



SouthEastern Arizona Governments Organization

Meeting of the Advisory Council on Aging

DATE: Thursday, October 17, 2024

TIME: 10:00 A.M. – 12:00 P.M.

In-person @

United Methodist Church 124 South Curtis Ave. Willcox, Arizona 85643

or

Join Zoom Meeting

<https://us02web.zoom.us/j/88330269772?pwd=7ZoA5QM2HdpcsHqogTOm0uAnFXvM0b.1>

Meeting ID: 883 3026 9772

Passcode: 929110

Dial in by Phone

(669) 444 9171

(719) 359 4580

AGENDA

I	CALL TO ORDER/PLEDGE ALLEGIANCE/INTRODUCTIONS	FRANK MONTOYA	
	Staff Presentation: Getting to Know Our Staff	SEANA RIFFLE	
II	ACTION ITEMS		
	1. Approval of the July 18, 2024 minutes***	FRANK MONTOYA	1
	2. Open floor for nominations to vacant seats***	FRANK MONTOYA	5
	3. Updated ACOA Bylaws	FRANK MONTOYA	9
III	INFORMATION ITEM		
	1. SEAGO-AAA Program Updates	CELESTE VASQUEZ	20
	2. Area Plan On Aging Updates	CELESTE VASQUEZ	24
IV	MEMBER/STAFF INFORMATION EXCHANGE	FRANK MONTOYA	
V	SCHEDULE OF NEXT MEETING January 16, 2025 (third Thursday of the quarter)	FRANK MONTOYA	
VI	ADJOURNMENT	FRANK MONTOYA	

***Agenda items requiring action by the Advisory Council on Aging. NOTE: All agenda items are subject to action by the Advisory Council on Aging. Individuals with disabilities who require special accommodations may contact Michele Miller at (520) 432-2528 extension 220 at least 72 hours before the meeting to request such accommodations.

MINUTES

Meeting Minutes SEAGO Area Agency on Aging, Region VI ADVISORY COUNCIL ON AGING

Thursday, July 17, 2024

10:00 am – 12:00 pm.

United Methodist Church 124 South Curtis Ave.
Willcox, Arizona 85643

MEMBERS PRESENT:

Frank Montoya, President	Arnoldo Montiel
Arnold Lopez, 1 st Vice President	Sue Baz
Gary Clark, 2 nd Vice President – Proxy	Bob Rivera
Jaime Aguilar	
Jaime Aguilar, Secretary	Lisa Lane
Kathy Spangler	Ricky Martinez - Zoom

MEMBERS NOT PRESENT:

Eva McElroy
Susan M. Lange

STAFF PRESENT:

Director Celeste Vasquez , AAA Program Keith Dennis, SEAGO Executive Director
Director - Zoom
Michele Miller, Office Specialist
Shi Martin, Long Term Care Ombudsman

1. CALL TO ORDER/CALL TO ORDER/PLEDGE ALLEGIANCE/INTRODUCTIONS

President Frank Montoya called the meeting to order at 10:08 AM.

Members recited the Pledge of Allegiance.

Michele Miller called roll.

Staff Presentation: Getting to Know Our Staff – Shi Martin

Shi Martin, AAA Long Term Care Ombudsman, spoke of her life experiences and how she came to work at SEAGO, Area Agency on Aging. The ombudsman's program currently has two volunteers and a Spanish speaker coming onboard soon. Thirty-two hours of federal training is required to become an ombudsman. The Long-Term Care Ombudsman Program (LTCOP) grew out of efforts by both federal and state governments to respond to widely reported concerns that our most frail and vulnerable citizens (those living in long-term care facilities) were subject to abuse, neglect and substandard care. These residents also lacked the ability to exercise their rights or voice complaints about their circumstances. The primary purpose of the Long-Term Care Ombudsman Program is to identify, investigate and resolve complaints made by or on behalf of residents of nursing homes, assisted living facilities, and adult foster care homes.

MINUTES

The LTCOP will make every reasonable effort to assist, advocate, and intervene on behalf of the resident. When investigating complaints, the program will respect the resident, maintain their confidentiality, and will focus complaint resolution on the resident's wishes.

In addition to identifying, investigating and resolving complaints, the LTCOP:

- Educates residents, families, facility staff and the community about long term care issues and services
- Promotes and advocates for residents' rights
- Assists residents in obtaining needed services
- Works with and supports family and resident council

II ACTION ITEMS

1. Approval of the April 18, 2024 minutes

Sue Baz moved to approve the April 18, 2024 meeting minutes, Lisa Lane seconded. The motion pass unanimously by those present.

2. Open floor for nominations to vacant seats***

Frank Montoya reviewed the current six (6) vacant seats, Cochise County, the City of Bisbee, Huachuca City, City of Willcox, and one (1) County Unincorporated seat; Graham County, the Town of Pima; and Greenlee County, and the Town of Duncan.

Director Vasquez announced that Stephanie Estrada, SEACUS has expressed interest in becoming the representative for Town of Duncan.

Bob Rivera moved to appoint Stephanie Estrada, Town of Duncan, to the ACOA Board. Lisa Lane seconded. Motion passed unanimously by those present.

Arnold Lopez, Safford, volunteered to remain in his board seat until another board member can be found.

Director Vasquez asked if the current officers can remain seated since all current officers are on their first term. AAA staff has received a resignation notice from Kim Jackson, she was on her second term and Jane Hancock has stated she does not want to pursue a 2nd term.

Arnoldo Montiel requested all current ACOA officers remain for a second term.

Arnold Lopez asked how to get new board member nominated. He has spoken to a couple of people, in Graham County, that he feels would be a good fit for the board. Brenda Chacon lives in the City of Safford, could she represent Graham County unincorporated? Lopez questioned the wording of the Bylaws, Article III, Membership and its possible limiting effect on recruiting new board members.

ARTICLE III-MEMBERSHIP, Section 1

"However, when a vacancy occurs in representation from an incorporated city or town, the SEAGO member entity representative from the city or town must approve the nomination of any person from outside their incorporated boundaries."

MINUTES

Will this language impede nominations in the future?

Keith Dennis stated ACOA nominations are referred to the SEAGO Executive Board for approval. The adoption of the new ACOA Bylaws can be moved to the October ACOA board meeting, if a little word massaging is necessary.

Arnold Lopez made a Motion to nominate Brenda Chacon to the ACOC Board, as the Unincorporated Graham County. Bob Rivera seconded. Motion passed unanimously by those present.

Keith Dennis stated these nominations will be presented to the Executive Board, at their next meeting in Duncan, August 16th, as an Action Item. Bob Rivera asked for Brenda Chacon's bio, at the next ACOA meeting.

The board discussed the difficulty in recruiting members to the board, and the importance of the wording for Article III – Membership. There have been past instances that a proposed board member may live close to a city but lives just outside the city limits and the ACOA board has approved that person as the representative for the city. Our president was appointed along that line of thinking. The reason for his appointment was reflected in the minutes and the SEAGO board approved the nomination. The board requested the proposed wording be massaged so it is easier to recruit board members. So if someone has a connection, to a location, could be approved by the board.

It should be easier for someone who is interested in representing our senior population to donate their time, we should welcome them.

Keith stated staff will look at the wording and propose something that makes it easier to nominate board members.

III INFORMATION ITEM

1. SEAGO-AAA Program Updates

Director Vasquez reviewed her memo dated July 17, 2024, on the AAA Program Updates.

Rivera asked for clarification between housekeeping and nursing services.

Vasquez reviewed the difference between client's nursing and housekeeping authorizations and the different unit rate

2. Area Plan On Aging Updates

Director Vasquez gave a brief update for each of the AAA programs, highlighting the action steps taken towards goal and objectives.

3. Strategic Plan Progress Report

Director Vasquez stated there is nothing new to report on with the Strategic Plan but AAA is making good progress in meeting our established goals.

4. Legislative Updates

Director Vasquez reviewed HB2764 and H.R. 7513 as outlined in the ACOA packet.

5. ACOA Bylaws

MINUTES

Director Vasquez stated the Bylaws have not be reviewed or revised since 2007. Keith Dennis and she have reviewed the Bylaws and suggested some changes. The goal with this review is to include more clarity and the defined roles of Secretary, AAA Director and Advisory Council Assistant. She requested input from the Board.

Arnold Lopez asked for clarification on Article III – Membership.

6. **Change in Meeting Location Survey Results**

Director Vasquez reviewed the Meeting Location Survey results, 9 out 14 members voted in favor of a change, for ACOA meeting location, to the Benson Hospital Conference Room, in Benson. This change would move the meeting to a more centrally located area of our region. This change will be effective January 2025.

IV **MEMBER/STAFF INFORMATION EXCHANGE**

Bob Rivera reported, The Eastern Arizona Hispanic Corporation is celebrating Hispanic month, with a fundraiser, it includes a Mariachi band, car show and dinner, July 27th.

Arnoldo Montiel reported the Santa Cruz Senior Center, Congregate site continues to be busy. They also offer Tai Chi and seated Tai Chi classes, which are doing very well.

Frank Montoya, spoke to a Korean War Veteran, in Safford, he was one of three hundred members from his unit and all but six were lost. Mr. Montoya thanked him for serving in the war.

Arnold Lopez reported the Safford Airport is going to host a really good air show for Veteran's Day. He appreciates how the ACOA agenda packet is arranged and distributed, it is easy for him to follow along.

Jaime Aguilar stated there is an ongoing collection of supplies and donations for St. Carlos, New Mexico, after their natural disaster.

Sue Baz stated she continues to work on the upcoming Tombstone Health Fair, June 2025. The Tombstone Pool is continuing to be upgraded, with the help of a grant. It is the oldest continuous running pool, in the country. The upgrades include a splash pool, more parking and cabanas.

Lisa Lane complimented SEAGO/AAA on their Facebook page, she likes the frequent, and relevant postings, great job. The Veterans resource Fair will be October 25 at the Graham Co. Fairgrounds.

V **SCHEDULE OF NEXT MEETING October 17, 2024**

(Third Thursday of the quarter)

VI **ADJOURNMENT**

Jaime Aguilar moved to adjourn the quarterly meeting of the Advisory Council on Aging at 12 p.m. Bob Rivera seconded the motion. Motion passed by all those members present. Meeting adjourned.



ADVISORY COUNCIL ON AGING PACKET

MEMO TO: ADVISORY COUNCIL ON AGING
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 17, 2024
SUBJECT: NOMINATIONS TO VACANT SEATS

The Advisory Council on Aging's (ACOA) revised bylaws dated November 20, 2015, state, under Article III-Membership section 1, that the ACOA consists of eight representatives from Cochise County, four from Graham, and three from Greenlee and Santa Cruz County.

Section 2 states that at least ten of the eighteen members shall be age sixty or older and shall include persons in greatest economic or social need, minority individuals, and participants in services funded through the SEAGO Area Agency on Aging.

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

There are currently six (6) vacant seats, and members are selected to represent incorporated cities, towns, and the unincorporated portions of each county. The current vacancies apply to Cochise County, the City of Bisbee, Huachuca City, City of Willcox, and one (1) County Unincorporated seat; Graham County, the Town of Pima; and Greenlee County, the Town of Duncan.

Nominated representatives will commence their term on the date once approved and appointed by the SEAGO Executive Board, scheduled for **November 22, 2024**.

Attachments: Brenda Chacon's Biography (Graham County's nominee), Stephanie Nabor's Biography (Greenlee County, City of Duncan's nominee), Wanda Leikam's Biography (Cochise County, City of Bisbee's nominee)

Action Requested: Information Only ☒ Action Requested Below

Proposed representatives to the SEAGO Executive Board for appointment to fill vacancies.

9/21/24
My name is Brenda Chacon
and I was born and raised in
Safford, Az. I graduated from
Safford High in 1976. I retired
last year from Safeway. I worked
for them forty five years. I lived
in Tucson for thirty years. Moved
back to Safford in August 2012, my
mother was alone and had Parkinson's.
I recently ran for city council.
My hobbies are golf. I love
animals. I have three cats.
I look forward to working
with everyone and contributing
to help in any way.

Brenda

Stephanie Nabor - Bio



I was born and raised in Safford, Arizona, and graduated from Safford High School in 2004. I attended EAC to pursue nursing and have been happily married for the last 10 years, raising two teenagers.

I have been working with the community since 2006, starting as a Caregiver, then moving on to become a Case Manager, and currently serving as the Director of SEACUS. I am also a member of the Lions Club and chair their Eyesight Conservation Program. Additionally, I am involved with the Gila Valley Food Coalition, Senior Advisory Council, and the Foster Care Review Board. I have received training to lead Matter of Balance courses and to facilitate support groups for the Alzheimer's Association. Moreover, I serve on the Graham County Community Partnership Panel for Freeport McMoRan. My passion has always been to help the elderly and disabled and to meet their needs.

My name is Wanda Lorenia Leikem and I am retired. I am from Bisbee, Arizona and from the Bisbee High School class of 1980, Go Pumas! I had worked as a detention officer, child support debit officer, member service representative, office manager, teller, and secretary to name a few positions. When I was working full time as a secretary at the Cochise County Juvenile Court Services I decided to be a Juvenile Probation officer and needed my degree. During this time I was living in Sierra Vista with my husband, mother and two daughters. I divorced in 1997 and moved back to Bisbee and continued my education and later successfully obtained my desired position as a juvenile probation officer in November of 2000. I received my Bachelors of Arts in Behavioral Science through Western International University at Fort Huachuca and was bestowed the honor of Cum Laude in May of 2000. In 2002 my mother started developing Alzheimers, my oldest had graduated in 1997 from high school, married, divorced and had a baby. My granddaughter passed away in 2009 due to an inherited immune problem from the paternal side, my mother the year previous in 2008. My youngest graduated in 2001, had a child in 2008 and had gallbladder complications and almost died two months after her daughter was born. My youngest had a lump in her back that finally was diagnosed in 2012. She underwent major surgery and since has suffered from pain and has undergone three other surgeries related to the original surgery. I am telling you this because this has been a portion of my life and it has shown me the various aspects of the needs of the elderly, handicapped, debilitating illnesses and the importance of having services.



ADVISORY COUNCIL ON AGING PACKET

MEMO TO: ADVISORY COUNCIL ON AGING
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 17, 2024
SUBJECT: ACOA BYLAWS REVISIONS

The SEAGO Advisory Council on Aging Bylaws were last revised and approved by the Executive Board in May 2007. I have updated these to include more clarity and the defined roles of the Secretary, AAA Director, and Advisory Council Assistant. In addition, they were presented to the Council at the July meeting, and additional edits were made based on the Council's input. The current Bylaws and the revised documents are attached for the Council's review and approval.

Attatchemnts: Bylaws of the SEAGO ACOA; Draft Revised Bylaws of the SEAGO ACOA

Action Requested: Information Only **X** Action Requested Below

BYLAWS OF THE SEAGO ADVISORY COUNCIL ON AGING

ARTICLE I-NAME

- Section 1. The name of this organization shall be the SEAGO Advisory Council on Aging, hereinafter to be known as the Advisory Council.

ARTICLE II-OBJECTIVES

- Section 1. To serve as a forum to allow the elderly of Planning District VI to identify the principal problems confronting them and to determine practical solutions to such problems.
- Section 2. To assess the overall status of the elderly in Planning District VI and to identify and define their priority needs.
- Section 3. To act as the official advocate for the elderly of Planning District VI with respect to their needs, problems and concerns.
- Section 4. To provide liaison between the various private, public, and voluntary groups engaged in or responsible for the administration of programs, services, and facilities utilized by the elderly of Planning District VI.
- Section 5. To explore potential resources at the local, regional, state, and national levels capable of providing additional needed services to the elderly of Planning District VI.
- Section 6. To disseminate information to the elderly of Planning District VI concerning the availability of various services.
- Section 7. To advise SEAGO on all matters relating to the development and administration of the Area Plan on Aging and operations conducted there under.

ARTICLE III-MEMBERSHIP

- Section 1. Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives each from Greenlee, and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated communities within each county. However, when a vacancy occurs in

representation from an incorporated city or town, the SEAGO member entity representative from the city or town must approve the nomination of any person from outside their incorporated boundaries.”

- Section 2. At least ten (10) of the eighteen (18) members shall be age sixty (60) or older, and shall include persons in greatest economic or social need, minority individuals, and participants in services funded through the SEAGO Area Agency on Aging.
- Section 3. Every effort shall be made to select at least one member to represent mental health providers, health departments, colleges, county administration, housing concerns, elected officials, recreation programs, legal issues, and nursing homes.
- Section 4. The Advisory Council and staff shall propose representatives from each sector specified in Sections 1-3 to the Executive Board for appointment to the Advisory Council. Members shall be notified of their appointment to the Advisory Council.
- Section 5. Officers shall be elected annually, the terms of office being one year, or until their successors are qualified and elected. Any vacancies shall be filled by the Advisory Council President.
- Section 6. The President shall not serve for more than three (3) successive one year terms.
- Section 7. Any member not attending two (2) consecutive meetings without just cause will be dropped from membership and another representative (in the same area of representation) appointed as specified in Section 4, **Attendance can be by phone or an alternate may sit in for the member.**
- Section 8. Any member may send an alternate to represent him/her when unable to attend a meeting. This alternate may vote in the place of the member he/she represents. **If using an alternate, the member must utilize a Proxy or alternate fill in form.**
- Section 9. Members appointed by the SEAGO Executive Board shall serve a term of three (3) years. **Each member shall be limited to two (2) consecutive terms. However, in the event that a vacancy cannot be filled in 90 days, a previous member can be reappointed. The Advisory Council on Aging may submit the name of a member to the Executive Board for reappointment for an additional term.**

ARTICLE IV-MEETINGS

- Section 1. Regular meetings shall be held at least four (4) times per year, and shall be scheduled prior to Administrative Council meetings.
- Section 2. Meetings shall be open and advertised per state statute.
- Section 3. Robert's Rules of Order shall govern all meetings unless in express conflict with this Constitution and Bylaws.

ARTICLE V-ELECTIONS

- Section 1. Nominations shall be made from the floor at the April meeting with the prior consent of the nominee.

ARTICLE VI-DUTIES OF OFFICERS

- Section 1. The officers of the Advisory Council shall be the President, First Vice-President, Second Vice-President, and Secretary. Officers shall be seated upon the conclusion of the meeting at which they were elected.
- Section 2. The Advisory Council President shall preside at all meetings of the Advisory Council. The President shall coordinate and construct the meeting agendas with SEAGO staff and perform other such duties as pertain to the office of President, including the right to limit debate and discussion.
- Section 3. In the absence of the President, the First Vice-President shall perform all duties as pertain to the office of President.
- Section 4. Should President, First Vice-President and Second Vice-President be absent, the Secretary shall act as President and shall designate another member to act as Secretary Pro-tem.
- Section 5. The Secretary shall keep or cause to have kept the minutes of the Advisory Council meetings, membership attendance records, and all other designated duties.

ARTICLE VII-AMENDMENTS

- Section 1. Any article or section of the Constitution and Bylaws may be amended or rescinded at any regular meeting of the Advisory Council by a two-thirds (2/3) majority vote of the membership, provided the change has been proposed at one Advisory Council meeting and approved at the next. All amendments are subject to SEAGO Executive Board approval.

These revised Bylaws were proposed to the membership on **April 19, 2007**, approved by the membership on **July 19, 2007**, and approved by the SEAGO Executive Board on **May 19, 2007**



SouthEastern Arizona Governments Organization Area Agency on Aging Advisory Council on Aging Bylaws

ARTICLE I: ESTABLISHMENT

A. The following Bylaws shall govern the proceedings of the Region VI Area Council on Aging (hereinafter referred to as the Advisory Council).

B. Executive Order 70-2 established six Planning Districts in the State of Arizona. Region VI includes Cochise, Graham, Greenlee, and Santa Cruz Counties. Southeastern Arizona Governments Organization (hereinafter referred to as SEAGO) incorporated in that year.

C. The 1973 re-authorization of the Older Americans Act mandated the formation of regional Area Agencies on Aging. The SEAGO Area Agency on Aging and Advisory Council on Aging were formed in 1974.

D. The Advisory Council is a sub-committee of the Southeastern Arizona Governments Organization (SEAGO) Executive Board and serves in an advisory role for the SEAGO Area Agency on Aging (hereinafter referred to as the Agency) as well as a recommending body to the SEAGO Executive Board. “

Functions: The Advisory Council's powers and functions shall include:

1. Recommendation to the Executive Board of any matters its Members deem appropriate for consideration by the Board or which require Executive Board approval.
2. Providing a forum to allow the older adults of Region VI to identify the principal problems confronting them and to determine practical solutions to such issues.
3. Assess the overall status of the older adults in Region VI and identify and define their priority needs.
4. Liaison between the various private, public, and voluntary groups engaged in or responsible for administering programs, services, and facilities utilized by the older adults of Region VI.
5. Exploration of potential resources at the local, regional, state, and national levels capable of providing additional needed services to the older adults of Region VI.
6. Dissemination of information concerning the availability of various services to older adults of Region VI.”

ARTICLE II: VISION, MISSION AND OBJECTIVES

A. Vision: The Vision Statement of the SEAGO Area Agency on Aging, Region VI, is to create age-friendly communities in Southeastern Arizona that encourage and support individuals to live with dignity and choice.

B. Mission: The Mission Statement of the SEAGO Area Agency on Aging, Region VI, is to provide services that empower individual choice, independence, and dignity for our aging and disabled population and their caregivers.

C. Purpose: The purpose of the Advisory Council is:

1. To act as the official advocate for the older adults of Region VI with respect to their needs, problems, and concerns.
2. To advise the Agency on all matters relating to the development and administration of the Area Plan on Aging and operations conducted there.

D. Functions: The Advisory Council shall perform the following functions:

7. To serve as a forum to allow the older adults of Region VI to identify the principal problems confronting them and to determine practical solutions to such problems.
8. To assess the overall status of the older adults in Region VI and to identify and define their priority needs.
9. To provide liaison between the various private, public, and voluntary groups engaged in or responsible for administering programs, services, and facilities utilized by the older adults of Region VI.
10. To explore potential resources at the local, regional, state, and national levels capable of providing additional needed services to the older adults of Region VI.
11. To disseminate information concerning the availability of various services to older adults of Region VI.

ARTICLE III: COMPOSITION AND MEMBERSHIP

A. Composition: The Advisory Council shall represent the community and ensure the Agency's leadership role is enhanced and strengthened. The Advisory Council shall be composed as follows:

1. Eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives each from Greenlee and Santa Cruz Counties. Representatives may reside in any incorporated or unincorporated communities within each County.
 - a) At least ten (10) of the eighteen (18) members shall be age sixty (60) or older. Every effort shall be made to ensure the inclusion of persons with the greatest economic or social need, minority individuals, and participants in services funded through the Agency.
 - b) Every effort shall be made to select at least one member representing mental health providers, health departments, colleges, County administration, housing concerns, elected officials, recreation programs, legal issues, and nursing homes.
2. The Advisory Council and staff shall propose representatives from each sector as specified in this Article to the SEAGO Executive Board for appointment to the Advisory Council. Members shall be notified of their appointment.
3. Any Member absent from two (2) consecutive meetings without just cause will be dropped from Membership, and another representative (in the same area of representation) will be appointed as specified in this Article. Attendance may be by phone or other remote access method.
4. Any Member may send an alternate to represent them when unable to attend a meeting. This alternate may vote in place of the Member they represent. The Member must utilize a Proxy or alternate fill-in form if using an alternate.

B. Nominations, Appointments, and Terms: Nominations will be subject to the following procedures:

1. The Agency will publicize Advisory Council vacancies as they occur. The Agency will include the general public and target key constituencies of older adults and other groups identified in this Article.
2. Interested individuals will make their desire to participate on the Advisory Council known to the Agency Director.
3. The Advisory Council Membership will present nominees for a vote during a regular meeting. If the vote is affirmative, the nomination will be forwarded to the SEAGO Executive Board for a vote.

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

ARTICLE IV: OFFICERS

A. Titles: The Officers of the Advisory Council shall be the President, First Vice President, Second Vice President, and Secretary.

B. Duties:

1. President: The Advisory Council President shall preside at all meetings of the Advisory Council. The President shall coordinate and construct the meeting agendas with Agency staff and perform other duties that pertain to the office of the President, including the right to limit debate and discussion, fill Officer vacancies, and call a Special Meeting.
2. First Vice President: In the absence of the President, the First Vice President shall perform all duties as pertain to the office of President.
3. Second Vice President: In the absence of the President and the First Vice President, the Second Vice President shall perform all duties as pertain to the office of President.
4. Secretary: Should the President, First Vice President, and Second Vice President be absent, the Secretary shall act as President and designate another Member as Secretary Pro tem.

C. Nomination and Terms:

1. Officers shall be elected by majority vote annually, the terms of office being one (1) year, or until their successors are qualified and elected.
2. Officers shall be seated upon the conclusion of the meeting at which they were elected.
3. Nominations will be made from the floor at the April meeting with the nominee's consent.
4. The President shall not serve for more than three (3) successive one-year terms.

D. Vacancies: Should an Officer become unable or unwilling to finish their term, the President shall appoint a Member to fill the vacancy until the next election of Officers at the April meeting.

E. Recall:

1. An Officer may be recalled for cause by petitioning a majority of the Members. A recall petition must be submitted at a regular meeting and treated as a privileged motion.
2. A motion to recall any Officer must be approved by the majority vote of the Advisory Council at the regular meeting immediately following the motion's approval. Election to fill the vacancy shall be held at the same meeting.

ARTICLE V: MEETINGS

A. The following general criteria shall govern the transaction of business:

1. The Advisory Council shall hold four (4) regular meetings per calendar year in January, April, July, and October. The President may call a special meeting at any other time if necessary.
2. All meetings shall be open and advertised to the public and adhere to the Arizona Open Meeting Law.
3. Robert's Rules of Order shall govern all meetings unless in express conflict with this Constitution and Bylaws.

ARTICLE VI: AGENCY STAFF

A. Agency Director:

1. The Agency Director or designee is the liaison between the Advisory Council and the SEAGO Administrative Council, the SEAGO Executive Board, and the Arizona Department of Economic Security Division of Aging and Adult Services.
2. The Agency Director or designee receives and disburses all Older Americans Act funds and keeps an accurate record.

B. Advisory Council Assistant: The Agency Director shall designate a staff member as the Advisory Council Assistant. The Assistant shall keep or cause to have kept the minutes of the Advisory Council meetings, Membership attendance records, and all other designated duties.

ARTICLE VII: AMENDMENTS

Any Article or Section of these Bylaws may be amended or rescinded at any regular meeting of the Advisory Council by a two-thirds (2/3) majority vote of the Membership. All amendments require SEAGO Executive Board approval.

ARTICLE IX: EFFECTIVE DATE

These Bylaws shall become effective immediately upon being accepted by a majority of the official representatives of the Member Entities of the SouthEastern Arizona Governments Organization.

These Bylaws were discussed by the Advisory Council on Aging at their regular meeting on July 18, 2024, approved by the Advisory Council at their regular meeting on October 17, 2024, and approved by the SouthEastern Arizona Governments Organization Executive Board on November 22, 2024. They supersede the previous version adopted on May 19, 2007.



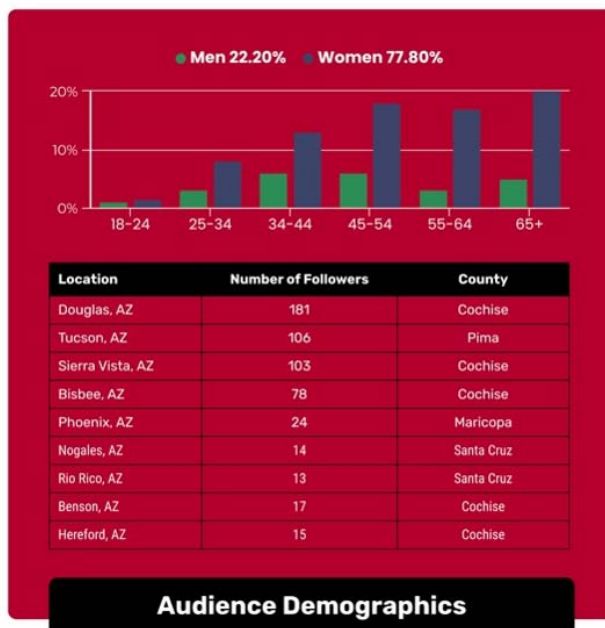
ADVISORY COUNCIL ON AGING PACKET

MEMO TO: ADVISORY COUNCIL ON AGING
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 17, 2024
SUBJECT: AAA PROGRAM UPDATES

Administrative:

- The Health & Nutrition Program Coordinator position remains vacant. It has been open since April 2024. We have posted it on various social media and recruiting platforms, as well as in the local newspapers, but we have had no luck finding a qualified candidate.
 - o Having this position open for such an extended period has delayed completing the research and implementation of the READI meals program and the overall program growth.
 - o Shi Martin, our Ombudsman, has graciously agreed to continue to cover the position until it is filled.

I am happy to report that our Facebook page seems to be getting more attention and community interaction. To date, the following are our social media stats:

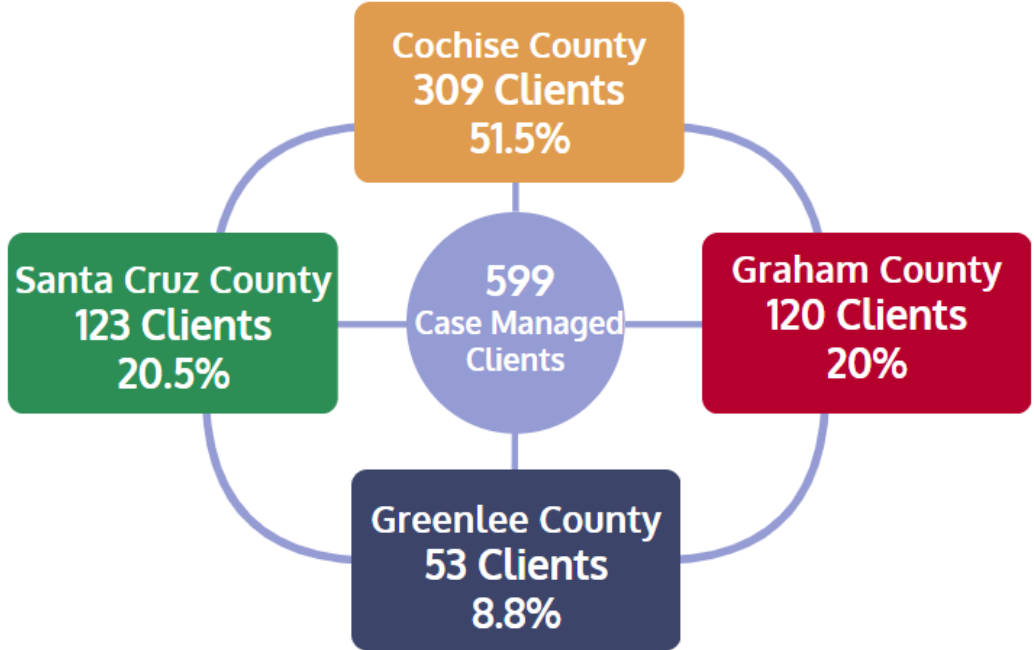


Case Management:

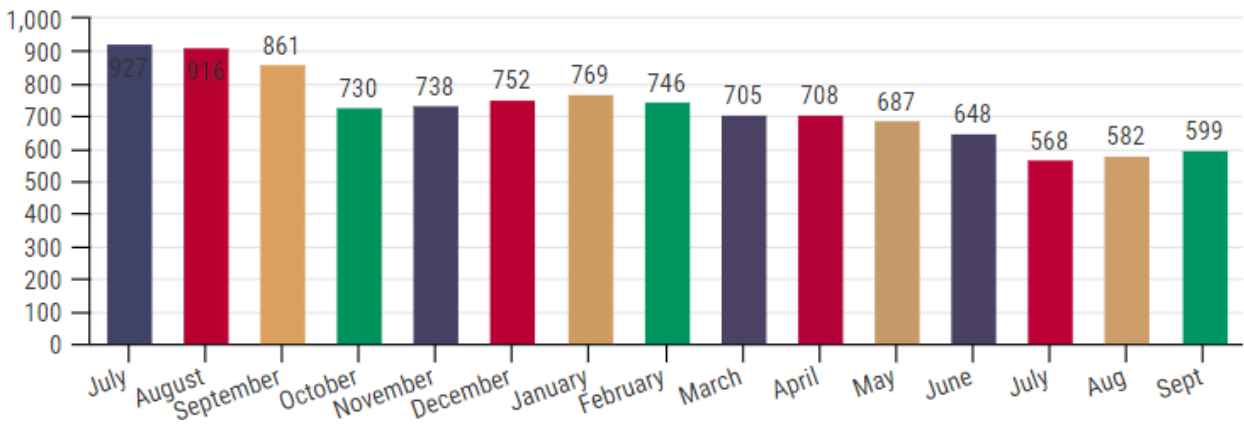


UPDATE

- SEAGO AAA serves 599 clients in case management for home and community-based services. We have 6 case managers. 4 in-house, 2 subcontracted, and a Case manager coordinator.
- Current Caseloads are below 120 clients per case manager
- SEAGO AAA has no plans to waitlist Case management



Total Monthly Case Load

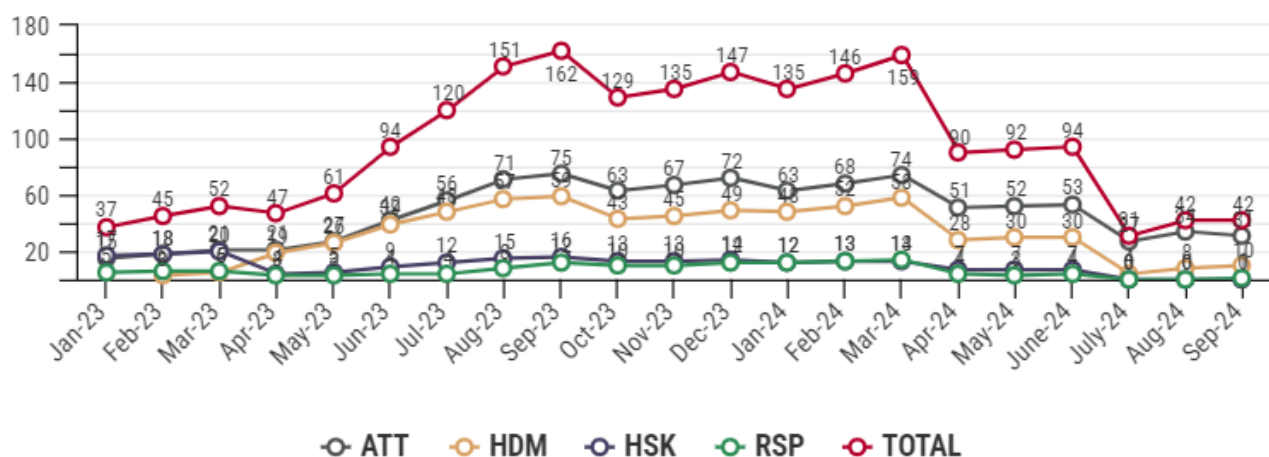




WAITLIST

- Effective June 1st, All new HDM, ATT, and RSP clients are going to the waitlist.
- We are closely watching unit utilization. We will focus on increasing service units for existing clients who could benefit from more than 8 hours a month of ATT. We will also prioritize removing high-need clients from the waitlist when possible.
- Our focus is on quality of service rather than the quantity of clients.

Waitlist



Information & Referral Central Intake:

Below is the updated data for our Information & Referral (I&R) Team.

Top 3 Ways I&R Received



Phone
59.2%

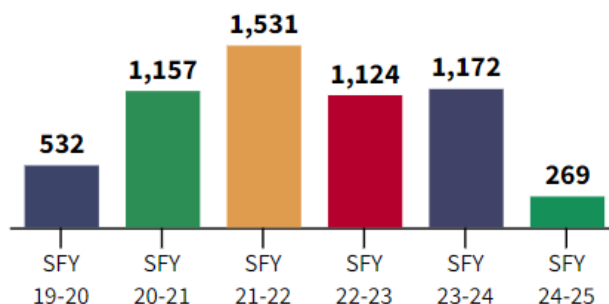


Email
36.7%



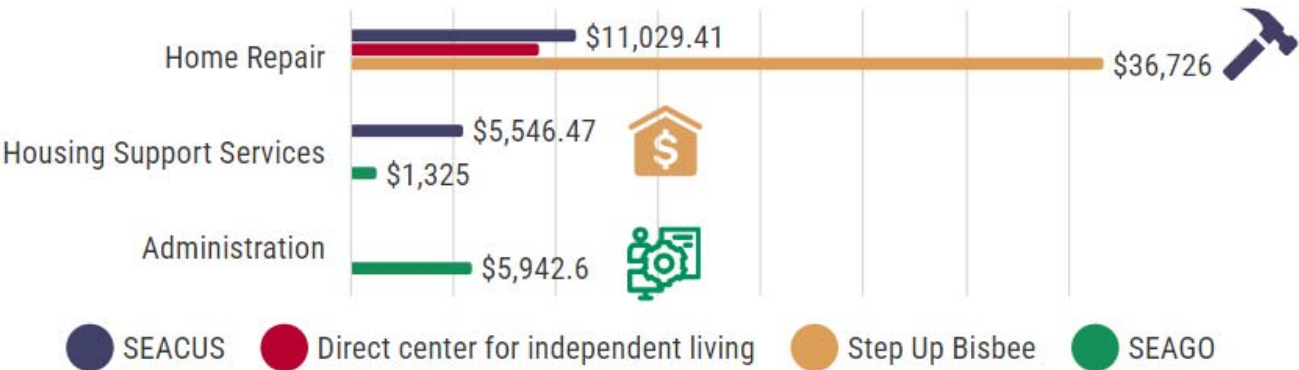
In-Person
3.8%

I&R Calls Per SFY

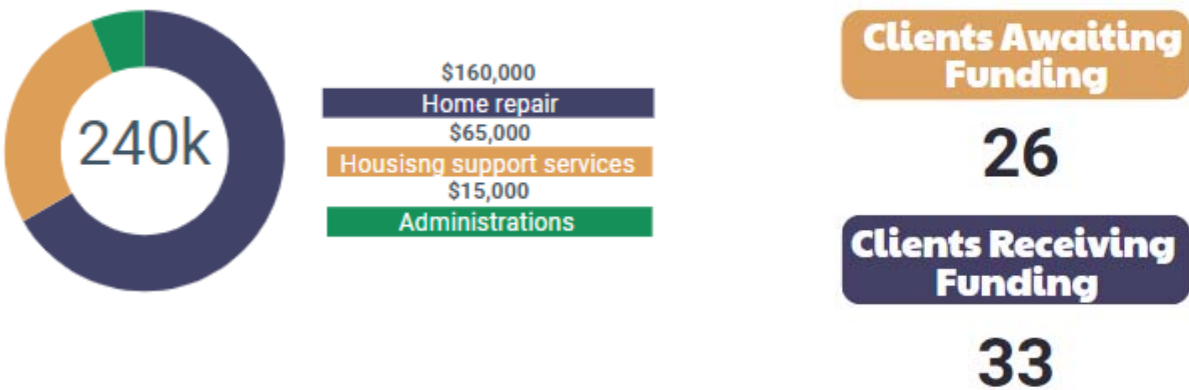


Housing Assistance Program:

The use of SB1720 funds continues to rise. We have utilized 26% of our funding at this time. Our current dashboard is below.



Total Utilized to Date: \$62,857.50



Action Requested

X Information Only

Action Requested Below



ADVISORY COUNCIL ON AGING PACKET

MEMO TO: ADVISORY COUNCIL ON AGING
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 17, 2024
SUBJECT: AREA PLAN ON AGING UPDATE

Description:

The SFY24/28 Area Plan on Aging focuses on **five goals, 15 objectives, and 44 action steps to meet** 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 highlighting 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:

State Health Insurance Program and Senior Medicare Patrol

- **1.1-C, 3.1-C** The SHIP/SMP services and events are currently being promoted through various partners, including Health Care Centers, Senior Centers, Libraries, and social media. Promotion is being done through Constant Contact, Facebook, Chamber of Commerce, and newsletters throughout Region VI to help advertise Medicare Open Enrollment dates and locations, and appointments are being taken throughout Region VI.
- **2.1-A** Connections throughout Region VI have facilitating future partnerships and referrals. Currently AAA has partnered with Canyonlands Health Center, Mariposa Health Center, Chiricahua Health Center, and in the process of partnering with Gila Health. Allowing AAA services in rural areas.
- **2.1-B, 5.1-C** The SHIP/SMP program has maintained communication with all five volunteers with possibility of expanding with two new volunteers. Currently onboarding/discussing training for a data-entry volunteer. Currently SHIP-SMP is preparing for Volunteer training in December.
- **2.1-C** SHIP/SMP raises awareness and educates communities in Region VI by distributing flyers, using social media, giving presentations, and conducting outreach in both Spanish and English. Currently, SHIP-SMP is focused on raising awareness about Medicare Open Enrollment scams. SMP aims to increase awareness of fraud and scams by empowering Medicare beneficiaries to protect themselves from scammers and stay informed about the latest trends.
- **3.3.1-A** The South-Eastern Arizona Elder Abuse Taskforce (SEAEAT), the SHIP/SMP and Long Term Care Ombudsman coordinators have conducted Zoom presentations

with current community partners to explain SEAEAT's efforts in preventing elder abuse. Currently, SEAEAT has connected and partnered with the Director of Community Engagement and Special Projects at the Arizona Attorney General's office. The Arizona Attorney General is scheduled to be a speaker to discuss current trends and preventive measures for the rest of the SEAEAT members.

Case Management and Family Caregiver Support Program

- **1.1.C** - CMC/FCSP aims to empower new caregivers by utilizing the Trualta platform to provide essential resources and promote our AAA programs. CMC/FCSP will continue strengthening the partnership between caregivers and case managers to raise awareness of this valuable tool throughout our network. Engaging with our existing community forums and outreach efforts will create meaningful connections that ensure caregivers and case managers are well-informed and supported. This collaborative approach will enhance the caregiver experience and improve access to vital resources, ultimately benefiting everyone in our community.
- **1.2.A** – The AAA currently has four in-house case managers in Cochise and Santa Cruz counties, two contracted case managers in Graham and Greenlee counties, and one case manager coordinator. Caseloads have been distributed evenly, resulting in an average of 120 clients per Case Manager. The Case Manager Coordinator conducts two Case Management meetings each month to collaborate with providers regarding client needs/issues, as well as to deliver ongoing training and share updates about all AAA programs that serve as resources for clients.
- **2.1.C** - FCSP has identified a significant service gap for our rural community, leading many residents to seek medical care in neighboring counties. We have initiated outreach to local doctors' offices, healthcare facilities, and key partners across all four counties. Additionally, we're leveraging social media to share valuable articles and resources daily to enhance caregiver education and awareness.
- **3.1.D** – FCSP/CMC continues to promote client and family empowerment through caregiver education, Respite care, ATT, HDM, and support groups. Home and Community-Based Services (HCBS) helps older adults remain in their homes, which in turn reduces the costs associated with long-term institutional care. The FCSP and CMG work to ensure that caregivers receive essential training and support, alleviating their burden and improving the overall quality of care provided to older adults via the Trualta Platform, education, and resources.
- **3.2.A** - CMC will assist Case Managers in prioritizing individuals with higher needs for Respite, Attendant Care, and home-delivered meals by analyzing scoring data from Waitlist screening tool to identify clients with critical health issues or limited support. The CMC will assist Case Managers in developing customized care plans, allocating resources effectively, and collaborating with service providers to ensure timely support through ongoing support and continuing education. Additionally, the CMC will facilitate regular follow-ups and provide training for case managers, while implementing a feedback mechanism to promote continuous improvement in care delivery.

Long-term Care Ombudsman

- **3.3- A** The Long Term Care Ombudsman and Volunteers continue to see the skilled nursing facilities and assisted living facilities in Region VI. The Ombudsman Coordinator continues to recruit volunteers in Spanish-speaking areas.
- The Ombudsman attended The Consumer Voice Conference in San Francisco where there was a lot learned and plan to bring back lessons learned to Region VI. We aim to provide our seniors the newest and most impactful resources available and look for ways to implement them in SEAZ.
- **3.3- B** Southeastern Arizona Elder Abuse Taskforce (SEAEAT) We continue to work on the taskforce however attendance has been a challenge. The next quarter we will work

on speaker and participant recruitment to boost the taskforce before the WEAAD session.

Action Requested	X Information Only	Action Requested Below
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