

**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 (2<sup>nd</sup> Vice-Chair) **(Zoom)**  
Gomez, David – Greenlee County (Chair) **(In-Person)**  
Maldonado, Jorge – City of Nogales (Treasurer) **(Zoom)**  
Ortega, Richard – City of Safford (1<sup>st</sup> 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.