



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: MAY 2, 2024
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, May 2, 2024 at 9:00 a.m.

In-Person:

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

Via Zoom:

Zoom Link: <https://us02web.zoom.us/j/88680751898>

Meeting ID: 886 8075 1898

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

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

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



ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, MAY 2, 2024
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
1025 HIGHWAY 90, BENSON, ARIZONA

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Robinson	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Robinson	
III. CALL TO THE PUBLIC	Chair Robinson	
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VI. RTAC REPORT Kevin Adam N/A

VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS Chair Robinson N/A

VIII. FUTURE AGENDA ITEMS Chair Robinson N/A

IX. ADJOURNMENT Chair Robinson 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.

**DRAFT MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, FEBRUARY 8, 2024
VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Coxworth, Dan – Treasurer, Cochise County **(Zoom)**
Rapier, Derek – Secretary, Greenlee County **(Zoom)**
Robinson, Ronald – Chair, Patagonia **(In-Person)**

MEMBERS PRESENT: Bigman, Barney – San Carlos Apache Tribe **(Zoom)**
Harvey, Suzanne – Town of Huachuca City **(In-Person)**
Hinton, Terry – Town of Duncan **(Zoom)**
McLachlan, Matt – City of Sierra Vista **(Zoom)**
Urquijo, Ana – City of Douglas **(Zoom)**
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Curtiss, Dina – Accounting Manager **(In-Person)**
Dennis, Keith – Executive Director **(In-Person)**
Gibbons, Carrie – SEAGO AAA **(In-Person)**
Lynn, Judy – Community Development Manager **(In-Person)**
Merideth, John – GIS Analyst **(Zoom)**
Miller, David – Community Coordinator **(In-Person)**
Vasquez, Celeste – SEAGO AAA **(In-Person)**
Vertrees, Chris – Transportation Program Administrator **(In-Person)**

GUESTS: Resare, Michael – City of Wilcox **(In-Person) (Sat in for Caleb Blaschke)**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Robinson called the meeting to order at 9:39 a.m.

II. MEMBER ENTITIES' DISCUSSION

Chair Robinson called on **Suzanne Harvey** for an update on the Town of Huachuca City. Ms. Harvey was excited to report on the multi-year, multi-million dollar agreement with ADOT on creating a walking path at Skyline Dr. **Chair Robinson** called on **Michael Resare** for an update on the City of Wilcox. Mr. Resare gave a brief introduction of himself as he was sitting in for **Caleb Blaschke**. Mr. Resare stated that the City of Wilcox is currently experiencing water problems and offered a few examples of his concern. **Chair Robinson** provided updates on the Town of Patagonia. Mr. Robinson reported that currently the town has extensive road improvement projects ongoing. Mr. Robinson also reported that the town is looking to secure seven-hundred and fifty thousand dollars for wastewater rehab and upgraded waterlines. Mr. Robinson said the town also hopes to apply for Colonias set aside CDBG funds this year.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 2, 2023 minutes

Chair Robinson called for a motion to approve the November 2, 2023 minutes.

MOTION: Suzanne Harvey
SECOND: Michael Resare
ACTION: Unanimous

2. Discussion and possible action to recommend approval of an Intergovernmental Agreement with Santa Cruz County.

Keith Dennis presented to the council an Intergovernmental Agreement with Santa Cruz County. Keith mentioned that at the advice from counsel this agreement needs to be reviewed before being approved. He recommended the Council postpone the approval pending a review of the agreement.

Chair Robinson called for a motion to recommend postponing approval of an Intergovernmental Agreement with Santa Cruz County to the Executive Board.

MOTION: Suzanne Harvey
SECOND: Michael Resare
ACTION: Unanimous

3. Discussion and possible action to recommend approval of Cochise County Private Sector Representatives on the Executive Board.

Keith Dennis reminded the council of SEAGO bylaws which stipulate that the Executive Board shall appoint one individual from each county to serve as a Private Sector Representative. Private Sector Representatives shall serve at the will of the Executive Board and shall serve a two year term, with the option of being appointed to a second term. SEAGO's two Cochise County Private Sector Representatives, Heather Floyd and Dan Valle, are expiring. Ms. Floyd is willing to serve a second term if nominated by a Member Entity Representative and approved by the Executive Board. Mr. Valle has served the allowed two terms and recommends a Member Entity Representative nominate Mr. Mark Mermis as his successor.

Chair Robinson called for a motion to recommend approval to the Executive board for Heather Floyd's second term and Mark Mermis first term as Cochise County Private Sector Representatives.

MOTION: Michael Resare
SECOND: Suzanne Harvey
ACTION: Unanimous

V. INFORMATION ITEMS

- A. Future Meeting Dates

Keith Dennis mentioned that the next meeting of the Administrative Council will be held February 9, 2023. He also mentioned that there will be a need for the Administrative – Executive Committees to meet April 4th telephonically to conduct program related, time sensitive business between regular meetings of the Administrative Council and Executive Board. He asked the officers to please mark their calendars.

B. Quarterly Finance Report

Dina Curtis provided the Quarterly Finance report and responded to questions. Dina also mentioned that SEAGO has had two years of zero findings in the audit, making SEAGO a “low risk” auditee.

C. Community Development Report

Judy Lynn provided an update on Community Development and responded to questions.

D. SEAGO Economic Development Report

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

E. AAA Updates

Carrie Gibbons provided an update on SEAGO AAA and responded to questions.

F. Transportation Program Updates

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

VI. RTAC REPORT

Kevin Adam was unavailable and did not attend the meeting.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Robinson was grateful to have seven SEAGO staff members present at the meeting, and commented that it was the most since the beginning of the pandemic. Keith Dennis introduced and welcomed two new staff members- Judy Lynn, Community Development Program Manager and Celeste Vasquez, SEAGO AAA Program Director. Keith Dennis was pleased to report that staff had recently completed a grant writing workshop with Melanie Greene. He also mentioned that we plan on offering to staff and SEAGO communities, open meeting law training in the near future. Mr. Dennis would also like to send more staff members through the supervisor academy, as it has proven to be a successful program.

VIII. FUTURE AGENDA ITEMS

Keith Dennis provided the Council with future agenda items. Items include the election of officers for the Administrative Council, the approval of the Intergovernmental Agreement with Santa Cruz County, and strategic plan progress.

IX. ADJOURNMENT

Chair Robinson called for adjournment of the meeting at 10:20 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: May 2, 2024
SUBJECT: ELECTION OF OFFICERS

SEAGO's Bylaws (Article VII, Section C) provide for the election of one Administrative Council officer to represent each County in the region, with a rotation schedule to allow each County representative the opportunity to serve as Chair every four years. Per the Bylaws:

- There will be four officers elected – a Chair; a Vice-Chair; a Secretary; and a Treasurer. For the most part, the officer positions ensure there is someone available to chair the Administrative Council meetings. These officers also comprise the Administrative Committee who are authorized to make recommendations on time sensitive, program related business in between regular meetings.
- The Chair position rotates between counties. In FY 2024, the rotation prescribed in the Bylaws raised the Santa Cruz County officer to the Chair position, the Graham officer to Vice-Chair, and the Greenlee officer to Secretary. The Cochise County officer dropped to the bottom of the rotation to the Treasurer position. Keeping this slate for FY2025 would result in the following, with one exception noted below:

Chair: Graham County officer (currently Heath Brown, Manager, Town of Thatcher)
Vice-Chair: Cochise County officer (currently Dan Coxworth, Community Development Director, Cochise Co.)
Secretary: Greenlee County officer (currently Derek Rapier, Administrator, Greenlee County)
Treasurer: Santa Cruz County officer (currently Ron Robinson, Manager, Town of Patagonia)

In the election of your FY 2025 officers, the individuals elected last year (as listed above) can be retained to represent their respective counties, an entirely new group of officers may be elected, or a combination of new officers and existing officers may be elected to represent the four counties. However, regardless of the individuals serving in these positions, the rotation of the Chair, Vice-Chair, Secretary, and Treasurer will continue as described above.

As of today's date, the current slate of officers have agreed to continue if confirmed by the Administrative Council, with one exception. Outgoing Chair Robinson has indicated his desire to step away from his officer position, but Santa Cruz County Administrator Jesus Valdez indicates willingness to relace him. Note that these stated commitments do not preclude other nominations for the Cochise, Graham, Greenlee and Santa Cruz County officers. I'll look forward to answering any questions you may have at your meeting.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to elect a slate of officers of the Administrative Council for Fiscal Year 2025.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: MAY 2, 2024
SUBJECT: SUSTAINABILITY OF SEAGO'S FUND BALANCE

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

End of Year Fund Balances ¹			
Fiscal Year Ending	Beginning Balance	Ending Balance	Fund Balance Surplus or (Use)
6/30/2009	\$ 1,681,043	\$ 1,921,455	\$ 240,412
6/30/2010	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/2011 (Restated ²)	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 ³)
6/30/2012	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/2013	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 ⁴)
6/30/2014	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/2015	\$ 1,319,039	\$ 1,382,732	\$ 63,693
6/30/2016	\$ 1,382,732	\$ 1,414,782	\$ 32,050
6/30/2017	\$ 1,414,782	\$ 1,636,984	\$ 222,202 ⁵
6/30/2018	\$ 1,636,984	\$ 1,548,482	(\$ 88,502 ⁶)
6/30/2019	\$ 1,548,482	\$ 1,589,976	\$ 41,494
6/30/2020	\$ 1,589,976	\$ 1,858,937	\$ 268,961
6/30/2021 (Restated ⁷)	\$ 2,065,716	\$ 2,121,522	\$ 55,806
6/30/2022	\$ 2,121,522	\$ 2,122,490	\$ 968
6/30/2023	\$ 2,122,490	\$ 2,273,516	\$ 151,026

The fund balance policy established by the Executive Board on February 27, 2015 sets the minimum unrestricted fund balance in the General Fund at 50% of the prior fiscal year's total operating expenditures. In FY 2023, operating expenditures were **\$2,173,113**. Fifty percent of FY 2023's operating expenditures is **\$1,086,557**. The amount of fund balance available at the end of FY 2023 (\$2,273,516) amounts to approximately **209%** of the minimum amount required by our fund

¹ All figures are from audited financial statements for said years.
² In FY 11, the Arizona Department of Housing eliminated SEAGO from the Save My Home Program and recovered \$426,804 on deposit with SEAGO so that this funding could be used for foreclosure prevention assistance in the State's urbanized counties.
³ Approximately \$152,000 of this amount was from the purchase of the SEAGO Highway 92 office building and associated property.
⁴ Due to expenditures for improvements to the SEAGO office building plus amounts approved for program use in the FY 13 budget.
⁵ FY 18 Legacy Foundation grant funds were received in May 2017 and posted as FY 17 revenues instead of deferred revenue for work to be performed in FY 18. Actual FY 17 fund balance surplus would have been \$22,202.
⁶ Had the Legacy Foundation funds received in FY 17 been posted as deferred revenue for use in FY 18, there would have been a fund balance surplus of approximately \$111,498 (see footnote 5 above).
⁷ Pursuant to Note 11 to the FY 2021 audited financial statements: "Beginning fund balance and net position, respectively, was increased by 206,779 to properly account for the understatement of accounts receivable in prior periods."

balance policy (\$1,086,557). Under this scenario, there would conceptually be **\$1,186,959** available for use in future budget years before the minimum level of fund balance will be reached.

The table below provides an overview of how long it would take to reduce the existing fund balance of \$2,122,490 to \$1,185,772 (the current minimum required) under a number of different deficit spending scenarios:

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	237
\$ 10,000 per year	118
\$ 15,000 per year	79
\$ 20,000 per year	59
\$ 25,000 per year	47
\$ 30,000 per year	39
\$ 35,000 per year	34
\$ 40,000 per year	30
\$ 45,000 per year	26
\$ 50,000 per year	24

As shown in the table above, SEAGO would be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$1,086,557. However, because almost all of SEAGO’s programs operate on a cost reimbursement basis, limited unrestricted revenue is generated in a given year that can be used to cover any program deficits that may occur. As a Council of Governments, SEAGO has no taxation authority. Apart from the annual assessment charged to our member entities, CDBG project administration fees, and a few limited programs within the AAA, SEAGO has no predictable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that could be considered ‘sustainable’ in the purest sense of the term.

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

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

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: MAY 2, 2024
SUBJECT: FISCAL YEAR 2025 ASSESSMENTS

The proposed Assessment Schedule for Fiscal Year 2025 is attached for your review and recommendation. And once again, we are proud to report that there are no anticipated increases in the per capita amounts used to calculate the dues charged to SEAGO member entities (see Column b).

We are not expecting changes to the EDA planning assessment (see Column c). This assessment enables SEAGO to raise and commit matching funds required for our EDA planning grant. If EDA notifies us of an increase in our match requirement, we may need to choose whether to cover the increase with a one-time use of fund balance or update the member entity assessments accordingly.

On March 25th the RTAC Board approved the organization's FY 2025 budget leaving the assessment unchanged from last fiscal year at 11.3 cents per capita (see Column d).

There are no changes impacting the total FY 2025 assessment (shown in Column e). Our new five-year Strategic Plan calls for exploration of potential expanded services such as a regional grants coordinator, grant search engine subscriptions, or reviving SEAGO's Housing Program to address the shortage of affordable housing choices across the region. Some of these Strategic Plan Objectives mention "develop[ing] equitable Member Entity assessments" in order to pay for these enhanced services. However, please note that staff is proposing no changes to the assessment schedule for the upcoming fiscal year. Should staff propose such for FY 2026, and if such are approved by our Executive Board, additional columns would be added to the assessment schedule as appropriate.

I'll do my best to answer any questions you may have at our meeting.

Attachments: FY 2025 Assessment Schedule.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the Fiscal Year 2025 Assessment Schedule to the Executive Board.

FY 2024 ASSESSMENT SCHEDULE

**SouthEastern Arizona Governments Organization
Draft Dues and Assessment Schedule
Fiscal Year 2025**

SEAGO Member	2020 CENSUS (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2025 Estimated Assessment (e)	Members' Percent of Total FY2025 Assessment (f)	Total FY2024 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	5,355	\$1,457	\$1,130	\$220	\$2,807	3.48%	\$2,807	\$2,055
Bisbee	4,923	\$1,546	\$1,038	\$202	\$2,787	3.45%	\$2,787	\$2,305
Douglas	16,534	\$3,720	\$3,488	\$680	\$7,888	9.78%	\$7,888	\$7,078
Huachuca City	1,626	\$650	\$343	\$0	\$993	1.23%	\$993	\$747
Sierra Vista	45,308	\$3,398	\$2,028	\$0	\$5,426	6.73%	\$5,426	\$17,798
Tombstone	1,308	\$916	\$276	\$54	\$1,245	1.54%	\$1,245	\$579
Willcox	3,213	\$1,009	\$678	\$132	\$1,819	2.25%	\$1,819	\$1,529
Cochise County*	47,180	\$3,539	\$7,690	\$973	\$12,202	15.13%	\$12,202	\$21,406
Pima	2,847	\$894	\$601	\$117	\$1,612	2.00%	\$1,612	\$954
Safford	10,129	\$2,532	\$2,137	\$417	\$5,085	6.30%	\$5,085	\$3,859
Thatcher	5,231	\$1,424	\$1,103	\$215	\$2,742	3.40%	\$2,742	\$1,992
San Carlos Apache Tribe	4,720	\$1,482	\$996	\$194	\$2,672	3.31%	\$2,672	\$2,365
Graham County*	15,606	\$3,511	\$3,292	\$642	\$7,445	9.23%	\$7,445	\$5,882
Clifton	3,933	\$1,235	\$830	\$162	\$2,226	2.76%	\$2,226	\$1,281
Duncan	694	\$486	\$146	\$29	\$661	0.82%	\$661	\$290
Greenlee County*	4,936	\$1,550	\$489	\$203	\$2,242	2.78%	\$2,242	\$1,836
Nogales	19,770	\$4,448	\$3,210	\$813	\$8,471	10.50%	\$8,471	\$8,486
Patagonia	804	\$563	\$170	\$33	\$765	0.95%	\$765	\$370
Santa Cruz County*	27,095	\$4,742	\$5,715	\$1,114	\$11,571	14.35%	\$11,571	\$10,275
SEAGO Region Totals	221,212	\$39,101	\$35,357	\$6,200	\$80,659	100.00%	\$80,659	\$91,089

*Unincorporated area only

Notes to Assessments:

- (a) Calculations are based on the 2020 Census populations for each member entity. Census 2020 population figures will be used until the mid-decade population estimates are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. **No change from FY2024.**
- (c) The assessment provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. **No change from FY 2024.**
- (d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 11.3 cents per capita (increased from 9.8 CPC) as approved by the RTAC Board. **Represents an increase of \$1,556 over FY 2022.**
- (e) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses. However, no changes are anticipated for FY 2024.
- (f) This column displays the percentage of the total FY 2025 assessment each member's assessment represents.
- (g) Information is provided to compare total FY2025 to the total FY2024 assessment.
- (h) Information is provided so comparisons can be drawn between total FY2025 assessment and total FY2010 assessment.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: MAY 2, 2024
SUBJECT: FISCAL YEAR 2025 BUDGET

The SEAGO Fiscal Year 2025 budget will be sent via email May 1, 2024 for your review and consideration. The assumptions used in developing the FY 2025 budget are as follows:

- SEAGO member assessments remain unchanged from FY 2024.
- Congress will continue funding current programs at or above current levels.
- A \$150,000 contingency line item from the fund balance has been included in this year's budget for unanticipated expenses or events that may come up in FY 2025. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.

The proposed FY 2025 budget worksheet provides a detailed overview of each program's budget. Program Managers have participated in the development of their program budget(s), and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

I will be happy to answer any questions you may have regarding the proposed budget at our meeting.

Email May 1, 2024: Proposed SEAGO FY 2025 Budget

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the Fiscal Year 2025 Budget to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM OSBORNE, COMMUNITY DEVELOPMENT PROGRAM
MANAGER
DATE: April 25, 2024
SUBJECT: RFP FOR GRAHAM COUNTY HOUSING FEASIBILITY STUDY

Graham County Housing Feasibility Study

In February, SEAGO applied for a United Way of Graham and Greenlee Counties Cycle 1-2024 grant for an actionable Graham County Housing Feasibility Study. The purpose of the Study is to increase economic stability by providing a foundation for directed efforts to increase housing development and affordability to support workforce retention and growth in Graham County.

We are pleased to report that in March we were notified that our application was successful. We therefore seek your recommendation of approval from our Executive Board to procure a housing consultant to implement the study.

The need for housing solutions in the Gila Valley is great, yet there are currently no planning documents to support such efforts. This housing study will close that gap.

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to recommend that the Executive Board authorize the Executive Director to publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for a Graham County Housing Feasibility Study as requested by staff.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: MAY 2, 2024
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
May 2, 2024	May 17, 2024 - Graham County
August 1, 2024	August 16, 2024 - Greenlee County
November 7, 2024	November 22, 2024 - Santa Cruz County
February 6, 2025	February 21, 2025 - Cochise County

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

Combined Administrative and Executive Committee Meetings (telephonic)
April 4, 2024 – 9:00 a.m.
May 30, 2024 – 9:00 a.m.
October 3, 2024 – 9:00 a.m.
December 5, 2024 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, FINANCE MANAGER
DATE: MAY 2, 2024
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending March 31, 2024 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: Statement of Revenues and Expenditures, Quarter Ending 03/31/2024

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - R&E that ties to Budget - Unposted Transactions Included In Report
From 1/1/2024 Through 3/31/2024

(In Whole Numbers)

		<u>Cur Pd Actual</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget Used</u>
Revenue					
General Fund	101	20,526	73,146	150,000	48.76%
Agency Response	301	0	80,111	45,302	176.83%
Community Development Block Grant	302	19,500	70,885	233,000	30.42%
Economic Development	303	18,750	56,798	110,358	51.46%
Public Transit	308	3,673	17,983	20,000	89.91%
State Planning & Research	309	21,741	99,771	143,250	69.64%
Area Agency on Aging	310	279,046	892,192	1,958,980	45.54%
Regional Mobility Management	311	35,775	90,166	168,750	53.43%
RMM Training	314	21,654	32,711	87,500	37.38%
FTA Access and Mobility Partnership	333	19,675	175,784	192,000	91.55%
Regionwide Pavement Assessment Project	347	27,786	83,053	198,554	41.82%
Nogales Area Transit Feasibility Study	351	16,824	22,345	95,000	23.52%
Total Revenue		<u>484,950</u>	<u>1,694,945</u>	<u>3,402,694</u>	<u>49.81%</u>
Expenses					
General Fund	101	4,165	4,185	150,000	2.78%
Agency Response	301	8,012	29,466	45,302	65.04%
Community Development Block Grant	302	45,698	142,535	233,000	61.17%
Economic Development	303	24,816	59,317	110,358	53.74%
Public Transit	308	3,673	17,983	20,000	89.91%
State Planning & Research	309	21,741	99,771	143,250	69.64%
Area Agency on Aging	310	278,183	883,717	1,958,980	45.11%
Regional Mobility Management	311	35,775	90,166	168,750	53.43%
RMM Training	314	21,654	32,711	87,500	37.38%
FTA Access and Mobility Partnership	333	19,675	175,784	192,000	91.55%
Regionwide Pavement Assessment Project	347	27,786	83,053	198,554	41.82%
Nogales Area Transit Feasibility Study	351	16,824	22,345	95,000	23.52%
Total Expenses		<u>508,002</u>	<u>1,641,032</u>	<u>3,402,694</u>	<u>48.23%</u>
Balance		<u>(23,052)</u>	<u>53,913</u>	<u>0</u>	<u>0.00%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM OSBORNE, COMMUNITY DEVELOPMENT PROGRAM
MANAGER
DATE: April 25, 2024
SUBJECT: COMMUNITY DEVELOPMENT PROGRAM UPDATES

CDBG Regional Account Updates

We are pleased to report the public participation portion of the CDBG Regional Account cycle is nearly complete. Bisbee Duncan, Patagonia and Thatcher will be awarded this year; final award amounts are due to be announced later this Spring. We will provide updates as this information becomes available. We will be bringing an action item for approval of Technical Assistance Contracts this fall once all applications are submitted.

The 2025 Regional Account CDBG cycle awardees will be Clifton, Graham County, Santa Cruz County and Tombstone. It is never too early to begin exploring potential project ideas and planning for the next CDBG round. SEAGO Community Development stands ready to assist our member communities in these efforts.

Colonias Set- Aside CDBG

We expect the Arizona Department of Housing (ADOH) to announce the Colonias Set-Aside Account CDBG competitive funding round later this year. As part of the public participation cycle mentioned above, Duncan and Patagonia chose projects for this round. Bisbee is expected to select a Colonias project at its upcoming public hearing.

If your community is interested in applying for Colonias Set-Aside CDBG funding this year, or in 2026, please reach out to us for assistance. Remember, such applications must be “shovel ready,” defined here as including 100% design plans, a complete Environmental Review Record, a bidders list, and approved permits where applicable. Owner Occupied Housing Rehabilitation (OOHR) applications need not include plans, but do require a list of properties to be improved along with a waiting list of income-qualified households ready to benefit from these funds.

Better Cities Resilience Action Planning & Freeport McMoRan

In April, Community Development staff met with Freeport-McMoRan's Community Development and Social Responsibility team in Morenci to discuss the status and progress on the Greenlee County Resilience Action Plan (October 2023). SEAGO has been asked to help facilitate a regional housing conference for our members, ideally within the next year, to highlight the progress and impacts being made in Graham and Greenlee Counties from their housing feasibility studies. Prior to this, it was agreed that progress needs to be made on infrastructure needs assessments, blight reduction strategies, and assessments of the challenges and impacts of local plans and regulations on housing development, rehabilitation and affordability. SEAGO Community Development is grateful for the opportunity to participate in these efforts.

Elgin School Remodel

Santa Cruz County is administering an Elementary and Secondary School Emergency Relief (ESSER III) grant funded by the U.S. Department of Education for remodeling of the Elgin School in Sonoita. On April 4th our Administrative-Executive Committee approved a Technical Assistance Contract for Fair Labor Standards Act / Davis Bacon Act monitoring. We are pleased to be part of the team implementing much needed improvements to this school.

Strategic Plan Updates (Housing)

Bisbee's Owner-Occupied Housing Rehabilitation (OOHR) Program has begun actively fixing properties in the Saginaw Colonia, and anticipates another round of procurement to continue these efforts for other qualified-applicant properties in this area of significant need. We have learned much in developing this program for Bisbee, and are ready to use what we've learned on a more regional scale, as prescribed by Goal 1, Objective 1-B(ii). The Town of Duncan chose to use this year's Regional Account CDBG for OOHR, and this will give us a chance to do just that.

Finally, the addition of an AICP planner with considerable, recent experience in land use, zoning and planning to our Community Development team gives us in-house capabilities to deliver on Goal 1, Objective 1-A ("Provide Housing Land Use TA to Member Entities).

Attachments: None

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: ROBIN DUMAS, ECONOMIC DEVELOPMENT PLANNER II
DATE: MAY 2, 2024
SUBJECT: ECONOMIC DEVELOPMENT PROGRAM UPDATES

CEDS and Economic Advisory Council Update

During this quarter the Economic Advisory Council (EAC) resumed its meetings, this time at an increased pace. The focus of these meetings was to update our Comprehensive Economic Development Strategy (CEDS), namely the Project Priority list. We are on track to deliver the updated CEDS to the Economic Development Administration (EDA) by the end of April. In the first quarter of next year we will engage in a full re-write of the CEDS to make it into a shorter, more targeted and practical document intended to better support the economic development efforts of our Member Entities.

Meanwhile our EAC Meetings are going to be moved back to a Quarterly meeting format with member updates, guest speakers and networking. As part of our EDA scope of work, this summer we will also begin a series of trainings and workshops. These sessions will occur between the quarterly EAC meetings, and will be geared towards the CEDS' focus areas as well as the feedback and suggestions we receive from participants. We therefore welcome any recommendations our communities have as to the content of such workshops.

Brownfield Assessment Grant

At our August 2023 meeting, SEAGO's Executive Board authorized staff to procure and enter into a contract with a consultant to implement the grant. We received five good proposals, and we intend to award the contract to Stantec, Inc. in May. Special thanks to staff from our Member Entities for assisting us in scoring the proposals. SEAGO staff attended a Brownfield workshop in Willcox on April 23rd. We are excited to get started in implementing this grant.

Rural Energy for America Technical Assistance Grant

SEAGO's Executive Board also authorized staff last August to procure and contract with a consultant to implement this grant. We received one proposal from Venture Catalyst, Inc. We intend to award the contract to this company and begin implementation in May.

Recompete: Santa Cruz County and EDA

Santa Cruz County was named a finalist in a nationwide competition for an EDA-funded program called Recompete. The goal of this program is to take a comprehensive approach to closing the prime age employment gap along the I-19 corridor from Nogales to South Tucson. The County was awarded a \$500,000 grant to help in developing the final proposal. Santa Cruz is one of 22 finalists of which eight are expected to be awarded. In the last quarter, SEAGO's Economic Development, Transportation and Area Agency on Aging helped in developing the final proposal, attending workshops, developing proposals and budgets for needed components, providing a letter of support, and helped bring the proposal into harmony with our CEDS through an amendment to the County's entries on our project Priority list. If successful the County and its partners stand to be awarded some \$50 million. We are proud to be a partner in this effort and will report back on what we hope is a successful proposal.

Willcox Theater and Arts

We are pleased to report the Willcox Theater and Arts improvements are about to begin. Dr. Gayle Berry, Executive Director of WTA spoke about the project at our last EAC meeting. A groundbreaking ceremony is scheduled to take place on Friday, May 10th. RSVP's are due by Friday, May 3rd for any who would like to attend. This is an EDA funded project and SEAGO was instrumental in securing funding by providing WTA with an Environmental Review Record which was included in their funding application. SEAGO has assisted with procurement and once construction begins we will provide assistance with Fair Labor Standards Act compliance.

Strategic Plan Updates

Notable progress on SEAGO Strategic Plan objectives for this quarter include implementation of our Brownfield Assessment Grant (Goal 1, Objective 2.C). Staff has also made efforts to build the regional "incubator coalition" prescribed in Goal 1, Objective 4-A(i). Staff recently joined the Arizona Association for Economic Development (AAED) and attended their annual conference in Lake Havasu City.

Attachments: Willcox Theater and Arts Groundbreaking Ceremony Invitation

Action Requested: Information Only Action Requested Below



*You Are Invited to the
Ground-breaking
for the*

Center of Art and Heritage

Willcox Theater and Arts

118 N Railroad Ave Willcox, Arizona

Friday, May 10, 2024 10:00 a.m.

*Please join us for a light lunch
immediately following the ceremony*

*Celebrating this new chapter of
Willcox Theater and Arts
and Willcox history*

*Please RSVP with name(s) of attendee(s) to
willcoxtheater@willcoxaz.gov by Friday, May 3, 2024*



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: MAY 2, 2024
SUBJECT: AAA REQUEST FOR APPLICATIONS

On April 1, 2024, the SEAGO AAA solicited applications from service providers for Congregate Meals, Home Delivered Meals, Housekeeping, Attendant Care, Home Nursing, In-Home Respite, Legal Assistance, Transportation, and Case Management. In order to give applicants sufficient time to develop and submit their applications for AAA funding, the date set for closing of applications is set for April 26, 2024.

Subaward agreements developed pursuant to the Request for Applications (RFA) will be issued for Fiscal Year 2025, with options to renew subawards for up to an additional four years, as expressed in the RFA. Subaward renewals will be issued in subsequent fiscal years based on the recommendations developed by staff and approved by the Administrative Council and Executive Board.

The Executive Board must consider our tentative subaward recommendations at their meeting on May 17, 2024, so that subaward agreements can be in place and services begun by July 1, 2024. However, the date of application opening only allows staff three working days to review and rank the applications before the date of this Administrative Council meeting. With such a short period of time to review applications, the best we will be able to do is provide the Administrative Council with the Alert State Fiscal Year (SFY) 2025 Allocations. After this meeting, we will continue our application review and develop provisional recommendations for presentation to the Executive Board at their meeting. If you have concerns with this process, we encourage you to review the provisional subaward recommendations to be considered by the Board and provide your Executive Board representative your individual recommendations.

Based on the initial funding levels available from the Arizona Department of Economic Security (ADES) for the AAA services listed above, we have developed the attached AAA funding levels by county area and subaward recommendations for Fiscal Year 2025. It's important to remember that these are only the initial funding levels and they may be increased, or decreased based on subaward negotiations and alerts from ADES.

Attachments: Fiscal Year 2025 Provisional Subaward Recommendations

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the provisional Fiscal Year 2025 AAA subaward recommendations to the Executive Board.

SEAGO AAA Fiscal Year 2025 Subaward Recommendations

Case Management

Available Funding All Counties: \$ **397,434.00**

Provider	Service	Service Area	Contract Amount
Cochise County			
Cochise Health and Social Services	Case Management	Cochise County - All	\$ 198,717.00
Graham County			
Southeastern Arizona Community Unique Services	Case Management	Graham County - All	\$ 49,679.00
Greenlee County			
Greenlee County Health Department	Case Management	Greenlee County - All	\$ 49,679.00
Santa Cruz County			
Santa Cruz County Public Fiduciary	Case Management	Santa Cruz County - All	\$ 99,359.00

Home Care Cluster

Available Funding All Counties: \$ **979,935.00**
 Cochise: \$ 473,937.00
 Graham: \$ 144,021.00
 Greenlee: \$ 64,876.00
 Santa Cruz: \$ 297,101.00

Provider	Service	Service Area	Contract Amount
Cochise County			
Accent Care	Housekeeping	Cochise County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
Lutheran Social Services	Housekeeping	Cochise County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
Graham County			
Accent Care	Housekeeping	Graham County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
Southeastern Arizona Community Unique Services	Housekeeping	Graham County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
Greenlee County			
Accent Care	Housekeeping	Greenlee County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
Greenlee County Health Department	Housekeeping	Greenlee County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
	Home Nursing		TBD
Santa Cruz County			
Accent Care	Housekeeping	Santa Cruz County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD

Home Care Cluster (continued)

Provider	Service	Service Area	Contract Amount
Consumer Direct	Housekeeping	Santa Cruz County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD
Lutheran Social Services	Housekeeping	Santa Cruz County - All	TBD
	Attendant Care		TBD
	In-home Respite		TBD

Meals Programs

Available Funding All Counties: \$			903,766.33
Cochise: \$			361,506.00
Graham: \$			262,092.00
Greenlee: \$			144,603.00
Santa Cruz: \$			135,565.33

Provider	Service	Service Area	Contract Amount
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Cochise County			
City of Tombstone	Congregate Meals	Tombstone	TBD
Douglas ARC	Congregate Meals	Douglas	TBD
	Home Delivered Meals	Southeastern Cochise County	TBD
Mom's Meals	HDM Lotto Funds	Benson, Sierra Vista	TBD
	Home Delivered Meals	Rural Cochise County	TBD

Graham County			
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Mom's Meals	Home Delivered Meals	Rural Graham County	TBD
Southeastern Arizona Community Unique Services	Congregate Meals	Safford	TBD
	HDM-Lotto Funds	Graham	TBD
	Home Delivered Meals	Graham	TBD

Greenlee County			
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Mom's Meals	Home Delivered Meals	Rural Greenlee County	TBD
Southeastern Arizona Community Unique Services	Congregate Meals	Clifton and Duncan	TBD
	HDM-Lotto Funds	Greenlee	TBD
	Home Delivered Meals	Greenlee	TBD

Santa Cruz County			
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Mom's Meals	Home Delivered Meals	Rural Santa Cruz County	TBD
Santa Cruz Council on Aging	Congregate Meals	Nogales	TBD
Senior Citizens of Patagonia	Congregate Meals	Patagonia	TBD

Transportation

Available Funding All Counties: \$ **193,137.00**
 Cochise: \$ 117,814.00
 Graham: \$ 25,108.00
 Greenlee: \$ 50,215.00
 Santa Cruz: \$ -

Provider	Service	Service Area	Contract Amount
Cochise County			
City of Benson	Transportation	Benson Area	TBD
City of Bisbee	Transportation	Bisbee Area	TBD
City of Douglas	Transportation	Douglas	TBD
Volunteer Interfaith Caregiver Program (VICAP)	Transportation	Cochise	TBD
Graham County			
Easter Seals Blake Foundation	Transportation	Graham County	TBD
Greenlee County			
Easter Seals Blake Foundation	Transportation	Greenlee - Clifton	TBD
		Greenlee - Duncan	TBD

Other Services

Available Funding All Counties: \$ -

Provider	Service	Service Area	Contract Amount
Southern Arizona Legal Aid	Legal Counseling	Cochise, Graham, Greenlee and Santa Cruz Counties	TBD

Unobligated Funds

Available Funding All Counties: \$ **23,000.00**

Provider	Service	Service Area	Contract Amount
SEAGO AAA	Caregiver Outreach	Cochise, Graham, Greenlee and Santa Cruz Counties	TBD
	Caregiver Training	Cochise, Graham, Greenlee and Santa Cruz Counties	TBD
	Adaptive Aids	Cochise, Graham, Greenlee and Santa Cruz Counties	TBD
	Caregiver Home Repair	Cochise, Graham, Greenlee and Santa Cruz Counties	TBD

Grand Total - All \$ 2,474,272.33



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: MAY 2, 2024
SUBJECT: AAA PROGRAM & AREA PLAN UPDATES

Administrative:

Since February, we were actively recruiting for two case manager positions. The vacancies being recruited for were for Benson/Willcox and Sierra Vista. These vacancies were a result of a case manager resignation and an internal promotion for **Seana Riffle**, our Case Manager Coordinator who has taken on the Family Caregiver Support Program after Karen Enriquez's retirement in early February. We are very thankful to **Shirley Thomas** who has assisted Seana with the case load and in-person visits, and **Ramona MacMurtrie** and **Yolanda Thomas** who have assisted with the case management phone calls during this time.

Older Americans Act:

On February 6, 2024, the Administration for Community Living (ACL) released a final rule to update regulations for implementing its Older Americans Act (OAA) programs. This is the first substantial update to most OAA program regulations since 1988. The key provisions of the 2024 OAA Final Rule reinforce and clarify policies and expectations, provide guidance for programs authorized since the last update, promote appropriate stewardship of OAA resources, and incorporate lessons learned during the COVID-19 pandemic.

I have and will continue to attend several state driven task forces to discuss, advocate for and assist in revision of the State of Arizona policies and procedures to meet the requirement of full implementation of the changes by October 1, 2025.

Information and Referral:

Below you will find the current breakdown of the client communications methods utilized by our Information and Referral (I&R) team. Telephone inquiries continue to be the most utilized. Although since State Fiscal Year 2021-2022, we have experienced a significant decrease in incoming calls. In addition to this information, you will also find the breakdown by types of callers, with persons over the age of 60 being the highest rate of callers at 42%.

Top 3 Ways I&R Received



Phone
63.6%

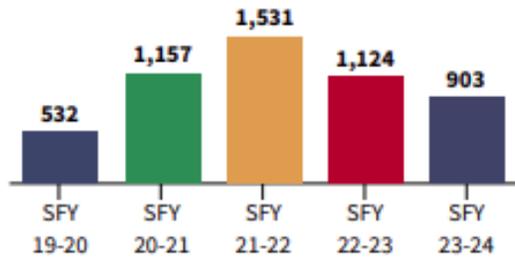


Email
27.6%

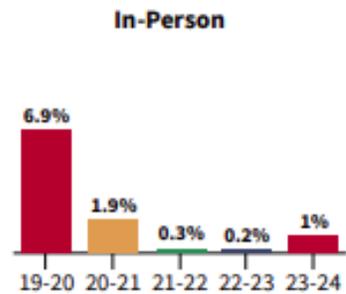
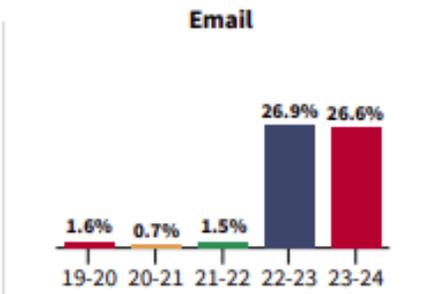
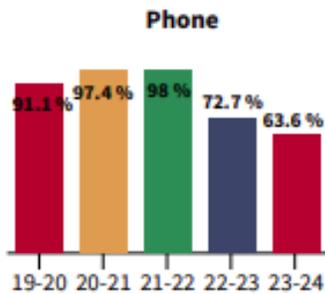


In-Person
1%

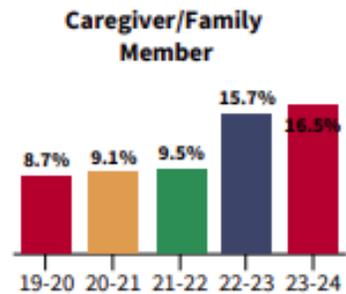
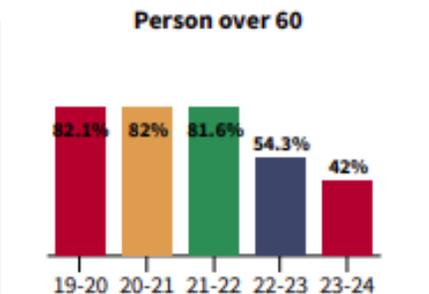
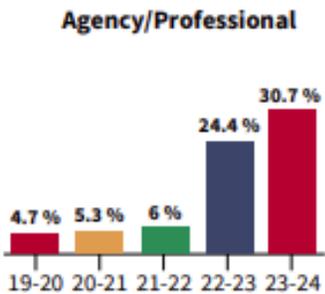
I&R Calls Per SFY



THE BREAKDOWN



Types of Callers



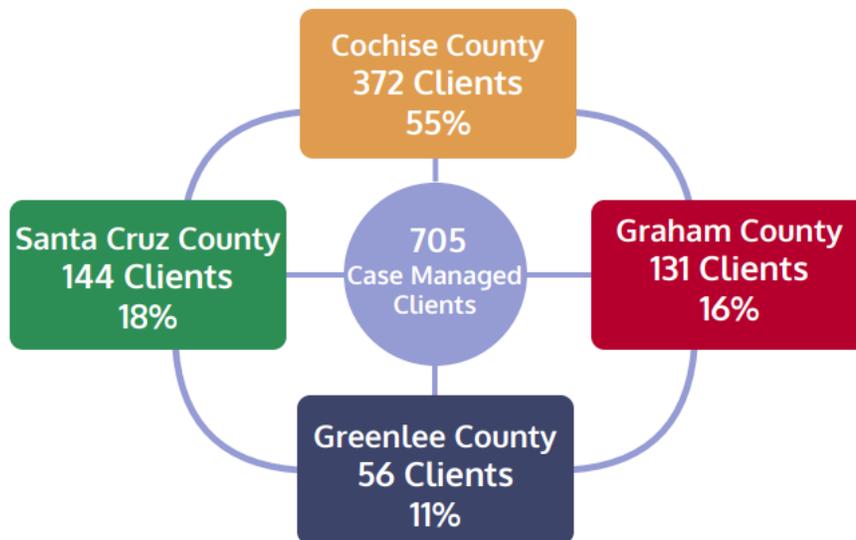
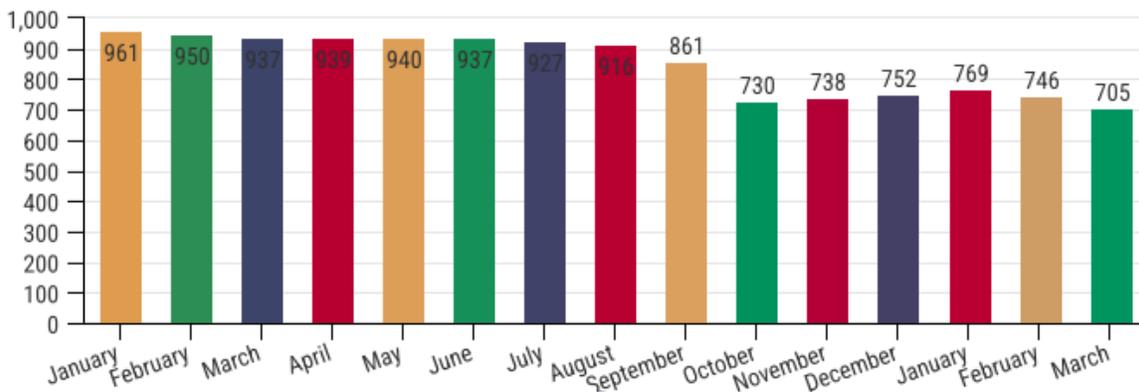
Case Management:

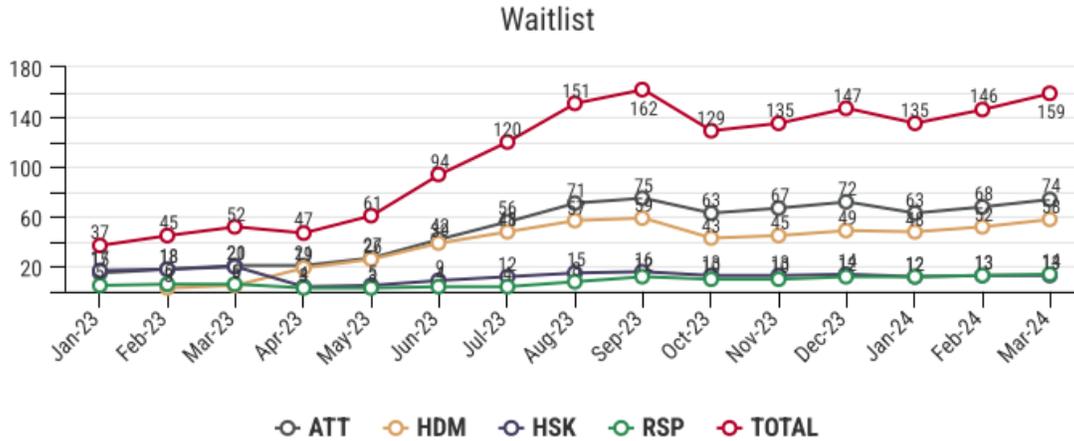


UPDATE

- SEAGO AAA serves 705 clients in case management for home and community-based services. We have 7 case managers. 5 in-house and 2 subcontractors, as well as a Case manager coordinator.
- All Previously open positions have been filled. 2 new Case managers are starting on April 15th for Benson and Sierra Vista.
- Central intake has an excellent referral response time range from 1-2 business days. It continues to be the hub for connecting residents in Region 6 to additional community resources.

Total Monthly Case Load





WAITLIST

- SEAGO AAA has a significant waitlist with 159 clients currently on it. The region has already exhausted its ARPA and COVID Funds and is now relying on Base funding.
- The case managers have reduced the authorized units of services and closed services on clients who no longer qualify or have other resources. This process will help us determine the availability of services and start reducing the waitlist.
- As of April, the first case managers are operating under open-one, close-one procedures.

Older Americans Month:

Every year, the Administration for Community Living leads the nation's observance of Older Americans Month (OAM) in May. The theme for 2024 is **Powered by Connection**, which recognizes the profound impact that meaningful relationships and social connections have on our health and well-being. We will explore the vital role that connectedness plays in supporting independence and aging in the place by combatting isolation, loneliness and other issues. The SEAGO – Area Agency on Aging (AAA) will celebrate individuals who continue to make a positive impact in their communities by volunteering their time and love to others. The opportunity to nominate our heroes in the communities was presented, and those selected by an assigned committee, which excluded AAA staff, will be given public recognition during the month of May at the following locations:

- Cochise County:
 - Tombstone Senior Center – Friday, May 3, 2024 from 11:30 am to 1:00 pm
 - Douglas Senior Center ARC – Monday, May 13, 2024 from 1:00 pm to 2:30 pm
- Graham County:
 - Safford Senior Citizen Center – Tuesday, May 7, 2024 from 10:00 am to 11:30 am
- Greenlee County:
 - Clifton Senior Center – Wednesday, May 8, 2024 from 8:30 am to 10:00 am
 - Duncan Senior Center – Wednesday, May 8, 2024 from 11:00 am to 12:30 pm
- Santa Cruz County:

- Santa Cruz Council on Aging – Thursday, May 23, 2024 from 11:00 am to 12:30 pm
- Senior Citizens of Patagonia – Friday, May 31, 2024 from 12:00 pm to 1:30 pm

Request for Applications:

Every five years, we are required to go through the process of Request for Applications (RFA) for the services provided through the AAA programs. This allows current providers to reapply and make rate adjustments as well as new providers the opportunity to apply for subawards. We have begun the RFA process for State Fiscal Year 2025. The Tentative RFA Timeline is as follows:

RFA Opens	4/1/2024
Pre-Application Conference	4/5/2024 9:30am - 12:00pm
RFA Closes	4/26/2024
Deadline for receipt of UPLOADED Applications	4/26/2024 5:00 pm
Review of Competing Applications by Committee	4/30/2024 - 5/1/2024
Notice of Intent to Award and Rejection Letters to Prospective Applicants	5/3/2024
Recommendations made to SEAGO Executive Board	5/17/2024
Subaward Negotiations	5/20/2024 - 5/31/2024
Award Letters sent to Providers	6/3/2024
Subaward Agreement Distribution	6/3/2024 - 6/15/2024
Agreement Returned to SEAGO AAA for final review/execution	6/25/2024
Services Begin	7/1/2024

AREA PLAN ON AGING SECOND QUARTER UPDATE

Description:

The SFY24/28 Area Plan on Aging focuses on **Five Goals, 15 Objectives, and 44 Action steps** in meeting the outcome for these four years. In this process, the ACOA will receive quarterly updates on a few accomplishments each program coordinator and AAA Admin is working towards achieving. In your packet, you will find a brief update from each program that highlights at least three action steps toward meeting the goal and its objective. The overall goal is that you are given enough information to help you understand that the AAA is moving in the right direction. At the end of the fiscal year, we will provide you with the entire AP template showing each area for the year. You will have the opportunity to comment and request changes for the following year if needed.

A summary of the following program updates are as follows:

Health Promotion and Disease Prevention Program

- **1.2.B - 1.2.C:** HPR Coordinator continues to meet with partners of AAA and is always looking for new volunteers for A Matter of Balance and Tai Chi classes. There is a very positive response to become Tai Chi instructors and HPR Coordinator is working with a Tai Chi Master Trainer in Tucson to expand the program in Southern Arizona. HPR Coordinator attended a training in March and has received her certification as a Tai Chi instructor and continues to acquire needed certifications required for the position. HPR Coordinator has two (2) new qualified volunteers, this makes a total of seven (7) volunteers for this program. HPR Coordinator is in the process of signing on four (4) more volunteers.
- **2.1.C:** HPR Coordinator currently has one A Matter of Balance class in Bisbee and another being planned for Duncan. Tai Chi classes will resume in April in Nogales and will run through the summer. There has been a pause in Tai Chi classes in Santa Cruz County as one of the instructors was out with a hip replacement. HPR Coordinator is currently trying to recruit a Spanish speaking Tai Chi instructor in Nogales.
- **3.1.B:** HPR Coordinator is working on getting the READI Meals (Real Emergency and Disaster Innovative) program up and running for congregate sites in the area by attending trainings to learn the process of food preservation. The goal is to use leftover and surplus food and freeze dry it for emergencies. The extended shelf life will provide healthy meals for those who may be home bound during an emergency.

Family Caregiver Support Program

- **1.1.C, 1.3.B Trualta:** Total Enrollments- 89 Caregivers, 756 content views, and 113 Trainings completed.
 - FCSP Coordinator is providing Trualta professional development to Case Management staff by facilitating Trualta trainings and Trualta Best Practice-Q+A presentations. By utilizing Case Managers to identify, educate and enroll family caregivers on Trualta we optimize the program's success and can expand the efficiency and capacity of the Family Caregiver Support Program.
 - Trualta now offers an English or Spanish language toggle for the portal, SEAGO AAA Case Managers in those predominantly Spanish communities are now able to offer caregiver skill-based education. This expands FCSP capacity to provide inclusive community outreach and awareness of caregiving skill-based learning.
- **1.2.B Senior Connect/ Circle of Care:** In February, a new FCSP coordinator took the helm, committed to advancing connections and bolstering support groups. This coordinator is devoted to expanding the network and reinforcing existing support structures to better serve caregivers in need. The "Circle of Care" Caregiver Support and Sharing program has continued to flourish. Building upon established partnerships with the "Senior Connect" network and AzCHOW, Community Health Workers, Douglas, the initiative has expanded its reach and impact. Through the availability of a virtual platform and regular in-person support group gatherings, the program has effectively addressed the diverse needs of caregivers, fostering a growing community of support. This approach has facilitated increased participation, enabling caregivers who are home-bound or unable to attend physical meetings to connect and access vital information and resources. As a result, the program continues to thrive, making a meaningful difference in the lives of caregivers across our region.
- **2.1.B:** Volunteer recruitment The FCSP has conducted outreach in numerous communities to recruit volunteers and is currently engaged in the process of identifying volunteer interest.

State Health Insurance Program and Senior Medicare Patrol

- **2.1.A:** The collaboration among Central Intake, SEACUS, and the Salvation Army has boosted monthly beneficiaries by 25% through referrals.
- **2.1.B, 5.1.B:** The SHIP/SMP program has connected with three new future volunteers in Region VI and has received contact information from interested individuals.

- **1.1.C, 3.1.A:** SHIP/SMP services and events have been promoted in the community through media and partnerships with SEACUS, Nogales Chamber of Commerce, and SEAGO Area Agency on Aging ACOA.
- **2.1.C:** The goal of SHIP/SMP is to promote awareness and education in our communities on ways to prevent future penalties. SMP aims to increase awareness of fraud and scams by empowering Medicare beneficiaries to protect themselves from scammers by staying informed of the latest trends. SHIP/SMP has collaborated with partners and utilizing Newsletters, Constant Contact, Facebook, and one-on-one counseling sessions, and has distributed flyers in Spanish and English throughout Region VI.
- **3.3.A:** The South-Eastern Arizona Elder Abuse Taskforce (SEAEAT) is working towards expanding its reach throughout Region VI with the help of existing partnerships and community outreach. The coordinators of SHIP/SMP, Long Term Care Ombudsman have started conducting presentations in the community to explain SEAEAT's efforts to prevent elder abuse.

Long-term Care Ombudsman

The Long Term Care Ombudsman and Volunteers continue seeing the skilled nursing and assisted living facilities in Region VI. The Ombudsman Coordinator continues to recruit volunteers in Spanish-speaking areas.

- **3.3.B:** A new LTCO Volunteer has put all the training hours in with the state and now needs seven more hours of facility training as of 3/18/24.
- **1.2.B:** The LTCO will help with planning and attending seven older American events throughout Region 6.
- **2.1.B:** Southeastern Arizona Elder Abuse Taskforce (SEAEAT). The SEAEAT team is planning 5 WEAAD events throughout Region 6. Nogales June 5th, Safford June 18th. Duncan June 19th, Benson June 25th, Tombstone 28th. We are still in the planning stages and recruiting vendors.

Case Management and Information & Referral

- **1.1.C, 4.1.B Trualta:** serves as a crucial resource for new caregivers, providing access to resources and promoting our programs. Working closely with case managers, our objective is to increase awareness of this resource among all pertinent parties within our network. This includes strengthening the bond between caregivers and case managers. Notably, the integration of FCSP and CMG programs under a single coordinator enhances our ability to coordinate and amplify our outreach efforts. Leveraging our existing community forums and outreach tools, we will effectively disseminate information about Trualta and its benefits to caregivers and others in our network. Central Intake: FCSP highlighted the utilization tracking enhancements facilitated by the Trualta platform, central intake, and the transition of Case management in two of our most serviced counties. These measures enable us to effectively monitor the utilization of caregiver services, units, and education provided
- **2.1.A:** The Central Intake unit screens and identifies gaps in service by referring clients to the appropriate programs and resources. Before central intake was established this process was more convoluted and less adhered to by relevant entities.
 - The expansion of AAA's central intake position to a full-time position has been successful. The two part-time intake specialists have been trained to provide callers with information on local, state, and federal resources. They are also well-versed in educating callers on volunteer opportunities and how to access additional resources such as the AAA App, webpage, and Facebook. We now have a referral turnaround time of 24- 48 hours.
- **2.1.C:** Through extensive outreach efforts, both in-person and via social media channels, the CMC has successfully established meaningful connections and initiated partnerships with key organizations, including the Northern Cochise Community Hospital and the Easter Seals Blake Foundation. These partnerships signify the beginning of collaborative endeavors aimed at enhancing community support and services.

- **3.2.A:** The CMC remains committed to its ongoing effort of conducting monthly training sessions tailored for Case Managers, with a specific focus on bolstering and sustaining Home and Community Based Services (HCBS). This strategic initiative is designed to empower our team with the requisite expertise and competencies needed to facilitate older adults' ability to age in place, thereby mitigating the expenses linked to institutionalized long-term care.

Attachments: None.

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MAY 2, 2024
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 groundwork 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 the 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: To date, SEAGO has completed over 65% of our local road network. The Vaisala contract was set to expire on April 1, 2024. At our January TAC meeting, the TAC voted to extend the contract an additional 12 months. On April 4, 2024, our Executive Committee approved a TIP Amendment using STBG funds in the amount of \$105,000 to extend the project an additional 12 months through March 31, 2025.

RTAC Priority Project List: Last year, the SEAGO TAC developed a list of local projects for submission by RTAC to the State Legislature for consideration in the FY24 State Budget. The list was approved by the SEAGO Administrative Council and Executive Board in August 2023. On May 11, 2023, the Governor signed into law a \$17.8B state budget for State Fiscal Year 2024. Transportation infrastructure fared very well, receiving \$653.5M in one-time revenues. The SEAGO Region did very well securing over \$30 million in projects. In addition, SVMPO planning area secured almost \$10 million in projects. RTAC requested that Greater Arizona COGs/MPOs develop a project list for FY25 budget discussions.

Update: In June, SEAGO issued a call for projects. The call closed on August 11, 2023. We received 7 applications. In September, the TAC completed an application review and application ranking process. SEAGO's Administrative Committee and Executive Committee reviewed and approved our FY25 RTAC Priority Project List at our October 5, 2023 meeting. This project has been assigned a Bill # (2412). According to the latest RTAC update, the Bill failed to clear committee hearing deadline. It could still be considered for the state budget. However, the state currently has a deficit and the lack of available funding is problematic for any new spending proposal

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 has been developed. SEAGO hosted a Stakeholder Public meeting on March 12, 2024. The meeting was attended by 13 people. SEAGO is currently developing Working Paper #1 that identifies the transit needs identified by those in attendance.*

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 project. Kimley-Horn has been selected as the project consultant.

Update: *Stakeholder meetings were held in each County on February 6 and 7, 2024. Working Paper 1 (WP1) - Safety Analysis has been completed and distributed to the TAC for review and comment. WP1 provides an in-depth review of the historical and current safety analysis for the southeast Arizona region. It also reviews previous and on-going planning efforts in the region and the safety performance. The consultant team is currently drafting a project application for 20th Avenue in Safford/Thatcher.*

Bisbee Transit Route Efficiency Study: In December, SEAGO with support from the City of Bisbee and City of Douglas applied for an FTA Section 5305 Planning grant to conduct the Bisbee Transit Route Efficiency Study. In March, SEAGO was advised that we received a grant for \$75,000. The study will review the current Bisbee Bus route structure and schedule in effort to make it more efficient and cost effective. The study will kick-off in FY25 (July 24).

Action Requested: Information Only Action Requested Below