, we had been unsuccessful in identifying a suitable candidate for the job. This had left Laura handling the client load for the SCC CM position in addition to her duties as Program Director.

Progress:

We were finally able to recruit a qualified candidate for the SCC CM position. Krystal Montanez, our new Santa Cruz County CM, spent the week of October 10th in training at our Bisbee office. Krystal then began staffing the Case Management office at the County Complex in Nogales on Monday, October 17th. I accompanied her on her first day to introduce her to the staff in the Public Fiduciary's office and ensured she had everything she needed to do her job. She is becoming increasingly confident at her new job and we have great hopes that she will stay with us for the long term.

Issue #2:

We had also encountered difficulty filling the Bisbee - Naco Case Management position. Those duties are currently handled by Carrie Gibbons on top of many other administrative tasks she is responsible for. Filling other vacant positions were considered higher priority as Carrie has been handling the Bisbee – Naco case load for more than a year.

Progress:

Last week, having had no new applications for any of the Cochise County CM positions (discussed further below), we decided to go back through previous applications that had been overlooked early on in our recruitment efforts. Upon doing so, we found four candidates with the qualifications we were looking for. Interviews were held and an offer was made to Laura Dunaway, a resident of Bisbee with a Master of Arts in Community Counseling and a Bachelor of Science in Psychology. Laura will begin her training on Tuesday November 1st and once trained, will take over the Bisbee – Naco caseload. In turn, this will enable Carrie to manage some of the Benson CM clients going forward (more on that below).

Issue #3:

As mentioned, to complete the transition of case management from Cochise County to the AAA, it was necessary to recruit, orient, train, and equip case managers for Sierra Vista, Benson, Willcox and Douglas by November 1st.

Progress:

- a) *We were successful in recruiting Seana Riffle to continue performing case management for clients in the Sierra Vista area. Seana will come on board October 31st and will need minimal training as she had already been performing case management for AAA clients in the Sierra Vista area as an employee of Cochise County.*
- b) *Despite considerable recruitment efforts, the existing CM for the Benson area decided not to come on board with SEAGO. We continue to advertise the position and are collecting applications at this time. Meanwhile, Carrie will begin management of those cases as discussed above. If you know anyone with social services experience who might be interested in this position, please refer them to our website for the job announcement or contact Diane Becerra at dbecerra@seago.org.*
- c) *The existing CM for the Douglas area, Yolanda Thomas, has accepted a temporary employment agreement with SEAGO and will come on board with the AAA effective October 31st. Yolanda has committed to assist us as a CM until January 31, 2023. In addition, one of the recently interviewed CM candidates is Spanish speaking and has a background in social services including case management experience. Elda Iniguez has accepted an offer to become our permanent CM for the Douglas area clients. Elda will begin training on Tuesday November 1st at our office in Bisbee, and once trained, will work with Yolanda for the last two weeks of November to familiarize herself with the Douglas area clients. Beginning December 1st, Yolanda will shift her efforts toward clients in the Benson and Willcox areas for the remainder of her service with SEAGO. We will begin advertising for this position the week of October 31st. If you know anyone with social services experience who might be interested in this position, please refer them to our website for the job announcement or contact Diane Becerra at dbecerra@seago.org.*

Issue #4:

On August 19th, our Health and Nutrition Program Coordinator, Cindy Meyers, resigned to take a higher paying job.

Progress:

No progress to report at this time. Cindy continues working with the U of A to advance the READI Meals project as a volunteer for the SEAGO AAA. While this is an important project, it is much lower priority than the recruitment and training of employees to fill the vacant CM positions at the AAA. In the meantime, Shi Martin is picking up some of the Health and Nutrition Program duties Cindy had been responsible for.

Issue #5: On September 5th, Brenda Schumacher, our Office Specialist submitted her 2-week notice. After seeing the staffing shortages at AAA, she was willing to defer her start date with her new employer by two weeks to assist in a part-time capacity and ease the work that would have otherwise fallen to other AAA staff.

Progress:

We interviewed applicants for the position the week of October 3rd and our new Office Specialist, Michele Miller, came on board Monday, October 10th. As a Certified Municipal Clerk, Michele brings a whole new skillset to the AAA in terms of records management and open meeting law compliance. We hope she will stay with the AAA for the long term.

Issue #6: As you probably know, Laura Villa requested medical leave. I don't know specifically what her condition is, but I suspect she was under considerable stress due to all of the issues above. She initially submitted a doctor's note Tuesday, September 13th requesting leave until Friday, September 16th. Then, the afternoon of the 16th, she submitted a formal request for FMLA leave but did not include the medical certification for such leave.

Progress:

Until recently, no one at SEAGO had heard from Laura since her request for FMLA leave. Her doctor has since certified that she would be unable to work until October 28th – a period of six weeks. On October 20th, we asked Laura's doctor for a fitness for duty release or another medical certification that additional leave would be required for her to fully recover. On October 25th, Laura presented a doctor's note releasing her to return to work on October 31st without restrictions. Thank you for your prayers and we look forward to welcoming Laura on her return.

Issue #7: In speaking with Carrie, I learned that she may need to take medical leave. It was not expected to be a long term absence, but we will not know until the test results come back from her doctor.

Progress: *The test results were encouraging and it appears that Carrie will not need to take medical leave at this time.*

Issue #8: Karen Enriquez informed me that her husband will need to undergo medical treatment that will require a lengthy recovery period and has requested FMLA leave to care for him. She will be able to work periodically while her husband recovers and I am optimistic that disruption to the Family Caregiver Support Program will be minimal.

Progress:

I met with Karen and she has done an amazing job of preparing to continue her program activities during her husband's recovery. She is in the process of training two volunteers to carry the program forward while she is gone. I have provided her with software that will enable her to access her office computer while she is away and we believe the impact to her program will be minimal. Please keep Karen and her husband in your thoughts and prayers.

Thank you for your patience and understanding while we work to rebuild the AAA. We have accomplished a lot in a very short period of time but we continue to face many challenges going forward. Please know that we remain committed to minimizing the impact to our elderly and disabled clients and the remaining AAA staff to the maximum extent possible.

Attachments: None

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: OCTOBER 27, 2022
SUBJECT: TRANSPORTATION PROGRAM UPDATES

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

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).

Update: *The SEAGO Data Portal has opened and invitation sent to all member agencies as requested by TAC members. If you would like access to the portal, please submit a request to John Merideth at jmerideth@seago.org. Since May 1, 2022, SEAGO has collected over 800 miles of data.*

RTAC Priority Project List: Last year, the SEAGO TAC developed a list of list of local projects for submission by RTAC to the State Legislature for consideration in the FY23 State Budget. The list was approved by the SEAGO Administrative Council and Executive Board last August. Although not included in the final budget, they were still up for consideration as late as mid-June. RTAC has requested that Greater Arizona COGs/MPOs develop tiered project lists of \$100/200/300 million.

Update: *Since our last meeting, the TAC went through a call for projects, an application review, and application ranking process. The SEAGO TAC's Project Rankings were made available as an earlier action item to approve the SEAGO-RTAC List of Priority Transportation Projects.*

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 2021 with a series of four County-specific stakeholder meetings. Meetings were attended by 33 emergency preparedness professionals.

Update: In April, SEAGO was awarded an additional \$90,000 in funding to continue our work. SEAGO held advisory committee meetings with our regional transportation providers in July and August. Working Papers #1, #2, and #3 have been completed and are available on www.seagomobility.org.

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. 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 (ESBF) 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. In May, Easter Seals Blake Foundation expressed a desire to be a lead applicant for an FTA Section 5311 project.

Update: The TAC has been paused to allow ESBF the opportunity to have internal discussions involving their pursuit of an ADOT/FTA Section 5311 application. The next window to apply for FTA Section 5311 funding will occur in January 2024.

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.

Update: Due to COVID-19 and the public participation demands of this project it was delayed until the SFY23. The project has been forwarded to our FY23/24 ADOT Work Plan. We will have until June 30, 2023 to complete the project. We have established a work group to identify the transit needs for the County and will be applying for ADOT Transit Planning Funds in November to move the project forward. We are currently updating project lists on the roads/streets side, identifying project TAC members and expect to reboot the TAC this December.

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

Attachments: None.

Action Requested: Information Only Action Requested Below