



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: AUGUST 10, 2023
SUBJECT: EXECUTIVE BOARD MEETING

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

Friday, August 18, 2023 at 10:00 a.m.

In-Person:

Greenlee County Board of Supervisors Meeting Room

[253 5th Street, Clifton, Arizona](#)

Via Zoom:

Zoom Link: <https://us02web.zoom.us/j/86268049771>

Meeting ID: 862 6804 9771

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

This meeting will be a hybrid meeting with no limitations on in-person attendance. Any Executive Board members unable to travel to the meeting will be able 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 Executive Board Packet will be sent to members through e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

If you have any questions, please call me at (520) 432-5301 Extension 202. You can also send an e-mail to rheiss@seago.org.



EXECUTIVE BOARD AGENDA

10:00 A.M., FRIDAY, AUGUST 18, 2023
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
253 5TH STREET, CLIFTON, ARIZONA

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Gomez	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Gomez	
III. CALL TO THE PUBLIC	Chair Gomez	
IV. PRESENTATION: Portable Practical Education Preparation Microbusiness and Housing Development Corporation (PMHDC) Program offerings and potential partnership opportunities	Dr. John David Arnold	
V. ACTION ITEMS		<u>Page No.</u>
1. Consent Agenda		
a. Approval of Minutes		
- Regular Meeting May 19, 2023		2
- Special Meeting July 10, 2023		8
- Special Meeting July 25, 2023	Chair Gomez	10
b. Nomination to the Advisory Council on Aging	Laura Villa	12
2. Discussion and possible action to recommend approval of the SEAGO Five-Year Strategic Plan FY 2024 – FY 2028	Randy Heiss	13
3. Discussion and possible action to recommend approval of Resolution No. 2023-02 relating to SEAGO's Title VI Plan	Chris Vertrees	23
4. Discussion and possible action to recommend approval of the 2023-2024 Regional Transportation Coordination Plan	Chris Vertrees	25
5. Discussion and possible action to recommend that the Executive Board authorize staff to solicit proposals for a consultant to assist in rebuilding the Housing Program	Keith Dennis	27
6. Discussion and possible action to recommend that the Executive Board authorize staff to solicit proposals for a consultant to implement the EPA Brownfields grant	Keith Dennis	29

VI. INFORMATION ITEMS	<u>Page No.</u>
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B. Quarterly Finance Report	Dina Curtiss 31
C. Community Development Report	Keith Dennis 33
D. SEAGO Economic Development District Report	Stephen Peterson 35
E. AAA Updates	Laura Villa 37
F. Transportation Program Updates	Chris Vertrees 45
VII. RTAC REPORT	Kevin Adam N/A
VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS	Chair Gomez N/A
IX. FUTURE AGENDA ITEMS	Chair Gomez N/A
X. ADJOURNMENT	Chair Gomez N/A

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

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

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

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



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: AUGUST 11, 2023
SUBJECT: ADMINISTRATIVE COUNCIL ATTENDANCE

This memorandum provides information about the number of Administrative Council members or their delegates attending their August 3rd meeting and the manner of their participation in said meeting:

Member Entity Representative	In-Person	Electronic
Number of Administrative Council members present and voting:	3	10
Batty, Vernon – Town of Pima		X
Bigman, Barney – San Carlos Apache Tribe		X
Blaschke, Caleb – City of Willcox		
Brown, Heath – Town of Thatcher (Vice-Chair)	X	
Cassella, John – City of Safford		
Coxworth, Dan – Cochise County (Treasurer)		
John Kissinger / Bermudez, Roy – City of Nogales		X
Hinton, Terry – Town of Duncan		X
Harvey, Suzanne / Fulton, Stephanie – Town of Huachuca City	X	
McLachlan, Matt / Preger, Jeff – City of Sierra Vista		X
Pauken, Steve – City of Bisbee		
Perez, Rudy – Town of Clifton		
Presti, Charissa – Tombstone		
Rapier, Derek – Greenlee County (Secretary)		X
Robinson, Ronald – Town of Patagonia (Chair)	X	
Urquijo, Ana – City of Douglas		X
Valdez, Jesus – Santa Cruz County		X
Vivian, Vicki – City of Benson		X
Welker, Dustin – Graham County		X

Notes: John Kissinger stood in for Roy Bermudez (Nogales); Stephanie Fulton stood in for Suzanne Harvey (Huachuca City); Jeff Preger stood in for Matt McLachlan (Sierra Vista).

Attachments: None.

Action Requested: Information Only Action Requested Below:

**Draft MINUTES OF
THE EXECUTIVE BOARD MEETING
10:00 A.M., FRIDAY, MAY 19, 2023
VIA ZOOM
TOWN OF PIMA COUNCIL CHAMBERS
110 WEST CENTER STREET, PIMA, AZ 85543**

OFFICERS PRESENT: Budge, Ken – City of Bisbee (2nd Vice-Chair) **(Zoom)**
Gomez, David – Greenlee County (Chair) **(In-Person)**
Maldonado, Jorge – City of Nogales (Treasurer) **(Zoom)**
Ortega, Richard – City of Safford (1st Vice-Chair) **(In-Person)**

MEMBERS PRESENT: Blake, Titus – Town of Duncan **(In-Person)**
Budd, David – Santa Cruz County Private Sector Representative **(Zoom)**
Carlton, Eddie – Town of Thatcher **(Zoom)**
Floyd, Heather – Cochise County Private Sector Representative **(In-Person)**
Lopez, Edmund – Graham County Private Sector Representative **(In-Person)**
Montoya, Luis – Town of Clifton **(In-Person)**
Nozie, Eugene – San Carlos Apache Tribe **(Zoom)**
Teeter, Sherrill – Town of Pima **(In-Person)**
Umphrey, Carolyn – City of Sierra Vista **(Zoom)**

STAFF PRESENT: Dennis, Keith – Community Development Program Manager **(In-Person)**
Gibbons, Carrie – AAA Case Management Coordinator **(Zoom)**
Heiss, Randy – Executive Director **(In-Person)**
Merideth, John – GIS Analyst **(Zoom)**
Peterson, Stephen – Economic Development Program Manager **(In-Person)**
Vertrees, Chris – Transportation Program Administrator **(In-Person)**

GUESTS: Jim Usevitch – Colby and Powell, PLC **(Zoom)**
Adam, Kevin – RTAC **(Zoom)**

I. CALL TO ORDER/ESTABLISH QUORUM

Chair Gomez called the meeting to order at 10:03 a.m. Randy Heiss called the names of those present at the meeting – a quorum was established. Randy Heiss welcomed **San Carlos Tribal Councilman Eugene Nozie** to his first meeting of the Executive Board. **Vice-Mayor Sherrill Teeter, Town of Pima** welcomed everyone to Pima and gave a brief overview of her public service to the Town.

II. MEMBER ENTITIES' DISCUSSION

Vice-Mayor Richard Ortega encouraged those driving through Safford to take a look at the murals that have been painted by various artists along Main Street. **Councilman Luis Montoya** publicly thanked Chris Vertrees and SEAGO for the additional funding provided for their Chase Creek Bridge replacement project. He stated the Town of Clifton would not have been able to complete the project without the additional funds.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PRESENTATION – Financial Statements and Independent Auditors' Reports - June 30, 2022

Jim Usevitch, Colby and Powell, PLC presented the audited financial statements and Independent Auditors' Reports for the fiscal year ending June 30, 2022. He reported that the findings that had been noted in the

prior two fiscal years had not been repeated and this year's audit had no new findings. Mr. Usevitch offered to answer questions.

V. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 24, 2023 minutes

Chair Gomez called for a motion to approve the consent agenda.

MOTION: Richard Ortega
SECOND: Luis Montoya
ACTION: Unanimous

2. Fiscal Year 2024 Budget Items
 - a. Sustainability of Fund Balance (discussion only)

Randy Heiss explained that the purpose of this item is to inform the Administrative Council and Executive Board of the current status of the SEAGO fund balance as it relates to the Fund Balance policy approved by the Executive Board in 2015. Currently, SEAGO's fund balance is at an all-time high and Randy stated that the organization is in an extremely strong financial position. The amount of fund balance available at the end of FY 2022 (\$2,122,490) amounts to approximately 179% of the minimum amount required by the fund balance policy (\$1,185,772). The only fund balance budgeted for possible use in FY 2024 is a contingency line item of \$150,000 that will only be accessed if needed and the Administrative and Executive Committees would be informed with as much advance notice possible before contingency funds are used. Randy offered to answer any questions.

- b. Discussion and possible action to approve the FY 2024 Assessment Schedule

Randy reported that there were no proposed increases to the FY 2024 assessments from the prior fiscal year and offered to answer any questions. **Chair Gomez** called for a motion to approve the fiscal year 2024 Assessment Schedule.

MOTION: Richard Ortega
SECOND: Luis Montoya
ACTION: Unanimous

- c. Discussion and possible action to approve the proposed FY 2024 SEAGO Budget

Dina Curtiss was unable to attend the meeting so Randy Heiss explained the assumptions used in developing the FY 2024 budget and offered to answer any questions. **Chair Gomez** called for a motion to approve the fiscal year 2024 Budget.

MOTION: Richard Ortega
SECOND: Heather Floyd
ACTION: Unanimous

3. Discussion and possible action to reappoint the Private Sector Representatives for Graham, Greenlee and Santa Cruz Counties to the Executive Board

Randy Heiss reminded members of the requirement for participation of Private Sector Representatives (PSRs) on the Executive Board. He stated that the first terms of office for the current PSRs for Graham, Greenlee and Santa Cruz counties will be expiring in May and they are eligible to serve up to two, two-year terms. All three of the PSRs remain willing to continue serving another term of office and Randy asked the Executive Board to consider their reappointment for a second and final two-year term. He then offered to answer any questions.

Chair Gomez called for a motion to reappoint Mr. Ed Lopez, Mr. Steve Ahmann, and Mr. David Budd as Private Sector Representatives for Graham, Greenlee, and Santa Cruz Counties to the Executive Board.

MOTION: Richard Ortega
SECOND: Luis Montoya
ACTION: Unanimous

4. Discussion and possible action to authorize the Executive Director to enter into an agreement between HR KNOW LLC. and SEAGO for Human Resources Consulting Services

Randy Heiss restated that SEAGO's compensation plan had not been updated since 2005 and SEAGO's salary grade and range structure has become increasingly uncompetitive when compared to other COGs, MPOs, and many of our member entities. At the February meeting, he had requested authorization to solicit proposals because staff anticipated the costs of such a study may exceed the \$20,000 threshold requiring Board authorization to go to bid. He informed members that he had since advertised for competitive proposals to perform the compensation study and had only received one proposal by the deadline of April 24. The consulting firm – HR KNOW LLC – is located in Tucson and appears well qualified to perform the study at a cost of \$28,200. He then requested the Executive Board to authorize him to enter into an agreement for Human Resources Consulting Services with HR KNOW LLC to perform the compensation study for SEAGO. Randy offered to answer any questions.

Chair Gomez called for a motion to authorize the Executive Director to enter into an agreement with HR KNOW LLC for Human Resources Consulting Services.

MOTION: Richard Ortega
SECOND: Heather Floyd
ACTION: 12 Ayes and 1 Nay (Luis Montoya)

5. Discussion and possible action to approve an Intergovernmental Agreement between the City of Bisbee and SEAGO for paving services

Randy Heiss reminded members that the SEAGO AAA took occupancy of their new facility June 6, 2022 and held a Grand Opening of the new office August 19, 2022. While the City of Bisbee allowed SEAGO to occupy the building, an official Certificate of Occupancy had not been issued for the building as the parking area must be paved to meet the City of Bisbee's parking requirements. Over the last two years, the costs of asphalt and construction costs spiked due to the price of oil and a tight job market. As a result, the paving project was put on hold for the price of oil and construction costs to moderate. Earlier this year, the AAA determined there were unused funds carried over from fiscal year 2022 that could be used for a special project upon approval of ADES and was recently informed that SEAGO's request to use a portion of these funds for the paving project was approved. As an alternative to seeking bids from contractors to perform the paving work, Randy approached the City of Bisbee to determine if they had the capacity to assist SEAGO with their personnel and equipment to pave the AAA parking area. After discussing the needs and developing a scope of work, the City agreed to perform the paving services under an intergovernmental agreement between the City and SEAGO and on April 18, 2023, the Bisbee City Council unanimously approved the IGA by a vote of 6 ayes and 0 Nays (one Councilmember absent). Randy then offered to answer any questions.

Chair Gomez called for a motion to approve the Intergovernmental Agreement between the City of Bisbee and SEAGO for paving services.

MOTION: Luis Montoya
SECOND: Richard Ortega
ACTION: Unanimous

6. Discussion and possible action to approve the 2024 - 2028 Area Plan on Aging

Laura Villa was unable to attend the meeting so Chris Vertrees gave an overview of the purpose of the Area Plan on Aging (APOA) and asked Carrie Gibbons, AAA Case Management Coordinator to explain the public outreach process, and the methodology used in developing the 2024 – 2028 APOA. Ms. Gibbons stated that the SEAGO Advisory Council on Aging (ACOA) reviewed the minimum goals and objectives that the state unit on aging and the Area Agencies on Aging had agreed to include in their plans. The ACOA reviewed the first draft of the APOA in their January 2023 meeting and again at their meeting on April 20, 2023. During this meeting, the ACOA commented on the proposed outcomes, objectives, and plans. Information was also presented on the Needs Assessment report during this meeting. Comments from the ACOA were addressed in the plan. Mr. Vertrees requested that the Executive Board approve the SFY 2024 – 2028 Area Plan on Aging and offered to answer any questions.

Chair Gomez called for a motion to approve the 2024 – 2028 Area Plan on Aging.

MOTION: Richard Ortega
SECOND: Luis Montoya
ACTION: Unanimous

7. Discussion and possible action to approve the proposed FY 2024 AAA Subaward Recommendations

Chris Vertrees explained that Carrie Gibbons had worked to develop the recommendations and turned the floor over to her. Ms. Gibbons stated that on March 27, 2019, the SEAGO AAA had solicited applications from service providers for home and community based services and initial subaward agreements were issued to providers in Fiscal Year 2020, with options to renew subawards for up to an additional 4 years. Subaward renewals were issued in Fiscal Years 2021, 2022 and 2023 and Fiscal Year 2024 will be the final year for renewal of these subawards, the amounts of which will be based on the recommendations developed by staff and approved by the Administrative Council and Executive Board. She explained that the Executive Board must consider the tentative subaward recommendations at this meeting so that subaward agreements can be in place and services commenced by July 1st. Based on the anticipated funding levels available from the Arizona Department of Economic Security, Division of Adult and Aging Service (ADES-DAAS) the AAA developed subaward recommendations for Fiscal Year 2024 for consideration. Ms. Gibbons offered to answer any questions. Chris Vertrees requested that the Executive Board approve the FY 2024 AAA Subaward Recommendations.

Chair Gomez called for a motion to approve the FY 2024 AAA Subaward Recommendations.

MOTION: Luis Montoya
SECOND: Heather Floyd
ACTION: Unanimous

8. Discussion and possible action to approve the FY 2024 - FY 2025 ADOT Work Plan

Chris Vertrees explained that the FY 2024 - FY 2025 ADOT Work Plan and Budget is due to ADOT on May 22, 2023. He outlined the changes to the FY 24/25 Work Program in comparison to the FY22/23 Work Program and offered to answer any questions.

Chair Gomez called for a motion to approve the FY 2024 – FY 2025 ADOT Work Plan.

MOTION: Richard Ortega
SECOND: Heather Floyd
ACTION: Unanimous

VI. INFORMATION ITEMS

- A. Future Meeting Dates

Randy Heiss mentioned that the next meeting of the Executive Board will be held August 18, 2023 at a location in Greenlee County to be determined. He also stated that there was no time sensitive, program

related business to conduct between regular meetings, and therefore, he would be sending out a notice that the Administrative – Executive Committee meeting scheduled for June 1st had been cancelled.

B. Strategic Planning Retreat Report

Randy Heiss presented an overview of the Strategic Planning Retreat process, the report prepared by the retreat facilitator Melanie Greene, and the matrix of Objectives, Strategies and Tactics resulting from the retreat. He requested that the Administrative Council review and comment on the matrix as these objectives, strategies and tactics will be woven into the FY 2024 – FY 2028 SEAGO Strategic Plan for consideration at the August meetings of the Administrative Council and Executive Board. Randy offered to answer any questions.

C. Quarterly Finance Report

Randy Heiss provided the report on SEAGO finances on behalf of Dina Curtiss and offered to refer any questions to Dina.

D. Community Development Report

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

E. SEAGO Economic Development District Report

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

F. AAA Updates SEAGO

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

G. Transportation Program Updates

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

VII. RTAC REPORT

Kevin Adam provided an update and responded to questions. Kevin was thanked for his efforts to guide the RTAC appropriations bill through the legislative process and secure transportation project earmarks for the SEAGO region.

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss reported on the short list of candidates selected by the Recruitment Committee for interviews with the Executive Board. He stated that he would be seeking dates for a special meeting of the Executive Board sometime between July and August to conduct the interviews. He also mentioned SEAGO had partnered with AGTS to organize a Supervisor's Academy from September 13 through December 6, 2023 at the Valley Telecom training room in Willcox. Registration is open and there are currently only 7 seats remaining. He encouraged those members who had expressed interest in sending staff to the SEAGO Academy to register as soon as possible to ensure they do not miss this important training opportunity. He also directed the members' attention to a letter from Portable Practical Education Preparation, Inc. (PPEP). He stated that the organization's founder was interested in re-establishing its long-time partnership with SEAGO and pointed out that such a partnership may bring resources to help fulfill some of the priorities that evolved from the strategic planning effort earlier in the year.

IX. FUTURE AGENDA ITEMS

Randy stated that PPEP was interested in giving a brief presentation to the Executive Board. Other agenda items for consideration at the August Executive Board meeting will include a resolution to approve SEAGO's Title VI Plan, adoption of the 2024 – 2028 SEAGO Strategic Plan and other program business as may be required. The August meeting may also include an agenda item for selecting the next SEAGO Executive Director.

X. ADJOURNMENT

Chair Gomez adjourned the meeting at 11:58 a.m.

DRAFT

**Draft MINUTES OF
THE SPECIAL EXECUTIVE BOARD MEETING
8:00 A.M., MONDAY, JULY 10, 2023
VIA ZOOM;
SEAGO MAIN OFFICE; MULTI-PURPOSE ROOM
1403 WEST HIGHWAY 92, BISBEE, AZ 85603**

OFFICERS PRESENT: Budge, Ken – City of Bisbee (2nd Vice-Chair) **(In-Person)**
Gomez, David – Greenlee County (Chair) **(In-Person)**
Maldonado, Jorge – City of Nogales (Treasurer) **(In-Person)**
Ortega, Richard – City of Safford (1st Vice-Chair) **(In-Person)**

MEMBERS PRESENT: Ahmann, Stephen – Greenlee County Private Sector Representative **(Zoom)**
Barlow, Bill – City of Tombstone **(In-Person)**
Budd, David – Santa Cruz County Private Sector Representative **(Zoom)**
David, Paul – Graham County **(In-Person)**
Huish, Donald – City of Douglas **(Zoom)**
English, Ann – Cochise County **(In-Person)**
Floyd, Heather – Cochise County Private Sector Representative **(In-Person)**
Lopez, Edmund – Graham County Private Sector Representative **(In-Person)**
Montoya, Luis – Town of Clifton **(Zoom)**
Umphrey, Carolyn – City of Sierra Vista **(In-Person)**
Valle, Daniel – Cochise County Private Sector Representative **(Zoom)**

STAFF PRESENT: Heiss, Randy – Executive Director **(In-Person)**

GUESTS (Candidates): John Shea – 9:00 – 10:00 a.m. **(Zoom)**
Lydia Aranda – 10:00 a.m. – 11:00 a.m. **(In-Person)**

1. CALL TO ORDER/ESTABLISH QUORUM

Chair Gomez called the meeting to order at 8:07 a.m. Randy Heiss noted those present, and a quorum was established.

2. EXECUTIVE SESSION: the SEAGO Executive Board may, by a majority vote of its members constituting a quorum, adjourn to executive session to conduct interviews and for consideration of the employment of candidates for the position of SEAGO Executive Director pursuant to A.R.S. § 38-432.03 (A)(1).

Chair Gomez called for a motion to adjourn to executive session.

MOTION: Bill Barlow
SECOND: Ann English
ACTION: Unanimous

3. RECONVENE TO PUBLIC SESSION

Chair Gomez reconvened the meeting to public session at 11:43 a.m.

4. POSSIBLE INTERVIEW(S) DISCUSSION, AND CONSIDERATION OF EMPLOYMENT OF ANY CANDIDATES WHO REQUEST THAT CONSIDERATION OF THEIR EMPLOYMENT BE HELD IN PUBLIC SESSION

No candidates requested their interview be conducted in public session so no action was needed or requested under this item.

5. DISCUSSION AND POSSIBLE DIRECTION TO STAFF RELATING TO THE SELECTION AND EMPLOYMENT OF THE NEXT SEAGO EXECUTIVE DIRECTOR

Supervisor Ann English moved that the position of SEAGO Executive Director be offered to John F. Shea based upon the salary range and possible moving costs discussed in executive session, with a starting date of December 4, 2023 and direct that the salary negotiations be handled by Chair Gomez and current Executive Director Randy Heiss.

- MOTION:** Ann English
SECOND: Richard Ortega
ACTION: Motion carried by a vote of fourteen (14) ayes and one (1) nay (Bill Barlow)

6. ADJOURNMENT

Chair Gomez adjourned the meeting at 11:50 a.m.

DRAFT

**Draft MINUTES OF
THE SPECIAL EXECUTIVE BOARD MEETING
2:00 P.M., TUESDAY, JULY 25, 2023
VIA ZOOM;
SEAGO MAIN OFFICE; MULTI-PURPOSE ROOM
1403 WEST HIGHWAY 92, BISBEE, AZ 85603**

OFFICERS PRESENT: Budge, Ken – City of Bisbee (2nd Vice-Chair) **(Zoom)**
Gomez, David – Greenlee County (Chair) **(Zoom)**
Maldonado, Jorge – City of Nogales (Treasurer) **(Zoom)**
Ortega, Richard – City of Safford (1st Vice-Chair) **(Zoom)**

MEMBERS PRESENT: Ahmann, Stephen – Greenlee County Private Sector Representative **(Zoom)**
Barlow, Bill – City of Tombstone **(In-Person)**
Budd, David – Santa Cruz County Private Sector Representative **(Zoom)**
David, Paul – Graham County **(Zoom)**
Huish, Donald – City of Douglas **(Zoom)**
Floyd, Heather – Cochise County Private Sector Representative **(Zoom)**
Lopez, Edmund – Graham County Private Sector Representative **(Zoom)**
Montoya, Luis – Town of Clifton **(Zoom)**
Valle, Daniel – Cochise County Private Sector Representative **(In-Person)**

STAFF PRESENT: Heiss, Randy – Executive Director **(In-Person)**

GUESTS: None

1. CALL TO ORDER/ESTABLISH QUORUM

Chair Gomez called the meeting to order at 2:03 p.m. Randy Heiss noted those present, and a quorum was established.

2. EXECUTIVE SESSION: the SEAGO Executive Board may, by a majority vote of its members constituting a quorum, adjourn to executive session for salary discussions relating to the position of SEAGO Executive Director pursuant to A.R.S. § 38-432.03 (A)(1).

Chair Gomez called for a motion to adjourn to executive session.

MOTION: Bill Barlow
SECOND: Dan Valle
ACTION: Unanimous

3. RECONVENE TO PUBLIC SESSION

Chair Gomez reconvened the meeting to public session at 2:36 p.m.

4. DISCUSSION AND POSSIBLE DIRECTION TO STAFF RELATING TO OPTIONS FOR THE SELECTION AND EMPLOYMENT OF THE NEXT SEAGO EXECUTIVE DIRECTOR

Mayor Don Huish moved to direct staff to republish the position of SEAGO Executive Director at a salary range of \$85,000 - \$115,000 per year for a period of no less than two weeks.

MOTION: Don Huish
SECOND: Richard Ortega
ACTION: Motion carried by a vote of eleven (11) ayes and two (2) nays (Ken Budge; David Budd)

5. ADJOURNMENT

Chair Gomez adjourned the meeting at 2:41 p.m.

DRAFT



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: AUGUST 11, 2023
SUBJECT: NOMINATION TO ACOA – SANTA CRUZ COUNTY UNINCORPORATED VACANT SEAT

On July 20, 2023, the Advisory Council on Aging (ACOA) made a nomination for the appointment of **Mr. Ricardo Martinez** to represent the Santa Cruz County Unincorporated on the ACOA.

Ricardo Martinez holds a Bachelor of Science in Human Services/Management and is a Quality Assurance Compliance Officer under Adult Protective Services (APS). Ricky has experience helping the older population for the past ten years in Santa Cruz County and Cochise County; he is a great advocate for the needs of the people we serve and wants to guide available resources to his peers in the areas he oversees.

There are currently two (2) vacant seats on the ACOA and members are selected to represent incorporated cities, towns, and the unincorporated portions of each county. The current vacancies apply to the Town of Pima and the City of Bisbee. If you know of someone in these communities who may be willing to serve on the ACOA, please send us their contact information.

At their meeting on August 3rd, the Administrative Council unanimously recommended the appointment of Mr. Ricardo Martinez to represent unincorporated Santa Cruz County on the SEAGO ACOA.

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

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to appoint Mr. Ricardo Martinez to fill the vacant seat for Santa Cruz County Unincorporated on the Advisory Council on Aging.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: AUGUST 11, 2023
SUBJECT: APPROVAL OF THE SEAGO FIVE-YEAR STRATEGIC PLAN UPDATE

A strategic planning retreat was held at the Cochise College Benson Center February 9th and 10th of 2023. Those in attendance were engaged, thoughtful, and responsive to Melanie Greene, of M. Greene Planning and Resource Development, who served as our facilitator.

In years past, Program Managers met with SEAGO Executive Board and Administrative Council members to establish unmet needs, determine priorities with regard to departments and their projects, and offered input into the process. For the current Strategic Plan update, the Executive Director sought a more in-depth approach that would allow SEAGO staff to offer an inside perspective of new and existing program opportunities to implement the restated and simplified strategic goals identified by the Board and Council at the February 2020 retreat.

This richer and more robust process began with a full day staff retreat June 17, 2022 also facilitated by Melanie Greene. At the staff retreat, all SEAGO staff from each program participated in discussions and exercises designed to:

- Strengthen awareness of organizational inter-departmental functions;
- Solidify departmental projects, priorities, and resource needs;
- Provide perspective among and between departments on member entity and community impact; and
- Structure a matrix of short and long-term program objectives in support of the organization and member communities.

At the February 2023 retreat, seventeen participants from the Executive Board and Administrative Council and six SEAGO Program Managers met for a two-day Strategic Planning session to determine needs on an individual county level, review staff objectives and strategies, and develop an integrated outline that directs the organization's efforts over the next five years.

Day One of the Strategic Planning session was a four-hour afternoon effort to review the outcomes from the previous strategic planning work and to determine what each County felt important in terms of projects or needs. Information was presented on the success of the organization in meeting the goals, objectives, and tactics of the previous strategic planning session, which tactics were still underway, and why a few of the objective tactics were not implemented.

Tables for each County were set up with members sitting at their respective table to discuss what efforts could benefit from SEAGO guidance and/or support. Members were tasked with prioritizing and recording these projects, programs, and/or support services and reporting out to the larger group.

All participants were encouraged to make inquiries in an open forum to create clarity, discuss SEAGO's capacity to engage in these prioritized efforts, and to form consensus on each County's priorities. Program Managers were present at the roundtable discussions and were available for questions regarding organizational processes and the logistics required for some of the projects identified by members. Before adjourning on Day 1, members also discussed organizational priorities including:

- Executive Director transition options and recommendations;
- Public perception of SEAGO;
- Technical assistance and local project support; and
- Priorities for short and long terms.

Day Two's format began in the morning and included a review of priorities from the staff's point of view, the projects they were working on and projects they foresaw being implemented within the next five years. A brief review of the Staff retreat process in June of 2022 was provided and presentations on departmental objectives and tactics were then made by each department including Chris Vertrees, Transportation; Laura Villa, Area Agency on Aging (AAA); Keith Dennis and Stephen Peterson, Community and Economic Development; and Dina Curtis and Randy Heiss, Administration.

Executive Board and Administrative Council members responded to these presentations with questions, requests for clarity, and recommendations for additional priorities. Board and Council members were then asked to join the Program Managers at tables by program (Administration, Transportation, Community and Economic Development, and AAA) based on their interests. Each table was tasked to integrate Board, Council, and Program priorities into a cohesive list of priorities for each program. Executive Board and Administrative Council members were encouraged to visit more than one program table if their interests crossed departments.

Program Managers then presented revised objectives and priorities that integrated Board Council priorities determined on Day One. The meeting was closed by outlining a series of next steps that included the formalization of integrated objectives and tactics for Executive Board and Administrative Council review in May/June, the development of a full Five-Year Strategic Plan update in July, and its approval at the August meeting.

In the months following the retreat, staff worked to fine tune the matrix of integrated objectives and tactics developed by retreat participants and draft the agency's Five-Year Strategic Plan for FY 2024 – FY 2028. The final draft of the Plan was distributed to SEAGO Program Managers on June 27th for their review. After staff review, the Plan was distributed to the Administrative Council and Executive Board on July 5th for review and comment and to date, no comments have been received.

Section IV of the Strategic Plan provides details on the updated and integrated priorities, objectives, tactics developed at the retreat and I've attached it to this memo. But should you be interested in reading or downloading the entire 57 page document, you may do so by clicking the link below:

[SEAGO Five-Year Strategic Plan FY2024 - FY2028](#)

The updated Plan begins with an **Executive Summary**, followed by **Section I**, outlining the importance and impact of SEAGO and its programs, **Section II**, explaining the purpose served by developing an agency-wide strategic plan, **Section III**, providing an overview of past and

present strategic planning efforts, and **Section IV**, which provides an overview of SEAGO's vision and mission and the Plan's strategic goals, objectives and strategies/tactics.

Appendix A summarizes the considerations for expansion of programming to support member entity projects, strategies to improve SEAGO's public perception, suggestions to facilitate the Executive Director transition, and priorities identified by member entity participants from each of the four counties. In addition, each row in Appendix A includes text to inform how and where the Executive Board and Administrative Council's considerations, suggestions and priorities are addressed within Appendix B of the Strategic Plan. **Appendix B** is the implementation matrix with the goals, objectives, strategies/tactics and tasks developed as a result of the combined 2023 strategic planning efforts, including performance measures, partners and stakeholders, timeframes for implementation and required resources for each strategy or tactic identified to advance Strategic Plan objectives.

At their meeting on August 3rd, the Administrative Council unanimously recommended approval of the SEAGO Five-Year Strategic Plan FY2024 – FY2028 to the Executive Board.

I look forward to discussing the Plan with you at the meeting.

Attachments: Section IV – Strategic Plan

Action Requested: Information Only Action Requested Below:

A motion to approve of the SEAGO Five-Year Strategic Plan FY2024 – FY2028.

SECTION IV – STRATEGIC PLAN

Vision and Mission

Prior to the 2023 Strategic Planning retreat, in consultation with the Administrative Council and Executive Board, it was decided that the Vision and Mission statements developed and updated in previous planning efforts would be revisited every five years. Therefore SEAGO’s existing vision and mission statements will remain unchanged until the next retreat in February 2025.

The vision statement adopted by the Executive Board describes the inspirational, long-term desired change resulting from an organization’s work. SEAGO is dedicated to the communities we serve, as well as the State of Arizona, both now and into the future.

Vision Statement: SEAGO’s vision is to continue being an invaluable resource for leadership, information, funding, planning, technical expertise, and services.

The mission statement adopted by the Executive Board accurately describes the core reasons the organization exists and is used to help guide decisions about priorities, actions, and responsibilities.

Mission Statement: Our mission at SEAGO is to provide services that promote collaboration among Federal, State, and regional entities to enhance economic and social progress for communities in our four-county region.

The vision and mission statements are foundational in creating a path forward for the goals identified in the organization’s Five-Year Strategic Plan.

Overview of Goals:

As with the Vision and Mission statements, it was determined that SEAGO’s existing goals will remain unchanged and will be revisited again at the next retreat in February 2025. The two goals identified and carried forward from the 2020 retreat are shown below:

Five-Year Strategic Plan Goals:

Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents

Goal 2: Build awareness of SEAGO and the value of our services

Overview of Tactics:

As discussed in Section III, with the existing Vision and Mission statements and overarching goals as a backdrop, participants determined considerations for expansion of programming to support member entity projects, strategies to improve SEAGO's public perception, suggestions to facilitate the Executive Director transition, and priorities identified by member entity participants from each of the four counties. Participants then reviewed staff objectives and strategies, and developed mid-term, and long-term tactics to direct the organization's efforts over the next five-year strategic planning period.

After the retreat, Mr. Heiss, with staff input, developed a working objectives and tactics matrix that integrated Board/Council and staff priorities. The matrix indicates where member priorities are addressed in the departmental sections of the spreadsheet, indicating successful integration and staff awareness of priorities. Performance measures were also developed and are summarized in the implementation matrix provided in **Appendix B**. The following is a summary resulting from the efforts of the Administrative Council, Executive Board, and SEAGO staff, which is also available in greater detail in **Appendices A and B**:

Executive Board and Administrative Council Objectives

These objectives and tactics are also found in Appendix A and integrated into the matrix of Board/Council and Staff Objectives in the attached Appendix B.

Objective 1 – Considerations for expansion of programming and/or level of effort in support of member generated projects

Strategy / Tactics

- A. Increase staff capacity for existing programs
- B. Grant information coordinator to provide application review and grant writing training
- C. Grant search engine subscription to be shared with member entities
- D. Shared professional services – IGAs with member entities
- E. Relationship facilitation between members and federal/state entities
- F. Provide ACA updates to members regarding business relocation announcements and resource opportunities.

Objective 2 – SEAGO Public Perception

Strategy / Tactics

- A. SEAGO leadership work sessions with City Councils and Boards of Supervisors on an annual basis
- B. Monthly press releases highlighting SEAGO efforts
- C. Links to member entities on SEAGO website (done) and links to SEAGO on member websites
- D. Bi-annual survey of constituencies regarding SEAGO awareness and impact
- E. Member entities highlight SEAGO collaborations

Objective 3 – Executive Director Transition**Strategy / Tactics**

- A. Create benchmark evaluative conditions to identify needs based on current performance (weaknesses, strengths, gaps, opportunities).

Objective 4 – Graham and Greenlee Counties Priorities**Strategy / Tactics**

- A. Further investigate issues, develop potential responses, and implement strategies for water, housing, transportation infrastructure, access to grants, economic development, recreation and tourism, blight and beautification, broadband access and improvement, law and order, communications/regionalism, homelessness, aging issues, wastewater, and water reuse.

Objective 5 – Santa Cruz County Priorities**Strategy / Tactics**

- A. Further investigate issues, develop potential responses, and implement strategies for TSP center and connectivity of the new Port of Entry, affordable housing opportunities and strategies, public transit in collaboration with City, County, Port Authority and SEAGO, economic development promoting business opportunities, flood management, waste water treatment of MX wastewater, effective communications between countries on the expected use of crossings during holidays and other high use conditions.

Objective 6 – Cochise County Priorities

- A. Further investigate issues, develop potential responses, and implement strategies for infrastructure, water security, economic development, transportation, and administration creating a shared regional vision with regional advocacy.

GOAL 1 – IDENTIFY, PROVIDE AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**Area Agency on Aging Objectives and Tactics – with Board/Council priorities integrated****Objective 1 – Fill Program Vacancies****Strategy / Tactics**

- A. Complete case management transition
- B. Recruit, orient and train for Health and Nutrition Program Coordinator

Objective 2 – Increase Measures to Gauge Level of Need for Services Based on Area Plan

Strategy / Tactics

- A. Educate staff through attendance of conferences and educational webinars
- B. Increase CDSMP, Caregiver Support activities, SHIP-SMP counseling, Case Management, LTC Ombudsman program, Community partnerships, events, workshops, presentations and media outlets
- C. Increase daily social media outreach
- D. Each program develop one new community partnership in each service area (Graham, Greenlee, Cochise and Santa Cruz Counties) and deliver AAA presentation

Central Administration Objectives and Tactics – with Board/Council priorities integrated**Objective 1 – Preserve Institutional Knowledge, Trust, and Commitment to Excellence****Strategy / Tactics**

- A. Meet with Executive Board; receive initial direction on recruitment procedure
- B. Establish Recruitment Committee
- C. Recruit Executive Director
- D. Document Administrative Tasks and Responsibilities

Objective 2 – Enhance Administrative Services**Strategy / Tactics**

- A. Deliver Timely, Accurate Financial Reports
- B. Upgrade Financial Reporting Software
- C. Keep Program Billing Current
- D. Expand Member Entity Services

Objective 3 – Improve Operational Efficiencies**Strategy / Tactics**

- A. Improve core competencies
- B. Enhance HR Services
- C. Expand IT Capacity
- D. Increase Administration Capacity

Objective 4 – Position SEAGO for Future**Strategy / Tactics**

- A. Develop conceptual site use plan for undeveloped portion of SEAGO Highway 92 property
- B. Select preferred site plan; identify development costs
- C. Explore financing options for site development
- D. Construct site improvements and facilities

Community and Economic Development Objectives and Tactics – with Board/Council priorities integrated

Objective 1 – Develop inclusive housing program including home ownership support services, housing rehabilitation, and new construction

Strategy / Tactics

- A. Provide housing land use technical assistance to member entities
- B. Develop region-wide owner-occupied housing rehabilitation program
- C. Re-establish SEAGO as a Community Housing Development Organization

Objective 2 – Support Member Entity efforts towards infrastructure development

Strategy / Tactics

- A. Reduce blight to support infill development
- B. Provide technical assistance for water and wastewater projects
- C. Implement Brownfields Assessment Grant

Objective 3 – Expand Broadband Infrastructure and Digital Navigator services

Strategy / Tactics

- A. Leverage awarded Technical Assistance Grant to support regional broadband expansion efforts
- B. Provide Technical Assistance to community libraries and other anchor institutions that are implementing the Affordable Connectivity Pilot Program
- C. Apply for Broadband Construction Funding to address broadband infrastructure gaps identified in TA funded study

Objective 4 – Support regional entrepreneurship and workforce incubation programs

Strategy / Tactics

- A. Create an Incubator Coalition with regional organizations currently working to build incubators
- B. Identify funding source(s) to perform a Bi-National Workforce Program study
- C. Support growth and capacity building in Future 8 Industries (Manufacturing, Mechatronics, Cybersecurity, Natural Resource Preservation, Renewable Energy, Housing, Transportation, Health Services)

Transportation Objectives and Tactics – with Board/Council priorities integrated

Objective 1 – Expand and complete the SEAGO regional road pavement assessment

Strategy / Tactics

- A. Data Collection/Reporting
- B. Regional/Local Traffic counting
- C. Safety identification
- D. Project report to ADOT

Objective 2 – Expand public transportation service in Santa Cruz County**Strategy / Tactics**

- A. Apply for ADOT Transit Planning funds
- B. Secure planning funds
- C. Conduct feasibility study
- D. Develop implementation plan

Objective 3 – Analyze current business processes to integrate new technologies to streamline data collection and reporting**Strategy / Tactics**

- A. Identify transportation processes that can be digitized
- B. Prioritize the above processes
- C. Create digital templates
- D. Implement collection portals

Objective 4 – Support local agency transportation infrastructure funding efforts**Strategy / Tactics**

- A. Identify transportation infrastructure funding opportunities
- B. Upon request, provide technical assistance in grant development

GOAL 2 – BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**ALL DEPARTMENTS:****Objective 1 – Improve the visibility of SEAGO through partnerships****Strategy / Tactics**

- A. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media
- B. Monthly press releases and/or "did you know" ads via print and social media highlighting SEAGO efforts in partnerships with member communities
- C. Member entities highlight SEAGO collaborations within jurisdiction (mentions at governing body meetings; member entity websites and/or social media pages; newsletters, etc.)
- D. Links to member entities on SEAGO website and links to SEAGO on member websites
- E. Bi-annual survey of constituencies regarding SEAGO awareness and impact
- F. Increase time spent promoting services to local businesses, health care providers, and local Chambers of Commerce to cultivate partnerships

AREA AGENCY ON AGING:**Objective 2 – Increase community awareness throughout the region****Strategy / Tactics**

- A. Expand presence and participation in community events
- B. Increase education and outreach to stakeholders

Strategic Plan Performance Measurements

The strategic plan performance measurements are noted in the strategic plan Implementation Plan Matrix attached as **Appendix B**. The matrix summarizes plan goals, objectives, tactics, tasks, performance measures, partners and stakeholders, timeframes for implementation and required resources.

Implementation/Monitoring/Update Plan

The matrix provided in **Appendix B** outlines a summary of tactics and underlying tasks for each goal, identified by short-term, mid-term, and long-term activities. Once a tactic is implemented, it will be monitored and measured. Based on the duration of the tactic and its outcome, the tactic may be institutionalized, refined, or closed out.

Results for multi-year tactics will be reported and the tactic refined, adjusted, or changed for the next fiscal year. Typically, it takes at least one-year to measure tactic results; therefore, the strategic plan will be updated every two years.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: AUGUST 11, 2023
SUBJECT: CONSIDERATION OF RESOLUTION NO. 2023-02

In response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title VI Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time this iteration of the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 19th meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2023.

Due to the volume of paper the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan is available for your review or download at any time by clicking the following link:

<https://www.keepandshare.com/doc12/256706/seago-title-vi-implementation-and-participation-plan-fy23-7-24-23-pdf-2-6-meg?da=y>

At their meeting on August 3rd, the Administrative Council unanimously recommended approval of Resolution No. 2023-02.

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

Attachments: Resolution No. 2023-02

Action Requested: Information Only Action Requested Below

A motion to approve Resolution No. 2023-02.



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

1403 B Hwy 92
Bisbee, AZ 85603
520-432-2528
520-432-9168 Fax

www.seago.org

RESOLUTION NO. 2023-02

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2023

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby approves the SEAGO Title VI Implementation and Public Participation Plan dated August 1, 2023.

Passed and adopted by the SEAGO Executive Board on this 18th day of August 2023.

David Gomez,
Executive Board Chair

Randy Heiss,
Executive Director



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: AUGUST 11, 2023
SUBJECT: REGIONAL TRANSPORTATION COORDINATION PLAN

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

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

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

Due to the size of Coordination Plan it has not been included in your packet. The plan is available at: <https://www.keepandshare.com/doc12/256492/seago-2023-coordination-plan-05-22-23-pdf-17-6-meg?da=y> .

At their meeting on August 3rd, the Administrative Council unanimously recommended approval of the SEAGO 2023-2024 Regional Transportation Coordination Plan to the Executive Board.

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

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to approve the SEAGO 2023-2024 Regional Transportation Coordination Plan.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: AUGUST 11, 2023
SUBJECT: REQUEST TO SOLICIT PROPOSALS – HOUSING PROGRAM CONSULTANT

SEAGO's new Strategic Plan calls for rebuilding our Housing Program, shuttered in 2015. This new initiative is in response to our Member Entities' needs as expressed over the last several years. Once the new Plan is adopted by our Executive Board, Community Development staff will be officially tasked with what is an ambitious, strategic undertaking.

Historically, our Housing Program had a development focus in the mid-1980s and early 1990s. During that decade SEAGO staff facilitated new senior housing developments in Duncan and Patagonia. Our designation as a Community Housing Development Organization (CHDO) was instrumental in realizing those projects, as CHDOs are eligible to receive certain types of housing development funds through the Arizona Department of Housing, State Housing Trust Fund and other sources. After that peak, the CHDO dissolved and Housing Program continued to provide important services like Housing Counseling, first-time homebuyer down payment assistance, credit counseling and even rental assistance until 2015.

In rebuilding our Housing program we want to strike a balance between the sorts of program activities managed by the old Housing Program, but also to develop new housing units as we once did. The need is great, and the funding is coming online; the CHDO designation will enable us to capture development funds specifically earmarked for those organizations.

We want to employ best practices in rebuilding this program, and to ensure we are taking advantage of the right funding opportunities best suited to our efforts. We also think it will be important to develop capacity with personnel giving this effort their undivided attention. And lastly, we anticipate that the costs of engaging such a consultant will exceed the procurement threshold of \$20,000 requiring Executive Board approval before going to bid.

For these reasons, we're requesting your recommendation to the Executive Board to authorize us to prepare and publish a request for proposals, evaluate proposals received, and enter into a contract with the most qualified consultant to assist us in rebuilding our Housing Program.

At their August 3rd meeting, the Administrative Council unanimously recommended that the Executive Board authorize staff publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for Housing Program development.

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

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for Housing Program development as requested by staff.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: AUGUST 11, 2023
SUBJECT: REQUEST TO SOLICIT PROPOSALS – BROWNFIELD ASSESSMENT
GRANT CONSULTANT

SEAGO Community Development is pleased to announce that our application for the Brownfield Assessment Grant was a success. We are scheduled to be awarded the \$500,000 grant this October.

The grant will fund environmental cleanup and redevelopment studies for suitable sites in Graham, Greenlee and Santa Cruz Counties. Cochise County already has a successful Brownfield Assessment program in place, and we believe the rest of our region should be able to benefit from these funds.

Notably, this activity is provided for in our new Strategic Plan (See page B-6, Goal 1 Objective 2 Tactic C). Implementation of this program will require highly technical work in environmental studies. Thus, the procurement of a Qualified Environmental Professional (QEP) becomes necessary. We fully anticipate that the costs of engaging such a consultant will exceed the procurement threshold of \$20,000 requiring Executive Board approval before going to bid. The costs of the QEP will be funded through the grant.

We are therefore requesting your recommendation to the Executive Board to authorize us to prepare and publish a request for proposals, evaluate proposals received, and enter into a contract with a Qualified Environmental Professional consultant to implement our Brownfield Assessment Grant. We would anticipate setting such professionals to work in the first quarter of 2024. Updates to our progress and plans for rolling out the program will follow at our November meetings.

At their meeting on August 3rd, the Administrative Council unanimously recommended that the Executive Board authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a Qualified Environmental Professional to implement the Brownfield Assessment Grant.

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

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a Qualified Environmental Professional to implement the Brownfield Assessment Grant, as requested by staff.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: AUGUST 11, 2023
SUBJECT: FUTURE MEETING DATES

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

Administrative Council	Executive Board
November 2, 2023	November 17, 2023 – Santa Cruz County
February 8, 2024*	February 23, 2024 - Cochise County*
May 2, 2024	May 17, 2024 - Graham County
August 1, 2024	August 16, 2024 - Greenlee 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)
October 5, 2023 – 9:00 a.m.
November 30, 2023 – 9:00 a.m.
April 4, 2024 – 9:00 a.m.
May 30, 2024 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: AUGUST 11, 2023
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending June 30, 2023 is attached for your review.

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

Attachment: None

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 4/1/2023 Through 6/30/2023

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
Revenue					
General Fund	101	19,620	50,407	150,000	33.60%
Agency Response	301	(17,240)	45,302	45,302	100.00%
Community Development Block Grant	302	92,949	242,872	219,500	110.64%
Economic Development	303	35,990	110,357	110,358	99.99%
Environmental Quality	306	55	967	8,500	11.37%
Public Transit	308	3,828	19,715	20,000	98.57%
State Planning & Research	309	41,534	170,160	200,150	85.01%
Area Agency on Aging	310	409,351	1,294,307	1,839,264	70.37%
Regional Mobility Management	311	58,306	142,792	168,750	84.61%
RMM Training	314	24,426	90,032	87,500	102.89%
End of Life - Lovell Foundation	327	0	0	166,950	0.00%
Santa Cruz Co RTA Feasibility Study	329	5,667	10,314	80,000	12.89%
Region Transit Emergency Coordination Plan	346	0	66,907	80,000	83.63%
Benson Route Efficiency Study IGA	348	0	11,331	20,000	56.65%
Total Revenue		<u>674,486</u>	<u>2,255,463</u>	<u>3,196,274</u>	<u>70.57%</u>
Expenses					
General Fund	101	4	282	150,000	0.18%
Agency Response	301	11,073	37,144	45,302	81.99%
Community Development Block Grant	302	54,863	183,269	219,500	83.49%
Economic Development	303	23,186	84,677	110,358	76.72%
Environmental Quality	306	55	967	8,500	11.37%
Public Transit	308	3,828	19,715	20,000	98.57%
State Planning & Research	309	41,534	170,160	200,150	85.01%
Area Agency on Aging	310	408,519	1,281,632	1,839,264	69.68%
Regional Mobility Management	311	58,306	142,792	168,750	84.61%
RMM Training	314	24,426	90,032	87,500	102.89%
End of Life - Lovell Foundation	327	0	1,220	166,950	0.73%
Santa Cruz Co RTA Feasibility Study	329	5,667	10,315	80,000	12.89%
Region Transit Emergency Coordination Plan	346	0	66,907	80,000	83.63%
Benson Route Efficiency Study IGA	348	170	9,048	20,000	45.23%
Total Expenses		<u>631,630</u>	<u>2,098,159</u>	<u>3,196,274</u>	<u>65.64%</u>
Balance		<u>42,855</u>	<u>157,305</u>	<u>0</u>	<u>0.00%</u>



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: AUGUST 11, 2023
SUBJECT: COMMUNITY DEVELOPMENT PROGRAM UPDATES

Regional Account Updates

We are approaching the end of the public participation process for this year's CDBG Regional Account cycle. Cochise County, Duncan, Nogales and Pima will be awarded this year. This fall we will bring forward a request to enter into Technical Assistance Contracts for these communities.

Pursuant to our current Method of Distribution, Bisbee, Duncan, Patagonia and Thatcher will be awarded CDBG Regional Account funding in 2024.

Colonias Set-Aside Updates

At this time, work on the Patagonia McKeown Avenue street and drainage project is complete. Bisbee's Owner-Occupied Housing Rehabilitation pilot project is currently out for bids.

2024 is the next Colonias Set-Aside funding round. It is never too early to begin planning for either source of funds. SEAGO Community Development stands ready to assist or member communities in building shovel-ready projects for competitive CDBG funds.

Housing Program Update

Attached to this Memo is a draft Action Plan for rolling out our new Housing Program. This is subject to change as we progress and as we bring on a consultant. The plan shows our immediate path forward and is submitted for your information.

Attachments: Housing Program Rebuild Action Plan

Action Requested: Information Only Action Requested Below

SEAGO COMMUNITY DEVELOPMENT HOUSING PROGRAM REBUILD ACTION PLAN (DRAFT)

STRATEGIC PLAN AREA/ISSUE	DESIRED STATE	CURRENT STATE	PRACTICAL SOLUTIONS	LEAD FOR THIS SERVICE	HOW WILL STAFF RECEIVE FEEDBACK	ACTION STEPS (BELOW) APPROVED
Goal 1, Objective 1 Tactic C: "Re-establish SEAGO's Housing Program including re-establishing CHDO	Housing Program revived with a "build back better" focus on development projects, through a new CHDO	Our Community Housing Development Organization is non-existent, and so is our Housing Program	New CHDO seeks funding for 1-3 small scale housing development project in our region per year	CD Program Manager and designated consultant	Through consultant and CHDO board members	1) Procure consultant; 2) Recruit CHDO board; 3) Secure CHDO designation; 4) apply for funds for first project

TASKS	RESPONSIBLE PERSONNEL	RESOURCES NEEDED INTERNAL/EXTERNAL	BENCHMARK OR DELIVERABLE	COMPLETION DATE	REPORTING
Procure Housing Consultant	Community Development Staff	Initial Executive Board approval to advertise, and later to execute contract; funds to pay consultant (in place)	Procurement complete; consultant sets to work	By January 2024	CD Program Manager to report to AC/EB
Recruit board members for new CHDO	Community Development Staff	Outreach materials, staff time, education and recruitment of external stakeholders	6 or 9-member board recruited	By May 2024 (probably sooner but just to be safe)	CD Program Manager to report to AC/EB
Secure CHDO Designation	Community Development Program Manager (partners: consultant, CHDO members)	Staff and consultant time (internal); participation and engagement (CHDO board membership)	Approval (by AZ Dept of Housing)	By June 2024	CD Program Manager to report to AC/EB
Apply for HOME and/or State Housing Trust Fund dollars for first project	CD Program Manager (partners: consultant, CHDO members, ADOH)	Staff/consultant time; participation and engagement (CHDO board membership); site selection process	Application and Award of project funds	By January 2026 i.e. within 18 months of CHDO charter per ADOH	CD Program Manager to report to AC/EB and CHDO Board



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: AUGUST 11, 2023
SUBJECT: RECENT ECONOMIC DEVELOPMENT ACTIVITY

The purpose of this memorandum is to advise the Administrative Council and Executive Board of recent activity in the SEAGO Economic Development District.

Broadband

Background: Broadband infrastructure and onboarding continues to be a priority for our region as a strategy to improve resiliency. The tools in this case are the strategic planning capacity and technical assistance SEAGO is able to provide to the region's stakeholders currently involved in broadband expansion and adoption, and the feasibility study conducted for all four of the region's counties.

Current Activities: SEAGO and Finley Engineering hosted a live in person event in Santa Cruz County to go over the recent broadband feasibility study. The presentation outlined the high level costs to build a robust network throughout the County and the challenges to low-densely populated areas, as well as topography issues in mountainous areas. Several internet service providers were present to describe their current goals and challenges in building out the county's network.

The Graham & Greenlee study results are scheduled for July 26th.

Chicanos Por La Causa (CPLC) is currently the lead agency implementing the Affordable Connectivity Program (ACP) in Santa Cruz County. CPLC has supported the promotion of Santa Cruz County focused events, starting with the C-CREO Hub at the Santa Cruz Center. They're training new staff to manage the ACP events efficiently. To focus on outreach in Cochise County, we've partnered with Townsquare Media and the Bisbee Senior Center, who will help in marketing our ACP events (the next one currently scheduled is for August 11th at 9 AM).

On the technology side, AZStRUT has been assessing the specific needs for devices in various communities, while pcsforpeople is engaged in procuring the necessary devices where possible as well. SEAGO is working with both of these organizations to work through the device procurement gaps for the region.

SEAGO participated in several state-lead listening sessions for Cochise & Santa Cruz County put on by Arizona Commerce Authority and Digital Equity Institute. The listening sessions were to understand the gaps in equity and inclusion, inhibiting the

development of broadband around the state as a way of guiding informed decision making regarding the \$1 Billion to arrive at the state level for broadband implementation.

Willcox Theater and Arts

In January of 2022 SEAGO staff provided Willcox Theater and Arts, Inc. (WTA) with Environmental Review Record assistance to support their application for a \$1.7 million EDA Construction Grant. We are pleased to report WTA will be awarded the grant, which when implemented will provide a major facilities upgrade to this important cultural institution in Willcox. SEAGO is under contract to provide construction procurement and Davis Bacon Monitoring assistance. The bid package for this project is currently under review by EDA; once approved this project will be put out for bid, with construction scheduled to begin this fall.

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: AUGUST 11, 2023
SUBJECT: AAA PROGRAM UPDATES

Administrative Updates:

- Subaward Renewal Offer (SARO) - The AAA service providers have received their final SARO from the 2019 Request for Applications (RFA) per their subaward agreement with SEAGO-AAA and DES-DAAS.
- SFY 2024 RFA - In March 2024, the SEAGO-AAA will initiate the RFA process, receive and review provider applications, and issue subawards for the five-year period from SFY 2025 – SFY 2029. The solicitation will be published in all local newspapers throughout our four-county region.

Central Intake:

With the integration of central intake, collaboration between the FCSP and Case Management has increased. We now see a higher call volume which requires a full-time position. The intention is to take advantage of the knowledge and experience of Ramona MacMurtrie by retaining her in a part-time employment status. In order to meet the need for a full-time equivalent central intake person, we hope to engage another equally knowledgeable part-time employee or subcontractor. AAA is having conversations and working towards agreement to carry this forward in August 2023.

Partnerships:

Servants At Work (SAW) is partnering with SEACUS to help install handicap ramps at homes of those in need of them in both Graham and Greenlee. As a long-standing partner, SEACUS understands the importance of meeting the needs of individuals who require a ramp and are willing to assist by supporting SAW. SEACUS will serve as the central intake, screen these referrals, and coordinate with the City of Safford, which has offered to allow their employees to volunteer their time in the installation phase, which only consists of about ½ a day on a Saturday. SEAGO-AAA will provide guidance and assistance in any way possible to promote this new partnership and help us address a much-needed service as indicated in our Area Plan on Aging Needs Assessment.

Case Management:

Case Manager recruitment efforts continue:

There is a vacancy for a case manager to oversee the SEAGO-AAA in Benson/Willcox area. Our in-house case managers are splitting the caseload to handle the area, but a case manager is urgently needed. Please help us spread the word and encourage qualified applicants to submit their resumes to be considered for an interview. The job description can be accessed from our website at <https://www.seago.org/public-notices>. The position is open until filled.

Health Promotion and Disease Prevention:

The position is currently vacant. AAA has posted this position again, as the candidate hired to oversee the program was unable to successfully complete probation. Please visit <https://www.seago.org/public-notices> for the complete job description and other details and encourage individuals who may qualify for this position to apply or send their resumes to Diane Becerra at dbecerra@seago.org.

SB1720 Proposed Plan:

SB 1720 appropriated \$5 Million to the ADES-DAAS to distribute to AAAs. ADES-DAAS met with AAAs to discuss plans for distribution of the funds and the need for region-specific application of these additional funds to address the following:

- Expanding client access to AAA services (such as reaching those in greatest social or economic need, increasing units of service and enrolling new clients into services);
- Service Expansion;
- Reducing regional waitlists;
- Increasing the number of service providers; and
- Supporting one-time projects/expenses to support ongoing service delivery.

SB 1720 also appropriated \$5 Million to ADES-DAAS to distribute to AAAs for housing assistance for persons at least sixty or older. ADES-DAAS met with AAAs to discuss plans for distribution of these funds. AAAs again indicated the need for region-specific implementation of housing assistance for older adults, given the variation in AAA structure, community partners to coordinate the distribution of funds, and internal capacity to respond to and meet the needs of older adults requesting housing assistance. Additionally, AAAs indicated the need to define housing assistance broadly, as the ability to assist older adults in need varies widely across the AAA service areas. Examples of housing assistance identified by AAAs included:

- Payment of delinquent rental and mortgage payments;
- Payment of delinquent tax payments;
- Payment of move-in/out expenses (including mover fees);
- Payment for HVAC repair, and
- Home Repair.

Attachments: Proposed SB1720 work plans

Action Requested: Information Only Action Requested Below:

SB 1720 Appropriated \$5 Million to DES-DAAS to distribute to AAA's

SEAGO-Area Agency on Aging

I. **Introduction:** During SFY23, The SEAGO-Area Agency on Aging allocated \$95,195 to address the Direct Care Worker shortage. For the AAA to comply with the high demands that the Covid-19 pandemic imposed on the delivery of our services and address the lack of DCWs. The SEAGO-AAA collaborated with our existing HCBS service providers to increase the minimum wage for our DCWs.

Four HCBS providers took advantage of the additional dollars to pay their DCWs a higher wage. The AAA designated a base wage of \$25, putting us close to the AHCCC's rates and helping retain or recruit new DCWs in our areas. Due to the allocation, AAA understands this would ultimately affect our clients. Therefore the plan to address the unit reductions, waitlist, and other needs will be planned as indicated below.

ARPA funds were mostly used to cover Attendant Care, and Home Delivered meal services; while we are not worried about HDM as much as we are about Attendant Care, we must follow a viable plan to get us back to normal.

II. **Project Objective:** SB1720, which appropriated \$5 million, will address the current caseload. In utilizing ARPA funds, regular funding, and expending all of the ARPA funds, mostly in Attendant Care, we will see that fewer units are available as our providers have been bumped up between \$22-\$25 per unit reimbursement. Thus, increasing our waitlist that will need to be addressed. The screenshots below show the projection tool for the current fiscal year and are a partial version of our expenditures. The funding allocated in Attendant Care for the SFY23 was way over what we can sustain in SFY24. Our Current allocation for Attendant Care with base funding is only \$529,871, which means we will have to reduce units of services, close clients, and maintain the waitlist as we currently have it and see it grow.

						ATT-HCB Waitlist					
						\$ 5,782.32					
	ATT 310-263	Title III B	Amount of \$ over by end of year if sustained	percent by the end of year	Over /Under Clients for remaining SFY	# of clients	Auth units per month	Rate per unit	Monthly	Remaining SFY	
-14500	Accent Care SC	\$ 52,000.00	\$15,084.00	29.01%	57.14	all	1	8	\$ 22.00	\$ 176.00	\$ 176.00
-1400	Accent Care Graham	\$ 22,100.00	\$1,645.50	7.45%	7.48			\$ 22.00	\$ -	\$ -	
-32400	Accent Care Cochise	\$ 264,900.00	\$37,914.00	14.31%	191.48	all	14	144	\$ 22.00	\$ 3,168.00	\$ 3,168.00
-3481	AZ Consumer Direct	\$ 80,000.00	\$2,255.12	89.76%	8.54	all	1	16	\$ 22.00	\$ 352.00	\$ 352.00
-3400	GCHD	\$ 57,700.00	\$1,851.82	3.21%	9.35	none	7	45	\$ 22.00	\$ 990.00	\$ 990.00
7200	Lutheran SC	\$ 56,500.00	\$2,312.10	4.09%	13.50	all	3	40	\$ 22.84	\$ 913.60	\$ 913.60
-11037	Lutheran Cochise	\$ 112,000.00	\$11,437.31	10.21%	66.77	all	1	8	\$ 22.84	\$ 182.72	\$ 182.72
-6000	SEACUS	\$ 86,000.00	\$7,367.82	8.57%	44.65	none	6	77	\$ 22.00	\$ 1,694.00	\$ 1,694.00
-72218	Budgeted	\$ 731,200.00	\$ 731,200.00	\$79,867.67	20.83%						
	ISB FUND Amount Un-Allotted	\$ 696,275.39									
	Balance	(\$34,924.61)		-5.02%							
	Summary	\$ 302,584.87									

						ATT-HCB Waitlist				
						\$ -				
NO clients Enrolled	ATT-ARP 310-305	III-B ARPA	Amount of \$ over by end of year if sustained	percent by the end of year	Over /Under Clients for remaining SFY	# of clients	Auth units per month	Rate per unit	Monthly	Remaining SFY
	Accent Care SC	\$ 40,819.90	\$1,485.00	0.00%	5.63			\$ 22.00	\$ -	\$ -
	Accent Care Cochise	\$ 164,050.50	\$5,131.50	0.00%	25.92			\$22.00	\$ -	\$ -
	AZ Consumer Direct	\$ 54,814.70	\$443.16	0.00%	1.68			\$ 22.00	\$ -	\$ -
	GCHD	\$ 5,374.00	\$0.00	0.00%	0.00			\$ 22.00	\$ -	\$ -
	Lutheran SC	\$ 51,766.86	\$483.52	0.00%	2.82			\$ 22.84	\$ -	\$ -
	Lutheran Cochise	\$ 54,913.53	\$248.96	0.00%	1.45			\$ 22.84	\$ -	\$ -
	SEACUS	\$ 10,000.00	\$77.12	0.00%	0.47			\$ 22.00	\$ -	\$ -
	Budgeted	\$ 381,739.49	\$ 381,739.49	\$7,869.26	0.00%					
	ISB FUND Amount UN-Allotted	\$ 373,445.17								
	Balance	(\$8,294.32)								
	DAAR'S FUNDS Summary	\$ -								

- III. **Steps to move forward:** To determine the best route to take and prevent long-term harm to our clients. Our subcontracted and in-house case managers prioritize clients with the highest needs; now that our case managers can go into clients' homes, a much clearer assessment is made, and all possibilities are considered. Many individuals who started during the pandemic are being closed due to a more stable situation, other resources available, or not meeting the criteria to receive a service.
- A. Case Manager's meeting scheduled for **Wednesday, July 12, 2023**, to discuss funding, client waitlist, things to consider when opening or closing cases, and most importantly, data needed to pull up necessary reports from DAAR's
 - B. End of the SFY23 billing period, by the end of July, will show us a clear view of our SFY23 expenditures to adjust our SFY24 ISB title IIIB, and C1 and C2 to cover our overages.
 - C. SEAGO-AAA will not follow our process of closing one and opening one until early September, when we should know if any funding will allow us to remove people from the waitlist. An internal analysis will determine where we are before approving case managers to open new cases based on the waitlist.
- IV. **SEAGO-AAA plans** to allocate the portion of the SB1720 appropriated funds in Attendant Care and Case Management Services only as per my initial observation and knowledge.



Administering Housing Assistance Funds Project Plan

Introduction

SB 1720 appropriated \$5 Million to the Department/DAAS to distribute to AAA for housing assistance for persons at least sixty or older. SEAGO's distribution is anticipated to be approximately \$240,000. Considering that housing assistance and related services were identified as a substantial need during the research and development of our Area Plan on Aging, SEAGO-AAA is excited to access additional funding further to meet the housing needs of our aging population. Below is our plan to utilize the funding provided by SB 1720:

Project Objective

Our goal is not to recreate the wheel. SEAGO has potential partnerships with housing support programs, funding, and intake/assessment practices. Our goal is to leverage existing services with project funds, improve access and increase opportunities/options for clients to remain in their homes.

Partnerships and Assistance to be Provided

The following are the partnerships SEAGO has created and the services anticipated:

- ***Direct Advocacy & Resource Center:*** Direct currently serves SEAGO-AAA geographical area. Direct has received a HUD grant to develop a Rural Home Access Program (RHAP) that focuses on older adults (62+) that help low-income homeowners ages 62+ level up to livable, lifelong homes. RHAP offers a path to enhanced access, safety, and independence in rural Southern Arizona. They provide an individualized home evaluation to determine access needs, barriers, solutions, and repairs. The grant solutions are limited to \$5,000. By partnering with SEAGO-AAA, Direct will have access to increased funding that will substantially increase the number of clients served and the level of repairs and modifications needed to keep clients in their homes. The project will focus on Santa Cruz and Cochise Counties.
- ***SouthEastern Arizona Community Unique Services (SEACUS):*** SEACUS serves Graham and Greenlee County. SEACUS has a limited budget to provide home repair and adaption services. By partnering with SEAGO-AAA, SEACUS will access increasing funding to substantially increase the number of clients served and the level of repairs and modifications needed to keep clients in their homes.
- ***St. Vincent de Paul (SVDP) of Safford:*** SVDP serves Graham and Greenlee Counties. SVDP has a program that assists with utility bills and with delinquent mortgage/rent assistance. However, these services are limited to cash funds that change daily. SVDP will partner with SEAGO through SEACUS to expand access to funding that will stabilize and expand their services, such as mortgage payments, move-in/out expenses, and assistance with delinquent taxes.



Administering Housing Assistance Funds Project Plan

- **SEAGO Community Development Program (CDP) and City of Bisbee:** The SEAGO CDP and City of Bisbee have invested Community Development Block Grant (CDBG) funds in a home rehabilitation program. The program is currently income-based. However, the City has indicated wanting to expand the program to adults (60+). Through the partnership, the City of Bisbee will recruit participants for the program, conduct assessments of the home, develop cost estimates, and hire contractors for home rehabilitation projects. SEAGO will cap rehabilitation projects at \$5,000. However, this will leverage an additional \$5,000 in CDBG funding.
- **SEAGO AAA:** SEAGO will retain \$40,000 for region-wide emergency relief for housing issues, repairs, and adaptations that exceed our partner’s scope of services and for emergency housing assistance as identified by our intake coordinator and case managers.

Assessment of Needs

Project partners will utilize existing assessment tools, evaluation criteria, and approval processes developed for their programs. SEAGO-AAA will create an on-site assessment form that will be used with our Emergency Relief Program's existing intake, assessment, referral, and case management forms. **APS referrals will be forwarded to project partners within 24 hours of receipt.**

Data Collection

SEAGO and project partners will collect the following data:

- Name, DOB, zip code, race, household status, type of housing assistance requested and received, amount of service ordered and amount received, entity paid, current AAA client (Y/N), first time receiving this assistance (Y/N), number of APS clients served, entities to which additional referrals were made for ongoing aid.
- SEAGO-AAA and our project partners will utilize the data collection template as provided by DAAS.
- SEAGO-AAA will ensure established DAAS due dates and submit the Semi-Annual and Annual Reports.

Amount Requested and Budget

SEAGO is requesting \$240,000. The following is the project budget:

Item	Purpose	Cost
Direct Advocacy & Resource Center	Home Needs Assessments, Home Repair, Home Adaptations	\$65,000
SouthEastern Arizona Community Unique Services (SEACUS)	Home Needs Assessments, Home Repair, Home Adaptations	\$55,000



**Administering Housing Assistance Funds
Project Plan**

St. Vincent de Paul (SVDP) of Safford SEAGO Community Development Program (CDP) and the City of Bisbee SEAGO Emergency Relief Program SEAGO-AAA	Rent/Mortgage Assistance, Utility Assistance, Property Tax Assistance	\$25,000
	Home Rehabilitation	\$40,000
	Rent/Mortgage Assistance, Critical Repairs, and Adaptions	\$40,000
	Project Management & Administration	\$15,000
	Project Total	\$240,000

Start-up/Infrastructure Needs

Start-up and Infrastructure needs are limited. Our partners already have a scope of services, outreach processes, intake, and needs assessments. Therefore, only a little investment in start-ups is required. SEAGO-AAA is retaining \$15,000 to cover project management and administration costs. All additional funds will be invested in client services.

Outreach

SEAGO-AAA will utilize our existing outreach tools to promote the program, including social media, the SEAGO website, public meetings, and local media. We will develop a plan with our partners to identify outreach needs, strategies, and tools. The following is a summary list of meetings, agencies, venues, and opportunities to promote service referrals and needed support.

- SEAGO Executive Board
- SEAGO Administrative Council
- SEAGO Advisory Council on Aging (ACOA)
- SEAGO Transit Coordination Meetings
- County Health and Social Service Departments Cochise, Graham, Greenlee, Santa Cruz
- Senior Centers
- Libraries
- Food Pantries/Food Distribution Programs
- Non-profits with Elderly Support Programs
- Special Events



Administering Housing Assistance Funds Project Plan

Challenges

Using existing partners with well-developed assistance programs reduces project challenges. However, age-related declines in home maintenance capabilities and finances often compromise older adults' ability to maintain their homes, thus threatening successful aging. Needed home repairs are delayed and tend to be compounded. This often results in maintenance/repair/financial assistance requirements that far exceed the budget caps of our partners. There will be challenges to finding solutions to these situations. SEAGO-AAA will collaborate with our partners on solutions exceeding project budget caps.

Timeline

If funding is approved by August 1, 2023, the following timeline is expected:

August 2023: Meetings with project partners to finalize the Scope of Services, budget, assessment and approval processes, reporting/reimbursement tools, and data collection processes.

August/September 2023: Project partners will develop Service Delivery Plans and Agreements finalized with project partners.

October 2023: The project will kick off.

December 2023: Project status and collaboration meeting with partner agencies.

January 31, 2024: Semi-Annual Report submitted.

March 2024: Project status and collaboration meeting with partner agencies.

June 2024: Project status and collaboration meeting with partner agencies.

July 31, 2024: Annual Report submitted.

Additional Funding

If additional funding is available, SEAGO-AAA can accept an additional \$60,000. SEAGO-AAA has potential partnerships that can be pursued with the ***St. Vincent de Paul (SVDP) organizations operating in Southern Arizona*** to provide rental, mortgage, and utility assistance to seniors in need in Cochise County. SEAGO is currently holding meetings with Portable Practical Education Preparation (PPEP) to explore partnership opportunities. Housing assistance may be a potential project.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: AUGUST 11, 2023
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 is open and invitations sent to all member agencies. If you would like access to the portal, please submit a request to John Merideth at jmerideth@seago.org. On July 20, 2023, SEAGO hosted training on our data portal. The training focused on the development of road assessment reports. The training was attended by 16 members from 10 member agencies. To date, SEAGO has completed over 50% of our local road network.*

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 requested that Greater Arizona COGs/MPOs develop a project list for FY24 budget discussions. In September, the TAC completed an application review and application ranking process.

Update: *On May 11th, the Governor signed into law a \$17.8B state budget for State Fiscal Year 2023-2024. Transportation infrastructure fared very well, receiving \$653.5M in one-time revenues. The SEAGO Region did very well securing over \$34 million in projects. In addition, SVMPO planning area secured almost \$10 million in projects. SEAGO is in the process of developing a project list for FY25.*

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. 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.

Update: The Study's Public Comment Period ended on June 15, 2023. The study has been finalized and is currently being prepared for delivery to ADOT. The study is available at 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. 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. During this phase of the study, Easter Seals Blake Foundation expressed a desire to be a lead applicant for an FTA Section 5311 project. The TAC has been paused to allow ESBF the opportunity to have internal discussions involving their pursuit of an ADOT/FTA Section 5311 application.

Update: The next window to apply for FTA Section 5311 funding will occur in January 2024. The study resumed in June. Both ESBF and the San Carlos Apache Tribe have committed to moving the project forward. Our goal is to have the study completed by October 31, 2023.

Nogales Area Transit Feasibility Study: The Nogales/Rio Rico area is the largest remaining community in Arizona that does not have a Public Transit Program. To explore the demand for a transit system, SEAGO applied for a transit planning grant through ADOT last December.

Update: On March 30, 2023, SEAGO received a \$95,000 award to conduct Phase 1 of the Study. If a strong need/demand for service is identified, we will apply for Phase 2 (Implementation Plan) in December. The goal is to have a plan in place by the January 2026 FTA Section 5311 application cycle. A public participation plan is being developed. The study will kick-off in mid-August with a stakeholder meeting.

SVMPO/SEAGO Joint Regional Highway Safety Plan: In 2016, SEAGO and SVMPO partnered on a Regional Safety Plan. The project resulted in over \$3 million in regional safety projects. The plan has exceeded its useful life as crash data in the plan is over 8 years old. SEAGO and SVMPO are once again partnering on a plan update. ADOT Traffic Safety Section has approved the project and ADOT/FHWA has authorized funding for the projects. Procurement documents are currently being prepared and we are expecting a project kick-off meeting at our November TAC meeting.

Attachments: None.

Action Requested: Information Only Action Requested Below