



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MAY 10, 2017
SUBJECT: EXECUTIVE BOARD MEETING

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

Friday, May 19, 2017 at 9 a.m. (Executive Session)
Friday, May 19, 2017 at 10 a.m. (Public Session)
Safford City Annex
808 S. 8th Avenue
Safford, AZ 85548

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting. Click [HERE](#) for a map to the meeting location. Please note that Google does not recognize the location of this address, but the balloon on the map is directly in front of the meeting location.

The Executive Board Packet will be sent to members through the e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

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



EXECUTIVE BOARD AGENDA

**9 A.M., FRIDAY, MAY 19, 2017
SAFFORD CITY ANNEX
808 SOUTH 8TH AVENUE
SAFFORD, ARIZONA**

I.	EXECUTIVE SESSION	Chair Lindsey	
	The Board may vote to adjourn to Executive Session pursuant to A.R.S. §38.431.03 Subsection A.1. for purposes of evaluating the performance of the Executive Director.		
II.	RE-CONVENE PUBLIC SESSION	Chair Lindsey	
	Discussion and possible action relating to the performance evaluation of the Executive Director.		
III.	CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Lindsey	
IV.	MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Lindsey	
V.	CALL TO THE PUBLIC	Chair Lindsey	
VI.	ACTION ITEMS		<u>Page No.</u>
	1. Consent Agenda		
	a. Approval of the February 24, 2017 Minutes	Chair Lindsey	1
	b. Nominations to the Advisory Council on Aging	Laura Villa	7
	2. Discussion and possible action to adopt the SEAGO Five-Year Strategic Plan FY 2018 – FY 2022	Randy Heiss	8
	3. Discussion and possible action to adopt the Area Plan on Aging SFY 2018 – SFY 2021	Laura Villa	12
	4. Fiscal Year 2018 Budget Action Items		
	a. Resolution 2017-02 EDA Grant Authorization	Larry Catten	18
	b. Discussion and possible action regarding the proposed Fiscal Year 2018 Assessment Schedule and Budget	Randy Heiss	20

c.	Sustainability of the SEAGO Fund Balance	Randy Heiss	24
5.	Discussion and possible action regarding the proposed revisions to Section 5.6 of the SEAGO Policy Manual	Randy Heiss	26
6.	Discussion and possible action regarding the proposed Fiscal Year 2018 AAA Subaward Renewal Recommendations	Laura Villa	33

VII. INFORMATION ITEMS

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B.	Election of Administrative Council Officers	Randy Heiss	38
C.	Quarterly Finance Report	Diane Pashley	39
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VIII. RTAC REPORT

Kevin Adam

IX. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Lindsey

X. FUTURE AGENDA ITEMS

Chair Lindsey

XI. ADJOURNMENT

Chair Lindsey

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

Individuals with disabilities who require special accommodations may contact John Merideth at (520) 432-5301 extension 212 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 John Merideth at (520) 432-5301 extension 212. 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 Juan Merideth al número (520) 432-5301, extensión 212, por lo menos setenta y dos (72) horas antes de la conferencia.

**MINUTES OF THE SEAGO
EXECUTIVE BOARD MEETING
SCHIEFFELIN HALL
402 E. FREMONT ST.
TOMBSTONE, AZ 85638
FEBRUARY 24, 2017**

OFFICERS PRESENT: Lindsey, Sam (*Chair*)
Rivera, Bob (*Treasurer*)

MEMBERS PRESENT: Barlow, Bill – City of Tombstone
David, Paul – Graham County
Judd, Peggy – Cochise County (*phone*)
Montoya, Louis – Town of Clifton (*phone*)
Mueller, Rick – City of Sierra Vista
O'Donnell, Patrick – Graham County Private Sector Rep.
Ortega, Richard – City of Safford
Schmidt, Mark – Cochise County Private Sector Rep.
Sedwick, Antony – Santa Cruz County Private Sector Rep.
Smerekanich, Ilona – Cochise County Private Sector Rep.

STAFF PRESENT: Catten, Larry - Economic Development Planner
Heiss, Randy - Executive Director
Merideth, John – Grant/Title VI Coordinator
Vertrees, Chris - Transportation Planner
Villa, Laura – AAA Program Manager
Williams, Bonnie - CDBG Program Manager

GUESTS: Adam, Kevin – RTAC
Vos, Susan – Reiger, Carr & Monroe

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Lindsay called the meeting to order at 10:05 A.M. Introductions were made and the Pledge of Allegiance was recited.

Tombstone Mayor Dusty Escapule welcomed the group and expressed his appreciation for SEAGO's assistance over the years with various CDBG projects.

II. MEMBER ENTITIES' DISCUSSION

Councilman Ortega mentioned recent protests in Safford and Mayor Rivera mentioned a recent visit from Congressman Tom O'Halleran with the Thatcher Town Council.

III. CALL TO THE PUBLIC

No one from the public was present.

- C. Quarterly Finance Report; FY2016 Audit (Note: This Information Item was taken out of the order on the agenda at the request of Auditors).

Ms. Susan Vos of Reiger, Carr & Monroe provided the FY2016 Audit report, stating that it was a clean audit with no findings, audit adjustments, or disagreements with management. Ms. Vos responded to questions. Mayor Mueller asked whether SEAGO membership is liable for payment of SEAGO employee retirement benefits and Ms. Vos stated that it would just be SEAGO that is responsible and not it's member entities.

Mr. Heiss provided the quarterly finance report, reporting that SEAGO's Accounts Manager had moved on and that a replacement had been hired but not yet ready to produce an accurate financial report.

Mr. David asked what the current financial outlook for SEAGO was and Mr. Heiss responded that it was very difficult to tell at this point due to the current political climate.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 16, 2016 Minutes

Mayor Rivera mad a motion to approve the minutes of the November 16, 2016 meeting as presented.

MOTION: Mayor Rivera
SECOND: Ms. Smerekanich
ACTION: **11 AYES; 1 ABSTENTION (Sierra Vista)**

2. Election of Officers

Mr. Heiss reported that since there was a new representative from Santa Cruz County, and that individual had not yet served one year on the Executive Board, that person was ineligible to become the Chair pursuant to the current rotation of officers. He reported the Bylaws provide for the following options when this situation arises:

Option 1 – The Board could elect to have the current Chair hold office for no more than one additional annual term;

Option 2 – The next lower officer in the rotation having at least one year of service on the Executive Board would be elevated to Chair;

Option 3 – The Board could elect a Chair from among its membership provided they have served at least one year on the Board.

Councilman Barlow made a motion to select Option 1, leaving the current slate of Officers as-is.

MOTION: Councilman Barlow
SECOND: Councilman Ortega
ACTION: **UNANIMOUS**

3. Consideration of Resolution No. 2017-01

Mr. Heiss presented Resolution No. 2017-01 urging the Arizona Legislature and Governor to direct dedicated transportation funding to its intended uses, and to modernize our transportation infrastructure funding mechanisms. Supervisor David asked how effective resolutions have been in the past. Mr. Heiss responded that the resolution is basically an expression of SEAGO's position on the issue and will be distributed to members of the Legislature and Governor's Office, as well as to RTAC.

MOTION: Mayor Mueller
SECOND: Mayor Rivera
ACTION: **UNANIMOUS**

4. Consideration of the 2017-2018 Transportation Issues Position Statement

Mr. Heiss presented the 2017-2018 Transportation Issues Position Statement as recommended by the SEAGO Transportation Advisory Committee (TAC), stating that Position No. 1, **End the Diversion of Dedicated Transportation Funding**, had already been discussed in Resolution 2017-01.

Position No. 2, **Reject Efforts To Lower The Title 34 Limitation On Use of Local Forces**, Mr. Heiss reported that the Administrative Council, at their February 9 meeting, requested that our position on Issue #2 relating to the Title 34 Limitation on use of Local Forces, be revised to eliminate reference to the now-defunct HB 2143 and raise the statutory limit to \$500,000. Mr. Adam noted the importance of the population threshold.

Mr. Heiss next outlined Position No. 3, **Restore The HURF Exchange Program**, stating SEAGO's position was to support ADOT's efforts to restore and implement the HURF Exchange Program and encourage ADOT to ensure that program processes and procedures are as close as possible to those in place when the program was suspended in 2008.

Mr. Heiss discussed Position No. 4, **Construct The Ultimate Condition For The SR 189 Project In FY19**, stating that SEAGO's position was to encourage ADOT to explore all possible funding options to construct the ultimate condition for SR 189 in FY19 while minimizing any additional impact to industry stakeholders in order to reduce traffic conflicts and congestion, facilitate cross border trade, enhance economic growth, and foster job creation in Arizona.

Mr. Heiss discussed Position No. 5, **Expand Transportation Infrastructure Funding Mechanisms**, stating that SEAGO's position is to urge the Governor, and Legislature to carefully consider and implement the recommendations of the Transportation Revenue Task Force, whether through legislation or referral of a ballot measures to the voters, and urge Congress to implement a long term solution to bring the Highway Trust Fund into balance. Supervisor David commented that it may be good to include language against requiring Counties to raise taxes in order to fund road improvements.

Mr. Heiss discussed Position No. 6, **Support Efforts To Create A United Transportation Plan** that can be integrated into the Statewide Long Range Transportation Plan update.

Mr. O'Donnell made a motion to approve the position statements on transportation issues presented by staff, as recommended by the Administrative Council.

MOTION: Mr. O'Donnell
SECOND: Mayor Mueller
ACTION: **UNANIMOUS**

5. Consideration of the re-appointment of Dustie Robinette as Greenlee County Private Sector Representative

Vice-Mayor Luis Montoya made a motion to re-appoint Ms. Dustie Robinette to a second term as the Greenlee County Private Sector Representative on the Executive Board as recommended by the Administrative Council.

MOTION: Vice-Mayor Luis Montoya
SECOND: Councilman Barlow
ACTION: **UNANIMOUS**

6. Consideration of the appointment of Antony Sedgwick, Jr. as Santa Cruz County Private Sector Representative

Mayor Rivera made a motion to appoint Mr. Antony Sedgwick, Jr. as the Santa Cruz County Private Sector Representative.

MOTION: Mayor Rivera
SECOND: Ms. Smerekanich
ACTION: **UNANIMOUS**

7. Consideration of SEAGO 2017-2021 TIP Amendment #3

Mr. Chris Vertrees outlined the amendments to the 2017-2021 TIP that was approved by the TAC at its January 26 meeting.

Mayor Rivera made a motion to approve SEAGO's 2017-2021 TIP Amendment #3 as recommended by the Administrative Council.

MOTION: Mayor Rivera
SECOND: Mr. O'Donnell
ACTION: **UNANIMOUS**

V. INFORMATION ITEMS

- A. Future Meeting Dates

Mr. Heiss reminded everyone of the March 30th Administrative/Executive Committees conference call and asked the Officers to mark their calendars.

B. Proposed revisions to Section 5.6 of the SEAGO Policy Manual

Mr. Heiss discussed proposed revisions to Section 5.6 of the SEAGO Policy Manual pertaining to employee Educational Assistance as a tool for building and retaining capacity within the organization while guaranteeing SEAGO a return on the investment. He reported that there were further changes to be made and the Administrative Council had tabled the issue to the May meeting for action.

C. Quarterly Finance Report and FY16 Audit (moved to first agenda item)

D. SEAGO Economic Development District Report

Mr. Larry Catten provided the Economic Development report and discussed the formation of the Economic Development Council as outlined in the 2016-2020 CEDS.

E. Transit Report

Mr. Chris Vertrees provided an update on Regional Mobility Management efforts as well as the Cochise County Intercity Route Study. Supervisor David asked for an update on the loss of SEACAP transportation services and Mr. Vertrees responded that Easter Seals Blake Foundation is interested in providing the transportation services for the area and that SEAGO is assisting Easter Seals with the transition.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan, stating that an additional \$35,000 in HSIP funding was secured to fund law enforcement site visits.

G. AAA Updates

Ms. Laura Villa provided the AAA updates, stating they were currently in the process of DES Contract Compliance Review Monitoring. She reported the SHIP/SMP program would be training about 8 individuals in Cochise County which will enable AAA to assist more clients.

Ms. Villa provided an update on the Matter of Balance training program and introduced the Aging Mastery Program and responded to questions.

H. State Special Projects NOFA

Mr. Heiss stated that applications from the City of Benson, City of Tombstone, Town of Clifton, Graham County and Santa Cruz County for FY17 regional CDBG funds are due to SEAGO by July 5, 2017. He also reported that ADOH had released the Notice of Funding Availability (NOFA) for the annual competitive State Special Projects (SSP) funds and that applications will be due to ADOH by May 9, 2017.

VI. RTAC REPORT

Mr. Kevin Adam provided the RTAC legislative update and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Ms. Villa introduced Debbie Hankerd from the Tombstone Senior Center, who provided the lunch for the meeting.

Mr. Heiss thanked everyone who had participated in the recent Strategic Planning Retreat.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss reported that Strategic Plan Update, annual budget, educational assistance policy, and the Area Plan on Aging would be included on the next meeting agenda.

IX. ADJOURNMENT

Chairman Lindsay adjourned the meeting at 12:28 p.m.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: MAY 10, 2017
SUBJECT: NOMINATIONS TO VACANT CITY OF TOMBSTONE ACOA POSTION
AND NOMINATION FOR REAPPOINTMENT TO HUACHUCA CITY
ACOA POSITION

As you may know, the Advisory Council on Aging (ACOA) has had a vacancy in the position representing the City of Tombstone for some time now. At their April 20th meeting, the ACOA nominated Mr. David "Duff" Chambers to fill this position.

Mr. Chambers was nominated by Mayor Escapule of Tombstone to fill the vacant seat. Mr. Chambers received his M.A from University of Chicago, School of Social Service Administration. He holds many licenses however; the following are a few from his extensive list: Licensed Clinical Social Worker, Academy of Certified Social Workers and Substance Abuse Professions through the U.S Department of Transportation. Mr. Chambers has had broad work experience in his career. He is currently the Director and Project Manager of Rose Medical Systems Inc. which offers communications with patients on ventilators. Mr. Chambers has worked in various medical and psychiatric organizations in Connecticut and he is now residing in Tombstone, Arizona.

Laurel Stangel has served as an ACOA member representing the Town of Huachuca City for a full term ending on February 28, 2017 and has asked the ACOA to recruit for her replacement due to health issues. In the absence of a replacement, Ms. Stangle has agreed to continue representing Huachuca City until a replacement is found.

As a reminder, vacancies remain for representation on the ACOA for the Town of Pima and City of Bisbee. Any suggestions on individuals who would be willing to serve in these positions would be appreciated.

The Administrative Council unanimously recommended these nominations at their meeting on May 4th as part of the Consent Agenda. I will attempt to answer any questions you may have at the meeting.

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to approve the nomination of Mr. David Chambers to fill the vacant City of Tombstone position, and to reappoint Ms. Laurel Stangel to continue representing Huachuca City on the Advisory Council on Aging.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MAY 10, 2017
SUBJECT: APPROVAL OF THE SEAGO FIVE-YEAR STRATEGIC PLAN UPDATE

As most of you know, the biennial update of our Five-Year Strategic Plan became due in January 2017 and a strategic planning retreat was held at the Cochise College Benson Center February 9th and 10th. Those in attendance were engaged, thoughtful, and responsive to Amy St. Peter, Assistant Director of the Maricopa Association of Governments, who served as our facilitator. The data generated at the retreat has since been used to update our strategic plan tactics and underlying tasks.

After the retreat, I requested that Amy prepare a Retreat Report as she did in 2015. The draft report was provided to both the Administrative Council and Executive Board on March 13th, and after receiving no comments or suggestions, I proceeded to work with staff to develop the first draft of the strategic plan based on the data contained in the Retreat Report.

The drafts of the retreat report, Section IV, containing the updated tactics, and Appendix C, containing goals, tactics, tasks, outcome measures and implementation timeline were presented at staff meetings in March and April where positive comments and suggestions were received. On April 11th, the entire updated Plan was distributed to the Administrative Council and Executive Board and comments were requested by April 24th. To date, I've received no comments on the updated plan.

I've attached the Strategic Plan Executive Summary to this memo. But should you be interested in reading or downloading the entire 74 page document, you may do so by clicking the link provided below. The Plan is posted immediately below the Mission and Vision statements on the following page:

http://seago.org/organizational_information.html

The Administrative Council unanimously recommended approval of the updated strategic plan at their meeting on May 4th. I look forward to discussing the Plan with you at the meeting.

Attachments: SEAGO Five-Year Strategic Plan FY 2018 – FY 2022 - Executive Summary

Action Requested: Information Only Action Requested Below:

A motion to approve the SEAGO Five-Year Strategic Plan FY2018 – FY2022.

EXECUTIVE SUMMARY

Background:

The SouthEastern Arizona Governments Organization (SEAGO) is a regional planning agency which serves the four counties of Cochise, Graham, Greenlee, and Santa Cruz. SEAGO was established in 1972, and for many years after its establishment, SEAGO operated without a Board-driven vision statement, mission statement, or strategic plan. Over the years, the organization had become increasingly fractured, resulting in siloes which limited inter-program cooperation and collaboration. Under the leadership of a new Executive Director and with a goal to “Unite as one SEAGO”, in December 2009, staff initiated efforts to develop a strategic plan for the agency.

After crafting vision and mission statements at the staff level, the SEAGO Administrative Council and Executive Board held a one-day retreat in January 2011 where the draft vision and mission statements were refined. In February 2011, the Executive Board adopted the agency’s first vision and mission statements. Funding challenges brought about by the impact of the Great Recession delayed efforts to organize additional retreats to identify goals, strategies or tactics supporting the Board-adopted mission and vision for the agency. As a result, efforts were made at the staff level to begin implementing the Board-adopted vision and mission statements, until it became apparent that the same issues and dynamics created by the funding challenges the agency experienced had actually become the impetus to continue the strategic planning effort.

In recognition of the value a strategic plan could bring the agency, the Executive Board approved a small budget to hold a retreat with the Administrative Council and SEAGO staff, and in January 2015, twenty-one leaders from the region met for a two-day strategic planning retreat. The Board- adopted mission and vision statements became the foundation to create a path forward for the organization’s first Five-Year Strategic Plan. Scheduled for an update in 2017, the Plan was revisited at another two-day retreat held February 9 and 10, 2017. A written report on the outcomes of the 2017 Strategic Planning Retreat is provided as **Appendix A**.

Overview of Five-Year Strategic Plan:

The updated Five-Year Strategic Plan defines primary goals, objectives and measureable outcomes upon which to focus and execute during Fiscal Years 2018 – 2022. It is intended to provide guidance and set direction for the SEAGO Administrative Council, Executive Board, Executive Director, and staff with respect to improving the agency’s relevance, sustainability, performance and stakeholder engagement.

In regional planning, an array of programs work in concert to support sustainable regional growth and provide services to local governments and their constituents. An integrated network of services provided in the region helps improve economic conditions, keeps the region competitive, and enhances quality of life. Even in a challenging economy, SEAGO and its member agencies should persist to achieve the goals set forth in the Strategic Plan and continue to build upon the successes in place today.

Vision Statements are typically a one-sentence statement describing the clear and inspirational long-term desired change resulting from an organization's or program's work. Mission Statements are typically a one-sentence statement describing the reason an organization or program exists and are used to help guide decisions about priorities, actions, and responsibilities.

Key Results Areas, or goals, include strategies or tactics to strengthen existing programs, establish new services or programs, and achieve the vision and mission statements set by the Board. Goals should be Specific, Measurable, Achievable, Realistic, and Timed (SMART).

The attached summary illustrates our vision, mission, goals and tactics, as well as our implementation plan. **The vision, mission and goals are highlighted below:**

Vision Statement: SEAGO, as a highly motivated, energetic team, commits to being a respected credible source of leadership, information, funding, planning, technical expertise, and services.

Mission Statement: SEAGO stimulates social and economic progress in our four-county region.

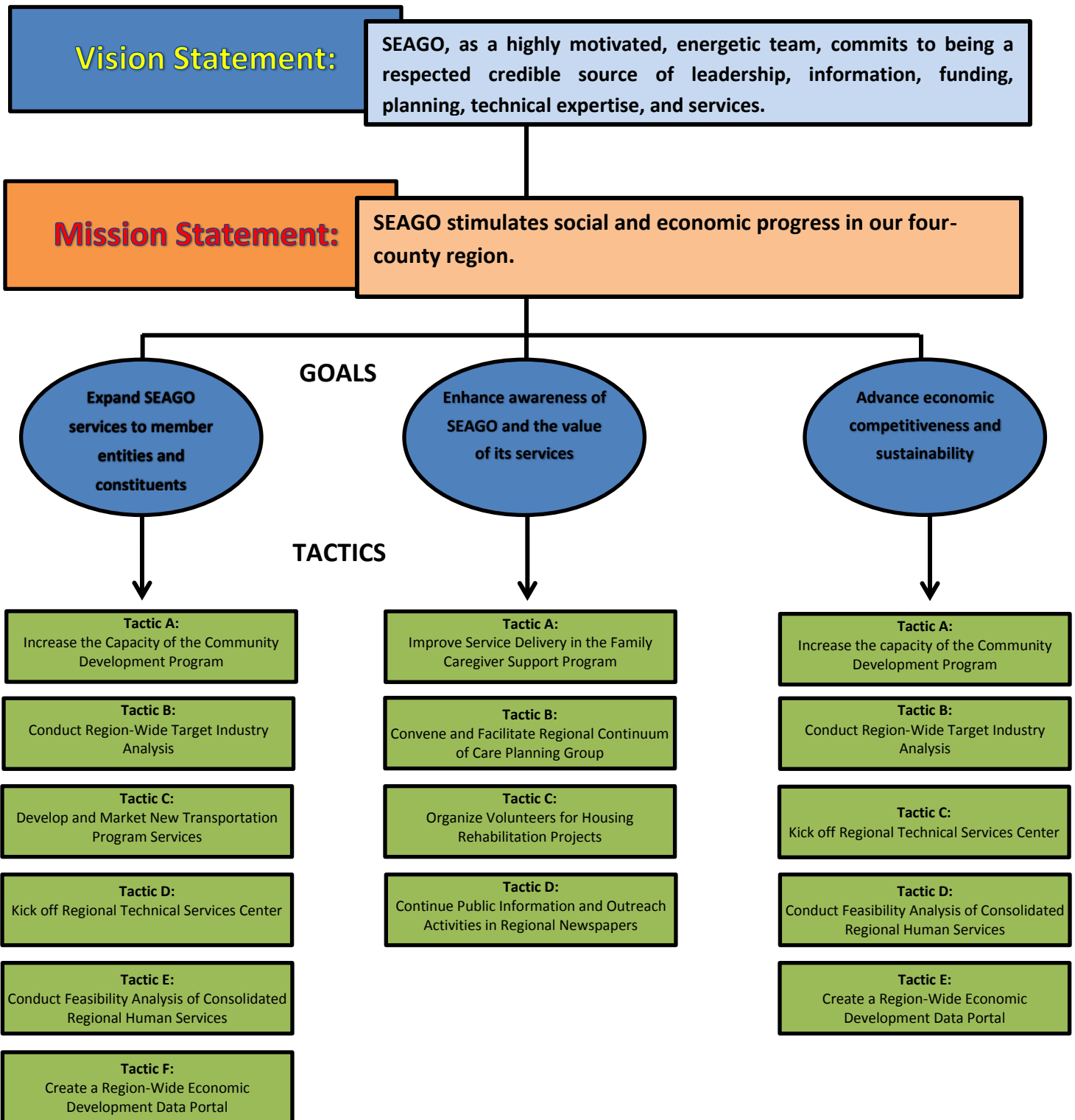
Five-Year Strategic Plan Goals:

1. Expand SEAGO services to member entities and constituents
2. Enhance awareness of SEAGO and the value of its services
3. Advance economic competitiveness and sustainability

The tactics for each goal are illustrated in **Figure 1** on the following page. Additional detail is provided in the Strategic Plan.



Figure 1: SEAGO Five-Year Strategic Plan 2018 – 2022





EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

FROM: LAURA VILLA, AAA PROGRAM MANAGER

DATE: MAY 10, 2017

SUBJECT: AREA PLAN ON AGING SFY 2018 THROUGH SFY 2021

Background: An Area Plan is the document submitted by an Area Agency on Aging to the State Agency on Aging in order to receive awards or contracts from the State Agency's (Arizona Department of Economic Security) grant provided under the Older Americans Act. The plan is the blueprint by which the Area Agency develops and administers a comprehensive and coordinated system of services and serves as the advocate and focal point for older people in the Planning and Service Area.

ACOA Review: The SEAGO Advisory Council on Aging (ACOA) the ACOA reviewed the minimum goals and objectives that the state unit on aging and the Area Agencies on Aging had agreed to include in their respective plans, and reviewed a first draft of the updated Area Plan during their October 2016 meeting. At the January 2017 meeting, the ACOA brainstormed activities that the SEAGO AAA should undertake over the next four fiscal years, reviewed the results of the needs assessment that had been conducted, and reviewed a second draft of the updated Area Plan. At the April 2017 meeting, the final draft of the updated Area Plan was reviewed.

Public Hearings: During the month of March, the Area Agency on Aging held four public hearings throughout the region in the interest of gathering public input for their updated Area Plan on Aging. Public hearings were held March 1st (Sierra Vista), March 8th (Nogales), March 15th (Clifton) and March 22nd (Safford). To the extent possible, the input received has been incorporated into the Area Plan.

Needs Assessment: To determine the most urgent needs of the elderly and disabled across the region, the AAA performed a needs assessment that included a review of needs assessment surveys; key informant questionnaires; demographic and census data for the region; and historic utilization of AAA services.

Needs Assessment Surveys: During the final quarter of calendar year 2016, the AAA reached out to service providers, local senior citizen service programs, hospitals, health clinics, key informant groups, long term care and assisted living facilities, and other partners to distribute needs assessment surveys in both English and Spanish throughout the region. SEAGO contracted with U.S Economic Research (USER) to assist with the distribution and data analysis of the region wide needs assessment. SEAGO staff, case managers, home delivered meals staff, as well as ACOA members helped provide questionnaires to those who were homebound and helped individuals fill them out.

In addition, the AAA mailed out approximately 1,800 surveys to clients in the region who receive services through our agency. By targeting individuals who are case managed, the views of individuals 60 years of age or older with the greatest social and economic need with particular

attention to older individuals who are low-income minority, older individuals residing in rural areas, older individuals with severe disabilities, older individuals with limited English speaking abilities and any individuals with Alzheimer's disease or related dementias were considered.

The results of the survey indicated the number one serious problem of the elderly in three of the four counties in the SEAGO region is affordable dental care. This was rated a serious problem by 37.5 percent of survey respondents across the region. The second most serious problem of the elderly in southeastern Arizona is affordable assistive devices (hearing aids, glasses, canes, etc.). This was rated a serious problem by 24.6 percent of survey respondents across the region.

Other important concerns at the regional level include maintenance and repair of the home, income (having enough money for basic needs), and the cost of energy and utilities. Maintenance and repair of home was rated a serious problem by 23.2 percent of survey respondents across the region. Income was rated a serious problem by 20.2 percent of all respondents in southeastern Arizona. The cost of energy/utilities was rated a serious problem by 19.8 percent of all respondents across Southeastern Arizona.

This year's needs assessment survey was modified to specifically ask where individuals go for advice about their health insurance or Medicare. In southeastern Arizona, insurance agent was the most popular source (14.7 percent of survey respondents) followed by SEAGO AAA (14.2 percent).

Key Informant Questionnaires: The AAA Program Manager travelled throughout the four-county region to meet with community leaders working closely or directly with elderly and disabled. Questions contained in the Key Informant Questionnaires addressed changes to clientele, changes in the community that affect older and disabled clients, emerging unmet needs, future changes affecting the service delivery, recommendations for evidence based programs, what is inadequate about the current system and changes recommended to the current system. Amongst the different key informants that were interviewed, the following were results were recorded: A total of sixteen (16) respondents addressed the need for more presentations or education of available services. A total of twelve (12) indicated that loss of funding are the changes affecting service delivery and ten (10) respondents stated that an unmet need would be transportation as well as lack in service availability.

Of the Home Community Based Services, home delivered meals was ranked the highest (17%) followed by case management (16%). Of Health Promotion services, Chronic Disease Self-Management ranked the highest (39%) followed by A Matter of Balance (35%). Of the Family Caregiver Support Program, Caregiver Training ranked highest (29%) followed by Caregiver Case Management (26%). For Elder Rights, Assistance with Medicare and Insurance ranked highest (43%) followed by Long Term Care advocacy (32%).

Service Utilization: Service utilization for case managed services is reviewed on a monthly basis to ensure that services are being used, and that case managers are authorizing service levels as budgeted. Where productivity and utilization have declined, a more in-depth review is made to determine whether the service in question is still relevant or whether a change in the service delivery process is needed. In recent years the utilization data has helped determine areas in which funding allocations for services should be reduced and areas in which allocations should be increased in response to demand for services.

Action to be Taken to Address Needs Identified: The table on the following page summarizes the actions to be taken to address the needs identified in the needs assessment process. I have also included the goals and strategic and operational objectives from the plan as an attachment to this memo. The entire updated Area Plan on Aging can be reviewed or downloaded from the SEAGO website at: www.seago.org/aaa/area_plan.html

Comment or Issue	Source	Action to be taken
Affordable Dental Care	Needs Assessment Surveys	Ship counselors will have information about Medicare plans and clinics or service clubs that provide dental or vision services. Enrollment of dual eligible clients into Special Needs Plans by getting QMB coverage for both Parts A & B of Medicare will be reviewed carefully. Increases of SHIP volunteers are being trained and these numbers will decrease significantly.
Affordable assistive devices	Needs Assessment Surveys	Ship counselors and case managers will have information about insurance coverage for assistive devices and a list of loan closets. Case Managers will be providing more advocacy in their areas and inform clients of available options.
Maintenance and repair	Needs Assessment Surveys	Potential sources of assistance will be catalogued; feasibility of consolidating regional human services will be explored.
Income and Energy costs	Needs Assessment Surveys	Explore feasibility of consolidating regional human services.
Lack of Transportation	Needs Assessment Surveys; Key Informant Questionnaires	Continue to address transportation needs by participating in ADOT-funded mobility management activities, coordination of transit providers and identifying service gaps in the region.
Telemarketing or In-Home Sales	Needs Assessment Surveys	Increase public information forums on fraud prevention.
Finding Legal Assistance	Needs Assessment Surveys	Continue to work closely with SALA in order to provide legal assistance to AAA clients.
Access to information and knowledge about services	Needs Assessment Surveys; Key Informant Questionnaires	Improve outreach, increase marketing and electronic distribution of resource directories, and strengthen partnerships.
Paying for prescription drugs	Needs Assessment Surveys; Key Informant Questionnaires	Increase SHIP volunteer base to assist potential Medicare clients in obtaining appropriate prescription drug plans. Currently, AAA has three trained volunteers and 8 more in the process of receiving training.
Revise county level allocations	2010 Census	Base funding levels to counties will remain the same but will continue to fluctuate based on need and utilization trends.
Need to continue to provide existing services	Utilization Data	Maintain funding levels as best as possible within available resources.

The Administrative Council unanimously recommended approval of the Area Plan at their meeting on May 4th. I will look forward to answering any questions at your meeting.

Attachments: SFY 2018–2021 Area Plan on Aging Goals and Strategic and Operational Objectives.

Action Requested: Information Only Action Requested Below:

A motion to approve the SFY 2018 – SFY 2021 Area Plan on Aging.

PART IV – GOALS, OBJECTIVES

GOAL I To increase awareness and understanding of aging issues and help prepare Arizona for an aging population through partnerships and collaborating with existing organizations within the region.

Operational Objectives:

O-1-1 To recruit and train volunteers in every major community in the region to be Medicare/health insurance counselors.

O-1-2 To schedule new to Medicare presentations in every major community on a consistent basis, including scam jams in order to raise awareness.

Output: Number of volunteer counselors and the number of hours that they work.

Outcome: Medicare beneficiaries and baby boomers will better understand their benefits. AAA SHIP will be better prepared to meet the needs of those turning 65.

Strategic Objectives:

S-1-1 To identify new opportunities for partnerships and collaboration.

S-1-2 To increase visibility of SEAGO AAA by increased use of electronic communications, including website and Facebook page

SEAGO Area Plan on Aging July 2017 – June 2021

GOAL II To increase the ability of older adults to remain active, healthy, and living independently in their communities.

Operational Objectives:

O-2-1 To initiate the Aging Mastery Program in Cochise county and establish a framework to expand it to other areas of our region.

Output: Number of Aging Mastery classes held.

Outcome: Change in societal expectations about aging, higher levels of physical and emotional well-being, increased civic engagement, and stronger social connectedness among aging adults throughout the region.

O-2-2 To enhance and maintain home and community based programs that enable elders to remain at home which helps decrease long term care institutionalization costs.

Output: Number of home delivered meals and hours of Home Care and In-Home Respite provided to eligible individuals.

Outcome: Elders and their families will receive services that enable them to remain active in their homes and communities.

O-2-3 To continue to fund transportation programs and work cooperatively with the SEAGO mobility manager on 5300 programs.

Output: Participation in coordination meetings and planning efforts.

Outcome: Transportation will continue to meet the needs of elders who would otherwise be isolated.

Strategic Objectives:

S-2-1 To develop partnerships throughout the region in order to implement evidence based prevention programs, specifically A Matter of Balance, and Chronic Disease Self-Management and the pilot of the Aging Mastery program.

S-2-2 To establish relationships with hospital discharge planners that will focus on care transitions for elderly patients from hospital back to home settings.

S-2-3 To expand relationships with church based organizations and Fire Districts in order to reach a broader sector of the senior population.

S-2-4 To explore opportunities for increased efficiencies in program administration.

GOAL III To increase the safety and well-being of older Arizonans.

Operational Objectives:

O-3-1 To identify existing safety programs that law enforcement or fire departments have in operation, and encourage seniors to enroll in these programs.

Output: Enrollment and participation in existing safety programs will increase.

Outcome: Elders will benefit from safety training and wellness check programs that already exist.

O-3-2 To promote fall prevention, including A Matter of Balance.

Output: Fact sheets on fall prevention and number of individuals who complete A Matter of Balance class.

Outcome: Elders will have fewer falls.

O-3-3 To improve care for residents in long term care facilities and increase awareness of abuse, neglect and crimes against seniors.

Output: Increased in number of Ombudsman volunteers involved in resident council meetings.

Outcome: Decrease in victims of elder abuse, neglect and crimes against seniors.

Strategic Objectives

S-3-1 To establish and expand relationships and collaborative efforts with public safety personnel throughout the region.

S-3-2 To reduce the costs associated with public safety responses to senior-related crimes or injuries.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: MAY 10, 2017
SUBJECT: RESOLUTION NO. 2017-02

Attached for your consideration is SEAGO Resolution No. 2017-02. This resolution is for an Economic Development Administration (EDA) partnership planning assistance grant for funds in the amount of \$75,000 to continue the stability and ability of SEAGO to administer the Economic Development District (EDD) program.

The SEAGO EDD utilizes these funds not only for existing planning work but also possible expanded activities which will further the cause of economic development. The SEAGO EDD will utilize the grant proceeds, and requisite matching funds to implement and sustain regional solutions to promote healthy, economic development throughout the four counties of the SEAGO region.

The Resolution requests up to \$35,357 to allow SEAGO EDD to meet the subject grant's required matching amount and perform related economic development activities. The match is funded through an annual Economic Development Assessment paid by SEAGO member entities.

At their meeting on May 4th, the Administrative Council unanimously recommended approval of the attached Resolution. I will look forward to answering any questions at the meeting.

Attachment: Resolution No. 2017-02

Action Requested: Information Only Action Requested Below:

A motion to approve Resolution 2017-02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

SEAGO Member Entities

- Cochise County
 - Benson
 - Bisbee
 - Douglas
 - Huachuca City
 - Sierra Vista
 - Tombstone
 - Willcox
- Graham County
 - Pima
 - Safford
 - San Carlos
 - Apache Tribe
 - Thatcher
- Greenlee County
 - Clifton
 - Duncan
- Santa Cruz County
 - Nogales
 - Patagonia

SEAGO Main Office

- Administration**
- CDBG**
- Economic Dev.**
- Housing**
- Transportation**

1403 W. Hwy 92
 Bisbee, AZ 85603
 520-432-5301
 520-432-5858 Fax

Area Agency on Aging Office

300 Collins Road
 Bisbee, AZ 85603
 520-432-5301
 520-432-9168 Fax

www.seago.org

RESOLUTION NO. 2017-02

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FY 2018 PARTNERSHIP PLANNING ASSISTANCE GRANT FUNDS FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, SEAGO is desirous of continuing and expanding activities to advance the economic development of these four counties; and

WHEREAS, the Economic Development Administration of the U.S. Department of Commerce has partnership planning assistance grants which will cultivate long-range and regional planning among the SEAGO member entities to alleviate economic distress; and

WHEREAS, the current economic stress in these four counties is demonstrated by the continued depletion of full time high-wage jobs, continuing market stagnation of commercial and residential properties, unresolved international border issues, unacceptable unemployment levels, lack of business diversity throughout the SEAGO Region, and persistent low/median family incomes in the majority of the SEAGO Region.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby authorizes an application be made to the U.S. Department of Commerce, EDA for a 2017-2018 planning grant in the amount of \$75,000; and

THAT, up to \$35,357 is hereby committed to assure that SEAGO meets the matching funds requirement for the EDA grant, funded through annual assessment (membership) dues paid by its members; and

THAT, SEAGO's Executive Director is authorized to sign and execute all application forms, contracts, or documents for the receipt and use of these funds.

Passed and adopted by the SEAGO Executive Board on this 19th day of May 2017.

 Randy Heiss, Executive Director
 SouthEastern Arizona
 Governments Organization

 Gerald (Sam) Lindsey, Chair
 Executive Board



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MAY 10, 2017
SUBJECT: FY 2018 ASSESSMENTS AND BUDGET

Due to being without an Accounts Manager for nearly two months, catching up on journal entries, producing financial statements and preparing billings to funding agencies to restore cash flow has been the principle focus for our new Accounts Manager. As a result, coordinating the process of preparing the budget became my responsibility this year. The assumptions in the FY 2018 budget are as follows:

- A modest increase in the RTAC Assessments, as approved by the RTAC Board is included in the FY 2018 Assessment schedule. All other assessments remain unchanged from FY 2017.
- Congress will continue funding the EDA and CDBG programs.
- A contingency line item from the fund balance has been included in this year's budget for unanticipated events that may come up in FY 2018. The Administrative and Executive Committees will be consulted before contingency funds are used.
- Caregiver Case Management will become an in-house service at the AAA instead of a contracted service.
- Across-the-board salary increases for all employees are unsustainable at this time.
- The regional grant services program will be suspended, but the contractor may be used to assist SEAGO to prepare grant applications if needed.

The proposed FY 2018 budget worksheet included in this packet provides a detailed overview of each program's budget. Program Managers 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.

The Administrative Council recommended approval of the FY 2018 Assessment Schedule and Budget at their meeting on May 4th, with seven (7) Ayes, zero (0) Nays, and one (1) abstention (Sierra Vista).

Attachments: Proposed FY 2018 Assessment Schedule; Proposed FY 2018 Budget; Information Memo - Sustainability of Fund Balance.

Action Requested: Information Only Action Requested Below:

A motion to approve the FY 2018 Assessment Schedule and Budget.

FY 2018 ASSESSMENT SCHEDULE

SouthEastern Arizona Governments Organization Draft Dues and Assessment Schedule Fiscal Year 2018

SEAGO Member	2015 OEPS Est. (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2018 Estimated Assessment (e)	Member Percent of Total FY2018 Assessment (f)	Total FY2017 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	4,999	\$1,750	\$1,054	\$196	\$3,000	3.69%	\$2,927	\$2,055
Bisbee	5,297	\$1,442	\$1,117	\$208	\$2,767	3.41%	\$2,690	\$2,305
Douglas	16,956	\$3,815	\$3,577	\$665	\$8,056	9.92%	\$7,812	\$7,078
Huachuca City	1,794	\$897	\$378	\$70	\$1,346	1.66%	\$1,320	\$747
Sierra Vista	44,183	\$3,314	\$1,977	\$0	\$5,291	6.51%	\$5,291	\$17,798
Tombstone	1,333	\$1,066	\$281	\$52	\$1,400	1.72%	\$1,381	\$579
Willcox	3,636	\$1,273	\$767	\$143	\$2,182	2.69%	\$2,130	\$1,529
Cochise County*	50,914	\$2,037	\$8,299	\$1,529	\$11,864	14.61%	\$11,313	\$21,406
Pima	2,553	\$894	\$539	\$100	\$1,532	1.89%	\$1,490	\$954
Safford	9,659	\$2,630	\$2,037	\$379	\$5,046	6.21%	\$4,898	\$3,859
Thatcher	5,125	\$1,396	\$1,081	\$201	\$2,677	3.30%	\$2,588	\$1,992
San Carlos Apache Tribe	5,029	\$1,369	\$1,061	\$197	\$2,627	3.24%	\$2,546	\$2,365
Graham County*	16,109	\$3,625	\$3,398	\$631	\$7,654	9.42%	\$7,406	\$5,882
Clifton	4,510	\$1,579	\$951	\$177	\$2,707	3.33%	\$2,610	\$1,281
Duncan	802	\$642	\$169	\$31	\$842	1.04%	\$827	\$290
Greenlee County*	5,243	\$1,428	\$519	\$206	\$2,152	2.65%	\$2,054	\$1,836
Nogales	21,910	\$4,382	\$2,169	\$859	\$7,410	9.12%	\$7,055	\$8,486
Patagonia	963	\$770	\$203	\$38	\$1,011	1.25%	\$996	\$370
Santa Cruz County*	27,397	\$4,794	\$5,779	\$1,074	\$11,647	14.34%	\$11,194	\$10,275
SEAGO Region Totals	228,412	\$39,101	\$35,357	\$6,755	\$81,213	100.00%	\$78,527	\$91,089

*Unincorporated area only

Notes to Assessments:

(a) Most calculations are based on the 2015 OEPS Population Estimates for each member community. Mid-decade population estimates will be used until the 2020 Census figures are available. No change from FY 2017

(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 FY2017.

(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 2017.

(d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 9.8 cents per capita (increased from 8.2 CPC) as approved by the RTAC Board. The SVMPO pays its dues directly to the RTAC and its population is not included in the calculation.

(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.

(f) This column displays the percentage of the total FY 2018 assessment each member's assessment represents.

(g) Information is provided so comparisons can be drawn between total FY2018 assessment and total FY2017 assessment.

(h) Information is provided so comparisons can be drawn between total FY2018 assessment and total FY2010 assessment.

**SEAGO
FY18 Proposed Budget**

	ADEQ	CDBG	ED	Elderly Transit	Public Transit	SPR	RMM	RMM Trng	Safety Plan	Traffic	Legacy	AAA Admin	AAA AM5	AAA SHIP	AAA SMP	AAA HPR	AAA LTC	AAA CM5	Agency Response	General Fund	Central Admin	Total	
Revenues																							
Federal/State	7,600	20,000	75,000	20,000	20,000	125,000	135,000	100,000	200,000	75,000		225,531	16,509	22,777	11,959	17,401	52,558	38,000	-	-	-	1,162,335	
Local	-	90,609	-	-	-	-	-	-	-	-	75,000	-	-	-	-	-	-	-	-	-	-	-	165,609
Assessment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	81,213	-	-	-	81,213
Assessment Transfer	-	-	35,357	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(35,357)	-	-	-	-
Use of Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	-	-	35,000
In-Kind	-	-	-	-	-	31,250	33,750	25,000	12,089	4,570	-	-	-	2,300	-	-	4,500	-	-	-	-	-	113,459
TOTAL REVENUE	7,600	110,609	110,357	20,000	20,000	156,250	168,750	125,000	212,089	79,570	75,000	225,531	16,509	25,077	11,959	17,401	57,058	38,000	45,856	35,000	-	1,557,616	
Expenditures																							
Salary/Wages	3,500	63,504	57,143	10,774	10,774	57,839	73,587	13,554	4,474	1,143	27,540	97,953	6,775	25,892	6,688	8,909	23,340	20,277	18,900	-	66,533	599,097	
ERE	1,079	20,717	19,781	3,218	3,219	19,470	20,946	5,172	1,506	382	13,077	36,231	2,733	10,165	2,626	3,791	9,930	9,172	5,826	-	20,622	209,664	
Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,000	21,000
Purchased Services	-	200	5,150	750	900	3,398	2,500	63,000	188,995	72,219	5,200	3,500	-	150	-	-	-	100	1,100	-	8,000	355,162	
Supplies	61	175	200	150	200	1,850	1,000	1,900	500	-	200	1,500	200	350	12	100	500	-	600	-	3,000	12,498	
Postage	50	550	25	-	25	100	100	125	-	-	500	500	146	75	-	50	250	-	167	-	500	3,163	
Copy	100	650	200	50	100	1,300	750	4,495	1,000	-	1,500	1,850	100	300	-	250	150	-	100	-	500	13,395	
Travel	1,100	7,000	7,500	1,466	1,839	8,000	8,016	4,500	2,500	1,000	4,500	11,266	-	4,000	-	685	7,740	3,000	3,000	-	2,500	79,612	
Meals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	1,000	
Phone	69	400	500	150	-	490	1,680	100	-	-	450	2,500	400	550	-	230	-	-	300	-	5,000	12,819	
Internet Charges	-	175	200	50	-	700	400	-	-	-	200	2,050	-	630	-	20	30	-	-	-	2,000	6,455	
Utilities	-	200	200	40	-	200	300	-	-	-	200	-	-	-	-	-	-	-	-	-	3,000	4,140	
Equip Maintenance	-	-	-	-	-	-	-	-	-	-	-	850	-	-	-	-	-	-	-	-	1,000	1,850	
Equipment Purchase	1,000	-	750	-	-	6,000	900	500	-	-	-	-	-	-	-	-	-	-	-	-	1,000	10,150	
Advertising	-	-	-	-	-	-	325	-	-	-	5,000	-	-	-	-	-	-	-	-	-	400	5,725	
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	-	-	
Dues/Subscriptions	-	-	2,500	-	250	10,000	1,000	250	-	-	500	5,350	-	-	-	-	-	-	9,500	-	-	29,350	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	5,539	-	-	-	-	-	-	-	-	-	-	5,539	
Insurance	-	175	150	20	-	152	291	1,100	-	-	150	800	-	-	-	-	-	-	-	-	6,500	9,338	
Conferences/Training	-	1,000	1,500	500	-	1,317	2,500	1,200	-	-	750	-	1,000	-	-	-	1,800	-	1,900	-	1,000	14,467	
Allocated Indirect	641	15,262	14,108	2,693	2,693	13,723	19,880	4,104	1,026	257	9,234	31,654	2,270	10,193	2,633	3,366	8,818	8,336	3,463	-	(154,355)	-	
Depreciation	-	600	450	138	-	460	825	-	-	-	460	-	-	-	-	-	-	-	-	-	11,800	14,733	
In-Kind	-	-	-	-	-	31,250	33,750	25,000	12,089	4,570	-	-	-	2,300	-	-	4,500	-	-	-	-	-	113,459
TOTAL EXPENDITURES	7,600	110,609	110,357	20,000	20,000	156,250	168,750	125,000	212,089	79,570	75,000	196,004	13,624	54,604	11,959	17,401	57,058	40,885	45,856	35,000	0	1,557,616	
Surplus/(Deficit)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	29,527	2,885	(29,527)	(0)	(0)	(0)	(2,885)	(0)	(0)	(0)	(0)	



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 26, 2017
SUBJECT: SUSTAINABILITY OF THE SEAGO FUND BALANCE

The purpose of this memorandum is to enable the Administrative Council and Executive Board to better understand the use of fund balance 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. The table below provides an overview of the use of fund balance over the last eight fiscal years:

Fund Balance Use ¹			
Fiscal Year Ending	Beginning Balance	Ending Balance	Use of Fund Balance
6/30/09	\$ 1,681,043	\$ 1,921,455	\$ 240,412
6/30/10	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/11 (Restated ²)	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 ³)
6/30/12	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/13	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 ⁴)
6/30/14	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/15	\$ 1,319,039	\$ 1,382,732	\$ 63,693
6/30/16	\$ 1,382,732	\$ 1,414,782	\$ 32,050

The fund balance policy established by the Executive Board on February 27, 2015 sets the minimum unrestricted fund balance in its General Fund at 50 percent of the prior fiscal year's total actual operating expenditures. In FY 2016, the most recent year for which final figures are available, actual operating expenditures were **\$1,229,793**. Fifty percent of the FY 2016 actual operating expenditures is **\$614,897**. The amount of fund balance available at the end of FY 2016 (\$1,414,782) amounts to **115%** of that year's actual operating expenditures. Under this scenario, there would conceptually be **\$799,886** available for use in future budget years before the minimum level of fund balance is reached. The table on the following page provides an overview of how long it would take to reduce the existing fund balance of \$1,414,782 to \$614,897 under a number of different scenarios:

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 urban counties.

³ Approximately \$152,000 of this amount was from the purchase of the SEAGO office building and associated land.

⁴ Building improvements plus amounts approved for program use in the FY 13 budget process.

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	160
\$ 10,000 per year	80
\$ 15,000 per year	53
\$ 20,000 per year	40
\$ 25,000 per year	32
\$ 30,000 per year	27
\$ 35,000 per year	23
\$ 40,000 per year	20
\$ 45,000 per year	18
\$ 50,000 per year	16

As shown in the table above, SEAGO will be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$614,897. However, because almost all of SEAGO's programs operate on a cost reimbursement basis, there is very limited excess revenue generated that can be used to cover any expenses in excess of program revenues. As a Council of Governments, SEAGO has no taxation authority, and other than the annual assessment to our member entities, SEAGO has no significant or sustainable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that is '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 excess revenue to replenish any fund balance used.
- 6) Expense depreciation of buildings and improvements to the benefiting programs and use those funds to replenish the fund balance that was used for the buildings and improvements.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: MAY 10, 2017

SUBJECT: PROPOSED REVISION TO SECTION 5.6 OF THE SEAGO POLICY
MANUAL

As you may recall, this item was tabled at the February Administrative Council meeting at my request, because we received some excellent feedback on how we might improve the revisions to the subject policy. For background information, I've attached the memo that was presented at that time.

The proposed revisions now involve replacing the existing Educational Assistance policy with a modified version of Cochise County's Tuition Reimbursement Policy.

The Administrative Council unanimously recommended approval of the proposed revisions to Section 5.6 of the SEAGO Policy Manual at their meeting on May 4th. I look forward to answering any questions you may have at the meeting.

Attachments: Action memorandum to Administrative Council dated February 1, 2017;
Proposed revisions to Section 5.6 of the SEAGO Policy Manual.

Action Requested: Information Only Action Requested Below:

A motion to approve the proposed revisions to Section 5.6 of the SEAGO Policy Manual.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: FEBRUARY 1, 2017

SUBJECT: PROPOSED REVISION TO SECTION 5.6 OF THE SEAGO POLICY
MANUAL

As you may know, our former Accounts Manager, Cindy Osborn took a job with the City of Bisbee and her last day at SEAGO was December 21, 2016. After significant recruiting efforts, we were finally able to fill the position. There were many applicants but most of them were unqualified. Only a handful appeared to have the skills and experience we were looking for, but some had issues in their past that became apparent in researching their history. Out of more than a dozen applicants, only two were considered worthy of an offer of employment.

To illustrate how critical the Accounts Manager position is to our agency, the person is responsible for performing all accounting functions for the agency; making entries into and maintaining the general ledger; entering account codes on financial records; balancing and reconciling accounts; performing accounts payable, accounts receivable and payroll accounting; maintaining financial controls; preparing program billings and preparing periodic financial reports. Without proper fiscal controls, accurate and timely financial reporting, and backup documentation, our eligibility for new funding sources could be impacted and it will not be possible to bill existing funding agencies for services we have provided. If the position goes unfilled for several months, we could experience severe cash flow issues and possible non-compliance with the federal awards we manage.

The pool of qualified individuals for such a position is limited to those living within a reasonable commute distance of our office, which would include Bisbee, Douglas, Tombstone, Sierra Vista, Huachuca City, and the unincorporated areas surrounding these communities. The amount we are able to pay further exacerbates our difficulty recruiting qualified candidates, and limited opportunity for upward mobility within the organization creates difficulty retaining qualified employees. While we may be successful in recruiting a qualified individual, if a better-paying opportunity located closer to their home with more career advancement opportunities avails itself, they will understandably move on.

While we now have a capable individual on board, there is no back-up capacity within the organization in the event that our new Accounts Manager takes ill or finds another job that pays more. Outside accounting services can provide oversight of accounting functions on an interim basis, but lack of familiarity with our accounting software, government fund accounting, and cost principles associated with federal grant dollars could potentially require us to pay a consultant at their full rate while in a steep learning curve. We learn

from our experiences. In order to become better prepared for when critical positions such as this are vacated, it makes sense to invest in building and retaining capacity within our organization.

Section 5.6 of the SEAGO Policy Manual can help us build organizational capacity, provide professional growth opportunities and upward mobility for existing and future employees, and can assist us in recruitment and retention of quality employees. The problem with the policy as currently written is it provides SEAGO no assurance that someone who takes advantage of the policy will continue working for the agency long enough for us to get a return on the investment we have made in their education. As a result, I'm advocating that we add a provision in the policy that stipulates if a person takes advantage of the policy and leaves the organization within three years of completing any coursework SEAGO pays for, they will repay those funds to SEAGO upon termination of their employment. This will be accomplished through an employment agreement that refers to the provisions of this policy.

I have attached a draft of the proposed revisions to the Educational Assistance policy and I will look forward to answering any questions at the meeting.

Attachments: Proposed revisions to Section 5.6 of the SEAGO Policy Manual

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed revisions to Section 5.6 of the SEAGO Policy Manual to the Executive Board.

5.6. Educational Assistance

A. Financial Assistance

SEAGO may provide financial assistance for books, tuition, and course materials to regular employees who have successfully completed probation who desire to extend their job knowledge by enrolling in educational programs. Courses must be job related and intended to prepare the employee for promotion within SEAGO.

B. Scheduling and Approvals

Attendance in these educational programs must not conflict with SEAGO's schedule or workload. Financial assistance, coursework, and any adjustment of regular work schedule require the prior written approval of the Executive Director.

C. Payment and Repayment

SEAGO may advance 50% of tuition and textbook expenses at the time of registration and reimburse the remaining 50% upon successful completion of the approved course. Successful completion is defined as a grade of "C" or higher. If the employee fails to receive a grade of "C" or higher or fails to complete the course, the financial assistance advanced shall be ~~returned~~ repaid to SEAGO. An employee who has enrolled in coursework pursuant to this policy, and terminates their employment either voluntarily or involuntarily prior to completion, or at any time within three (3) years of completing said coursework, shall be required to repay all financial assistance provided by SEAGO within three (3) years of the date of termination.

D. Employment Agreement

Any employee wishing to take advantage of financial assistance pursuant to this Section shall enter into an employment agreement with SEAGO outlining the desired career path, the required coursework, any adjustment of regular work schedule, and the repayment requirements of Subsection C of this Section.

5.6. Educational Assistance

A. ~~501.1~~ Policy

The employees of ~~SEAGO Cochise County Government~~ are its greatest assets. It is the policy of ~~SEAGO Cochise County~~ to provide employees assistance in seeking higher level education in the form of limited tuition reimbursement and/or additional flexibility in scheduling in order to (1) increase the effectiveness of delivery of services ~~to the citizens of the county~~, (2) encourage the professional development of employees through educational opportunities and (3) assist employees who wish to prepare for possible advancement.

B. ~~501.2~~ Scope:

~~1. A.~~ Applicant Eligibility Requirements:

The following criteria must be met for employees to be deemed eligible for tuition reimbursement. Eligibility for this program, however, does not guarantee acceptance or approval of an application. Eligible applicants must:

- ~~a) 1-~~ Be employed continuously by ~~SEAGO the County~~ for the 12 months preceding the start of the course for which Tuition Reimbursement is sought, and
- ~~b) 2-~~ Currently occupy a classified or unclassified benefits eligible position~~-, and~~
- ~~c) 3-~~ Not be on an initial probationary period, and
- ~~d) 4-~~ Not be currently under any type of special observation period established in conjunction with a disciplinary action.

~~2. B.~~ Course Eligibility Requirements:

~~a) 1-~~ Course must be accredited by one of the following:

- ~~i) (a)~~ The Western Association of Schools and Colleges
- ~~ii) (b)~~ The Northwest Association of Schools and Colleges
- ~~iii) (c)~~ The Middle States Association of Colleges and Schools
- ~~iv) (d)~~ The North Central Association of Colleges and Schools
- ~~v) (e)~~ The Southern Association of Colleges and Schools
- ~~vi) (f)~~ The New England Association of Colleges and Schools
- ~~vii) (g)~~ Other - Courses not accredited by one of the above must receive special approval by the Executive Director County Administrator.

~~b) 2-~~ Course must be related to the employee's current or plausible future job duties unless it is a requirement for completion of a degree or certification program in which the employee is currently enrolled and which relates to the employee's current or plausible future job duties.

~~3. C.~~ Conditions and Limitations on Reimbursement:

- a) 1- Employees must receive approval from their the Executive Director or Human Resources Elected Official/Department Head and Human Resources prior to enrolling in the beginning of the course.
- b) 2- Reimbursement can be used for tuition, books, lab and other special fees. School supplies and late penalties/fees shall not be eligible for reimbursement
- c) 3- Reimbursement shall be based on available funds. In the event funds are not available, schedule accommodations may still be considered to allow the employee to continue to attend approved classes.
- d) 4- Reimbursement shall not exceed \$2,500.00 per year per employee, with no lifetime reimbursement cap.
- e) 5- Regular, part-time benefits eligible employees are eligible for a pro-rata amount of tuition reimbursement under this policy based on the number of hours budgeted for their position.
- f) 6- Applicants receiving alternate funding (with the exception of loans) such as grants, scholarships, VA benefits shall only be eligible for SEAGO county reimbursement in an amount that, when funding sources are combined, equal the amount of the course tuition.
- g) 7- Reimbursement is based on grades and granted upon submission of copies of grade reports and receipts of payment.
- h) 8- Except in the case of a no fault separation (lay-off, medical condition, etc.):
 - i) Applicants who receive reimbursement who separate from SEAGO County employment through termination or resignation within one year of completing a course shall repay SEAGO the county 100% of all educational assistance tuition reimbursement received.
 - ii) Applicants who receive reimbursement who separate from SEAGO County employment through termination or resignation within two years of completing a course or shall repay SEAGO the county 66% 50% of all tuition reimbursement received.
 - iii) Applicants who receive reimbursement who separate from SEAGO employment through termination or resignation within three years of completing a course or shall repay SEAGO 33% of all tuition reimbursement received.
 - iv) Applicants agree that any tuition reimbursement owed to SEAGO the County upon separation will be deducted from his/her final paycheck. Employees who separate employment three two years or more after completing a course will not be required to repay SEAGO the county.

4. D- Reimbursement:

- a) After being deemed eligible for tuition reimbursement and receiving approval from the Executive Director or Human Resources, upon submission of proof of course enrollment and associated receipts for payment, employees shall be reimbursed 50% their eligible costs.
- b) Subject to the limitations set forth in paragraph 3 C above, employees who receive a grade of C or better, or a Pass in the case of a Pass/Fail course shall be reimbursed the remaining 50% of their eligible costs. If the employee fails to receive a grade of "C" or higher or fails to complete the course, the first 50% of financial assistance reimbursed to the employee shall be repaid to SEAGO.

5. E- Schedule and other modifications:

- a) ~~1-~~ Employees wishing a schedule or other job modification, whether or not reimbursement is approved, must complete the Tuition Reimbursement Application for each term or semester in which schedule or other modification is desired and provide the completed form proof of course enrollment to the Executive Director or Human Resources for review and approval, within thirty days following the start of the class. Failure to provide proof of enrollment may result in rescission of any agreed upon modifications.
- b) ~~2-~~ Schedule or other modifications include (1) permission to work on approved coursework using a SEAGO county computer before or after regularly established working hours or during lunch breaks (2) to login to an online course before or after regularly established working hours or during lunch breaks and/or (3) working a reduced workweek workday, or modified schedule.
- c) ~~3-~~ Any schedule or other modifications must be approved by the Executive Director or Department Head and Human Resources.
- d) ~~4-~~ In the event a reduced schedule is approved, the employee shall only be paid for hours actually worked for SEAGO the county. Employees working a reduced schedule wishing to receive a full paycheck may be allowed to substitute available compensatory time, vacation leave, or allowed to make-up the time missed at the discretion of the Executive Director or Department Head or Elected Official.

C. 501.3 Procedure

- 1. ~~A-~~ Applicants who intend to utilize the provisions of this policy to further their education are encouraged to discuss those intentions as far in advance as foreseeably possible with the Executive Director, Department Head, or Human Resources in order to ensure funding is budgeted and available for educational assistance.
- 2. Applicants shall complete the Tuition Reimbursement Application Form Sections 1 and 2 in their entirety and submit the form to the Executive Director or his/her Department Head for review and approval. A separate application form must be completed for each course requested.
- 3. ~~B-~~ Upon attaining ~~Elected Official or~~ Department Head approval, applicants shall forward the Tuition Reimbursement Application Form to the Executive Director or Human Resources no later than 30 days prior to the start of the course.
- 4. ~~C-~~ The Executive Director or Human Resources ~~Director or Designee~~ shall review the form and determine eligibility for reimbursement.
- 5. ~~D-~~ Special circumstances falling outside of the scope of this policy may be forwarded to the Executive Director County Administrator for review and possible approval. Special circumstances include programs that are not accredited by the regional accrediting bodies listed in Subsection B., paragraph 2. a) 501.2B-1.
- 6. ~~E-~~ Within 60 days of successful completion of the course or courses, the applicant must submit copies of receipts for any educational assistance costs not previously reimbursed pursuant to this policy tuition and grade reports to the Executive Director or Human Resources ~~Director or Designee~~. Employees who fail to submit the required documentation within the established time-frame may be denied reimbursement.
- ~~F-~~ Applicants who are approved for a schedule or other modification in accordance with 501.2E shall provide proof of enrollment to Human Resources within thirty days following the start of the class. Failure to provide proof of enrollment may be grounds for rescinding any schedule or other agreed upon modification



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AAA PROGRAM MANAGER
DATE: MAY 10, 2017
SUBJECT: FY 2018 AAA SUBAWARD RENEWAL RECOMMENDATIONS

Prior to the start FY 2015, the AAA solicited proposals for Congregate Meals, Home Delivered Meals, Housekeeping, Personal Care, Home Nursing, Community Nursing, In-Home Respite, Legal Assistance, Transportation, Case Management, Caregiver Outreach/Training, Caregiver Adaptive Aids, and Caregiver Home Repair. Subaward agreements developed pursuant to the Request for Proposals were issued for FY 2015, with an option to renew subawards for up to an additional 4 years as was expressed in the RFP. Subaward renewals were 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 again consider our tentative FY 2018 subaward renewal recommendations at your meeting on May 19th so that subaward agreements can be in place and services begun by July 1st. Based on the initial funding available from the Arizona Department of Economic Security (ADES) for the AAA services listed above, we have developed recommendations for subaward renewal funding for Fiscal Year 2018. These initial funding levels may be increased or decreased based on subaward negotiations, alerts from ADES, or to reallocate units to areas of greater need in order to better manage the carryover of funds.

The Administrative Council unanimously recommended approval of the FY 2018 subaward renewal recommendations at their May 4th meeting. Staff now requests your support of the attached recommendations for Fiscal Year 2018 subaward renewals. I will attempt to answer any questions you may have at the meeting.

Attachment: Fiscal Year 2018 Subaward Renewal Recommendations

Action Requested: Information Only Action Requested Below

A motion to approve the proposed Fiscal Year 2018 AAA subaward renewal recommendations.

AAA FY 2018 Subaward Renewal Recommendations

Case Management			
Provider	Service	Service Area	Subaward Amount
Cochise Health and Social Services	Case Management	Cochise County - All	\$ 162,109
Greenlee County Health Department	Case Management	Greenlee County - All	\$ 20,615
Santa Cruz County Public Fiduciary	Case Management	Santa Cruz County - All	\$ 39,354
Southeastern Arizona Community Unique Services	Case Management	Graham County - All	\$ 39,022

Home Care Cluster			
Provider	Service	Service Area	Subaward Amount
Accent Care	Housekeeping	Cochise County - All	\$ 175,138
	Personal Care		\$ 67,000
	In-home Respite		\$ 20,000
Accent Care	Housekeeping	Graham County - All	\$ 15,000
	Personal Care		\$ 5,000
	In-home Respite		\$ 1,000
Accent Care	Housekeeping	Greenlee County - All	\$ 9,000
	Personal Care		\$ 4,000
	In-home Respite		\$ -
Accent Care	Housekeeping	Santa Cruz County - All	\$ 23,000
	Personal Care		\$ 6,000
	In-home Respite		\$ 1,000
Consumer Direct	Housekeeping	Santa Cruz County - All	\$ 19,883
	Personal Care		\$ 8,000
	In-home Respite		\$ 500
Greenlee County Health Department	Housekeeping	Greenlee County - All	\$ 25,000
	Personal Care		\$ 25,000
	In-home Respite		\$ 2,000
	Home Nursing		\$ 9,000
Lutheran Social Services	Housekeeping	Cochise County - All	\$ 45,000
	Personal Care		\$ 18,003
	In-home Respite		\$ 7,124

Home Care Cluster (continued)			
Provider	Service	Service Area	Subaward Amount
Lutheran Social Services	Housekeeping	Santa Cruz County - All	\$ 25,000
	Personal Care		\$ 8,000
	In-home Respite		\$ 1,000
Southeastern Arizona Community Unique Services	Housekeeping	Graham County - All	\$ 90,000
	Personal Care		\$ 30,000
	In-home Respite		\$ 18,000
	Home Nursing		\$ -

Meals Programs			
Provider	Service	Service Area	Subaward Amount
Catholic Community Services	Congregate Meals	Benson, Sierra Vista	\$ 22,000
	Home Delivered Meals	Rural Cochise County	\$ 146,000
City of Tombstone	Congregate Meals	Tombstone	\$ 35,000
Douglas ARC	Congregate Meals	Douglas	\$ 10,000
	Home Delivered Meals	Southeastern Cochise County	\$ 205,000
Mom's Meals	Home Delivered Meals	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 70,000
Santa Cruz Council on Aging	Congregate Meals	Nogales, Rio Rico	\$ 100,000
Southeastern Arizona Community Unique Services	Congregate Meals	Safford, Clifton and Duncan	\$ 60,828
	Home Delivered Meals	Graham and Greenlee Counties	\$ 128,314
Senior Citizens of Patagonia	Congregate Meals	Patagonia	\$ 33,000

Transportation			
Provider	Service	Service Area	Subaward Amount
City of Benson	Transportation	Benson Area	\$ 25,000
City of Bisbee	Transportation	Bisbee Area	\$ 28,000

Transportation (continued)			
Provider	Service	Service Area	Subaward Amount
City of Douglas	Transportation	Douglas	\$ 43,000
Easter Seals Blake Foundation	Transportation	Safford, Clifton, and Duncan areas	\$ 44,000
Volunteer Interfaith Caregiver Program	Transportation	Willcox and Sunsites areas	\$ 20,000

Other Services			
Provider	Service	Service Area	Subaward Amount
Cochise Health and Social Services	Caregiver Training	Cochise County - All	\$ 1,300
	Caregiver Outreach		\$ 1,300
Greenlee County Health Department	Caregiver Training	Greenlee County-All	\$ 1,000
	Caregiver Outreach		\$ 1,000
Santa Cruz County Public Fiduciary	Caregiver Training	SantaCruz County-All	\$ -
	Caregiver Outreach		\$ -
Southeastern Arizona Community Unique Services	Caregiver Training	Graham County-All	\$ 1,000
	Caregiver Outreach		\$ 1,000
Southeastern Arizona Community Unique Services	Adaptive Aids	Graham County - All	\$ 6,500
	Caregiver Home Repair		\$ 6,000
Southern Arizona Legal Aid		Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 13,200
Unobligated Funds	Caregiver Outreach and Training	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 5,800
	Transportation	Undetermined	\$ 15,941
			\$ 1,942,931



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MAY 10, 2017
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
August 3, 2017	August 18, 2017 Greenlee County
November 2, 2017	November 17, 2017 Santa Cruz County
February 8, 2018*	February 23, 2018* Cochise County
May 3, 2018	May 18, 2018 Graham County

** The February 2018 meeting dates may be moved one week as shown to avoid a conflict with the ACMA Winter Conference.*

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

Combined Administrative and Executive Committee Meetings (telephonic)
June 1, 2017 – 9:00 a.m.
October 5, 2017 – 9:00 a.m.
November 30, 2017 – 9:00 a.m.
March 29, 2018 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MAY 10, 2017
SUBJECT: ELECTION OF ADMINISTRATIVE COUNCIL OFFICERS

Article VII, Section C, of the SEAGO Bylaws provides for the annual election of Administrative Council officers. At their meeting on May 4th, the Administrative Council opted to retain the slate of officers elected last year.

As a result, the slate of officers for FY 2018 remains as follows:

Chair: Mr. Tedmond Soltis, City of Willcox Manager
Vice-Chair: Ms. Tammy Mitchell, Town of Huachuca City Clerk/Manager
Secretary: Mr. Horatio Skeete, City of Safford Manager

I look forward to working with these professionals again in fiscal year 2018.

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DIANE PASHLEY, ACCOUNTS MANAGER
DATE: MAY 10, 2017
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues & Expenditures for the period March 2017 and FY17 year-to-date is attached to this memo.

I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachment: Statement of Revenues and Expenditures March 2017

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 3/1/2017 Through 3/31/2017

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget	Percentage of Budget Used
Revenue					
General Fund	101	1,469	8,414	10,000	84.13%
Agency Response	301	(3,544)	52,751	43,170	122.19%
Community Development Block Grant	302	53,608	62,791	116,971	53.68%
Economic Development	303	11,814	85,923	110,357	77.85%
Housing	305	0	130	0	0.00%
Environmental Quality	306	395	6,975	5,400	129.17%
Elderly Transit	307	735	17,611	20,000	88.05%
Public Transit	308	1,124	13,979	20,000	69.89%
State Planning & Research	309	8,466	95,763	156,250	61.28%
Area Agency on Aging	310	36,276	303,309	366,807	82.68%
Regional Mobility Management	311	24,906	122,056	189,677	64.34%
Traffic Count	312	55	683	28,214	2.42%
RMM Training	314	5,028	110,617	217,355	50.89%
Regional Strategic Highway Safety Plan	315	9,455	122,762	333,662	36.79%
Route Study	316	867	75,458	79,954	94.37%
Legacy	317	40,451	83,683	75,510	110.82%
Aging Mastery	318	0	1,500	1,500	100.00%
Total Revenue		191,104	1,164,405	1,774,827	65.61%
Expenses					
General Fund	101	849	7,951	10,000	79.51%
Agency Response	301	3,957	31,077	43,170	71.98%
Community Development Block Grant	302	13,035	83,074	116,971	71.02%
Economic Development	303	11,814	85,175	110,357	77.18%
Housing	305	103	283	0	0.00%
Environmental Quality	306	378	6,975	5,400	129.17%
Elderly Transit	307	735	17,584	20,000	87.92%
Public Transit	308	1,124	13,714	20,000	68.56%
State Planning & Research	309	8,567	92,915	156,250	59.46%
Area Agency on Aging	310	35,757	267,462	356,207	75.08%
Regional Mobility Management	311	24,906	118,035	189,677	62.22%
Traffic Count	312	34	666	28,214	2.35%
RMM Training	314	5,028	110,422	217,355	50.80%
Regional Strategic Highway Safety Plan	315	9,455	117,283	333,662	35.15%
Route Study	316	867	69,160	79,954	86.49%
Legacy	317	40,451	93,776	75,510	124.18%
Aging Mastery	318	0	0	1,500	0.00%
Total Expenses		157,059	1,115,552	1,764,227	63.23%
Balance		34,045	48,853	10,600	460.87%



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

FROM: LARRY CATTEN

DATE: MAY 10, 2017

SUBJECT: RECENT EDD ACTIVITY

The purpose of this memorandum is to advise the Executive Board of recent EDD activity and activity anticipated in the near future.

Recent Activity

1. The Gila Valley Economic Development Corporation (GVEDC) recently completed its economic development strategic planning process. The result of the process was the successful development of viable and achievable economic development strategic plan. SEAGO has been an active stakeholder participant and resource throughout the planning process. The strategic planning consultants also utilized the SEAGO 2016-2020 CEDS as a foundational document in their strategic planning process.

The GVEDC is now in the process of determining the approach for administering and implementing the economic development strategic plan.

2. SEAGO is an active participant and resource in the City of Douglas initiative to develop an economic development strategic plan for that community. Under the leadership of City Manager, Jim Russell, and Community and Economic Development Director, David Carranza, the City has actively engaged a strategic planning process with community stakeholders. SEAGO is pleased to be a participant and resource in the strategic planning process.

Future Strategic Planning Activity

1. SEAGO is currently working with Tombstone Council Member Bill Barlow on an economic development strategic plan. The initial strategic planning committee meeting was held on April 21, 2017. At that time, all of the organizational issues were addressed and the decision made to engage a full economic development strategic planning process. SEAGO will be the facilitator and resource to the Tombstone strategic planning process, and the first meeting in the process is scheduled for May 18, 2017.
2. Santa Cruz County has made the determination to develop an economic development strategic plan for the County, and hire an employee to implement the plan. SEAGO has offered, and County officials have accepted the offer, to have SEAGO facilitate, manage, and be an economic development resource for the strategic planning process. SEAGO has submitted a proposal for the strategic planning process to County Administrator, Jennifer St.

John, which has also been forwarded to the Economic Development Strategic Plan Steering Committee. It is anticipated that a meeting will be held during the week of May 15 to review the proposal and move forward with the strategic planning process. It is further anticipated that the County economic development strategic planning process will begin shortly after the Steering Committee meeting.

3. A meeting of the SEAGO Economic Development Council was scheduled for April 28, 2017, but due to illness of the Economic Development Planner, the meeting was cancelled and has been rescheduled for May 23. The purpose of the meeting is threefold:
 - Provide relevant economic development training to members of the Council;
 - Provide an opportunity for the economic development practitioners in the Region to share information about projects and programs in their respective jurisdictions; and
 - Discuss a SEAGO proposal for engaging a “Target Industry Study” for each county in the SEAGO Region as well as the opportunity to seek a USDA grant as a funding source for the study.

The goal of a target industry study would be to determine in each county which industry sectors should be targeted for both business attraction and business expansion. Once targeted industries are identified, each county, city, and town in the region can develop strategies that are specific to the targeted industries. Such strategies could include developing employee training programs that fit targeted industry needs, attending trade shows of the target industries, developing relationships with site selectors and real estate professionals that specialize in the targeted industries.

The SEAGO CEDS has identified the target industry study as an important strategic planning objective, and the recent SEAGO strategic planning process reiterated that economic development planning objective. Completing a target industry study was also identified as a critical strategic goal in the Gila Valley Economic Development Corporation strategic plan.

Attachments: None

Action Requested: Information Only Action Requested Below:

This Memorandum is identified as “Information only.” However, the SEAGO Economic Development Planner requests thoughts, questions, concerns, and recommendations from the Administrative Council and the Executive Board.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MAY 10, 2017
SUBJECT: TRANSIT REPORT

The following is a brief update involving our Transit and Mobility Management Programs:

REGIONAL MOBILITY MANAGEMENT

SEAGO has developed a website specifically dedicated to linking the public and human services providers to transportation resources within the region. The website is <http://www.azmobility.org>. The updated SEAGO Transportation Services Coordination Plan has been updated and is available at: <http://www.seago.org/tsp/rmm.html>.

WILLCOX TRANSPORTATION PROJECT

SEAGO has partnered with the Volunteer Interfaith Caregiver Program (VICaP) to provide transportation services to the Willcox area. SEAGO assisted VICaP in obtaining a van for use in Willcox. The Willcox transportation program continues to grow. VICaP has recruited five volunteer drivers in the area. In addition to the van program, this program uses volunteer drivers with their own vehicles to transport clients to needed services. The program is now providing rides to Tucson and Safford. Once the intercity connection is completed to Benson, VICaP will provide rides to join the service.

SEAGO has kicked-off a Willcox Transit Needs Survey. It is expected to be completed in early May. The survey results will be used to support further transit grant opportunities for the area.

COCHISE COUNTY INTERCITY ROUTE STUDY

On March 31, 2016, the Administrative and Executive Committees approved accepting a 5304 Planning Grant and approved SEAGO to develop an RFP and select a consultant to perform a feasibility study for an intercity route from Douglas, to Bisbee, Sierra Vista, and Benson. SEAGO selected Moore and Associates as the consultant to lead the study. A project website has been developed. The project website is <https://cochisetransitplan.com> and is available in English and Spanish. All working papers and survey results can be accessed through the website.

The intercity route is in its final planning stages. The study's transit advisory committee selected the name **Cochise Connection**. Service will begin in Douglas and follow a SR 80/90 route with stops at the Lowell Plaza in Bisbee, Vista Canyon Medical Center, Cochise College Main Campus, and the Vista Transit Center in Sierra Vista, the Huachuca City Public Library, and the Benson Visitor Center. The SR 80/90 route was chosen over the SR 80/92 route due to time and cost restraints. The SR 80/90 route will allow 3 trips a day as opposed to 2 trips daily for the SR 80/92 route. Service is expected to begin on August 7, 2017. A website for the service is in final development. The site will be www.cochiseconnection.com.

GRAHAM/GREENLEE COUNTY FTA 5310 PROGRAM TRANSITION PROJECT

SEACAP has provided notice that they will be ending their transportation program on June 30th. Easter Seals Blake Foundation (ESBF) has volunteered to step in and continue services in Graham and Greenlee Counties. SEAGO is working with SEACAP and ESBF to make this a seamless transition.

ESBF has been providing transportation services in Graham and Greenlee Counties for almost 30 years. SEACAP has three vans located in Graham and Greenlee County. They will be transferred to ESBF for use in Clifton, Duncan, and Safford. ESBF will also be hiring SEACAP's Clifton, Duncan, and Safford drivers to ensure consistency of service. The integration of the ESBF and SEACAP's resources should result in enhanced and more dependable service in Graham and Greenlee Counties. ESBF will be submitting a FTA Section 5310 Grant in May. ESBF may be reaching out to the Counties, Cities, and Towns for Letters of Support for their application. Services could be contingent upon a successful application.

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

Action Requested: Information Only Action Requested Below



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MAY 10, 2017
SUBJECT: SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

The following is an update on the progress of our SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project since our February meeting.

Our consultant is working on finalizing the collection and analysis of regional crash data. To date, the study has confirmed 11,537 crashes, 142 fatal crashes, and 365 incapacitating injury crashes. The study period is 2012 through 2016. Lane departure, no seatbelt, speeding, and impaired driving were the primary causes of our fatal accidents.

We are moving into Phase II of the project (Development of an Implementation Plan for SEAGO and SVMPO). At our May 18th TAC Meeting, the SEAGO TAC will be finalizing the plans emphasis areas, vision statement, and goals. Once finalized, the consultant and SHSP TAC will identify the top ten regional safety projects. Our consultants will then verify project eligibility (B/C Ratio), develop a justification statement, and pre-scope each project. The goal is to have the plan in place by the end of August, so that the region can compete in the ADOT FY18/19 HSIP application cycle in October. Project eligibility must meet all of the following requirements:

- Only consider the most recent 5 years of crash data
- B/C Ratio of 1.5
- Only fatal and incapacitating injury data can be used in the B/C analysis
- Minimum project cost of \$250,000
- Use a 4 or 5 star Crash Modification Factor
- Project must align with the safety emphasis areas identified in the Arizona SHSP

Action Requested: Information Only Action Requested Below



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: MAY 10, 2017
SUBJECT: SEAGO/AREA AGENCY ON AGING UPDATES

With the help of DES and newly contracted registered dietician Tristine Bogle, Shi Martin, our Health and Nutrition Program Coordinator arranged for a mandatory training to all CNG/HDM providers in order to be in compliance with its DES-DAAS regulations as required by the state. On March 30th representatives of the six sites attended this meeting in Benson and covered emergency preparedness plans, food temperatures, food sanitation, and menus. Shi also spent some time with the attendees and went over what will be expected of them during programmatic monitoring which started beginning of April.

Shi Martin has also completed her congregate/home delivered sites monitoring in Graham and Greenlee. Her upcoming monitoring schedule is as follows:

Tombstone on May 11, 2017	Douglas on May 25, 2017
Nogales on May 17, 2017	Patagonia June 16, 2017
Benson on June 19, 2017	Sierra Vista June 20, 2017

Shi has A Matter of Balance coaches training for ten (10) interested individuals scheduled for April 17 and 18, 2017 in Clifton.

In the Long Term Care Ombudsman Program, all of the nursing homes have had their surveys completed for 2017. All facilities in our Southeastern AZ region have improved with the exception of Life Care of Sierra Vista which had a harm tag (level 2). Shi Martin along with all of Arizona long term care ombudsmen are working with CMS on the new regulations for discharges in nursing home facilities. The new regulation states that the long-term care ombudsman has to receive notification from the facilities of a patient/resident being discharged hence there is a lot of discussion going back and forth between the federal government and state ombudsman. This is the first phase of three that CMS is rolling out within the next two years in long term care regulations. The assisted living facilities are still struggling with the rate increase for the caregivers but as of now no new closures have been reported because of this. There has been a decrease of facilities taking Medicaid recipients versus private pay due to the lower income rate. As a result of AHCCCS's bidding process, which takes effect every five years, Bridgeway is no longer the case management provider for Medicaid/AHCCCS, and Banner healthcare has taken over the contract. It has been confirmed that they will be retaining 90 % of the case managers and hopefully that will be a smooth transition for the long-term care community.

The SEAGO – AAA SHIP/SMP program has been busy this year with Health Fairs, presentations and volunteer training.

SHIP/SMP coordinator participated in the following events and will be participating in the following upcoming events:

Event Name	Date
Bisbee Health Expo – Bisbee	01/14/2017
Cochise Health and Social Services - Caregiver Conference - Bisbee	01/19/2017
Santa Cruz County Advisory Council - Nogales	01/25/2017
Low Vision Group – Sierra Vista	01/31/2017
Bowman Senior Residences – Nogales	02/09/2017
Patagonia Public Library – Patagonia	02/09/2017
Casitas de Santa Cruz - Nogales	02/10/2017
Senior Expo – Sierra Vista	02/18/2017
Gila Valley Health & Science Fair - Thatcher	02/24-25/2017
Sierra Vista Chamber Health, Wealth & Lifestyle Fair – Sierra Vista	03/04/2017
Benson Hospital Health Fair - Benson	03/11/2017
Ethel Berger Center – Sierra Vista “Confused About Medicare?” Presentation	4/19/2017
Cochise County Health & Social Services Caregiver Training Benson Community Center	4/20/2017
Clifton Health Department Caregiver Education Workshop Clifton	4/28/2017

Starting on February 27th and finishing up on March 27th, seven (7) Chiricahua Community Health Center employees went through 3 – 10 hour training sessions and are now finishing up the final phase of becoming SHIP Counselors. We will now have SHIP counselors, on a regular basis, at all of the following locations:

Bisbee Senior Center, 300 Collins Rd., Bisbee, - 520-432-2528

Bisbee Clinic, 108 Arizona St., Bisbee, - 520-432-3309

Douglas Government Center, 1012 N G Ave., Douglas, - 520-432-2528

Ginger Ryan Clinic, 1205 F Ave., Douglas, - 520-364-3285

Cliff Whetten Clinic, 10566 HWY 191, Elfrida, - 520-642-2222

Canyon Vista Medical Center THRIVE, 2200 El Mercado Loop, Sierra Vista, - 520-459-8210

Ethel Berger Center, 2950 E. Tacoma, Sierra Vista, - 520-439-2300

Sierra Vista Adult Clinic, 155 Calle Portal Ste. 300, Sierra Vista, - 520-459-3011

Mobile Medical/Dental Clinic, Benson/Willcox/Bowie, - 520-642-2222

SEACUS, 1124 W Thatcher Blvd., Safford, - 928-428-3229

Patagonia Public Library, 342 Duquesne Ave., Patagonia, - 520-394-2010

Bowman Senior Residences, 229 N Grand Ave., Nogales, - 520-987-6548

Casitas de Santa Cruz, 1769 W. Target Range Rd., Nogales, - 520-287-9133

SEAGO-AAA is working on the 3rd Annual Conference on aging which will be in Bisbee, AZ on Wednesday June 14, 2017 from 8:30-4:30 it will be a full day conference with great speakers who will talk on: Feel Well-Sleep Well; Social Security Administration; Alternative Therapies, Transportation and SEAGO-AAA will also provide information about its programs. Transportation from Douglas and Bisbee will be provided to the event. We ask that you all help us disseminate the information and invite anyone who could benefit from it.

Attachments: Region VI Conference on Aging Flyer.

Action Requested:

Information Only

Action Requested Below

Region 6 Conference on Aging

Caregiver Training

Brought to you by:

The Desert Southwest Chapter
of the Alzheimer's Association,
The Legacy Foundation
&

SEAGO—Area Agency on Aging
Wednesday, June 14, 2017

8:30 AM—4:30 PM

St. Patrick's Church Hall
100 Quality Hill
Bisbee, AZ

The focus groups for our conference will be caseworkers, caregivers, their families, and the general public. There will be plenty of opportunities for networking and outreach. Prospective vendors are asked to provide a door prize in lieu of a registration fee to set up informational tables.

Lunch will be provided at the conference.

We are all looking forward to your participation.

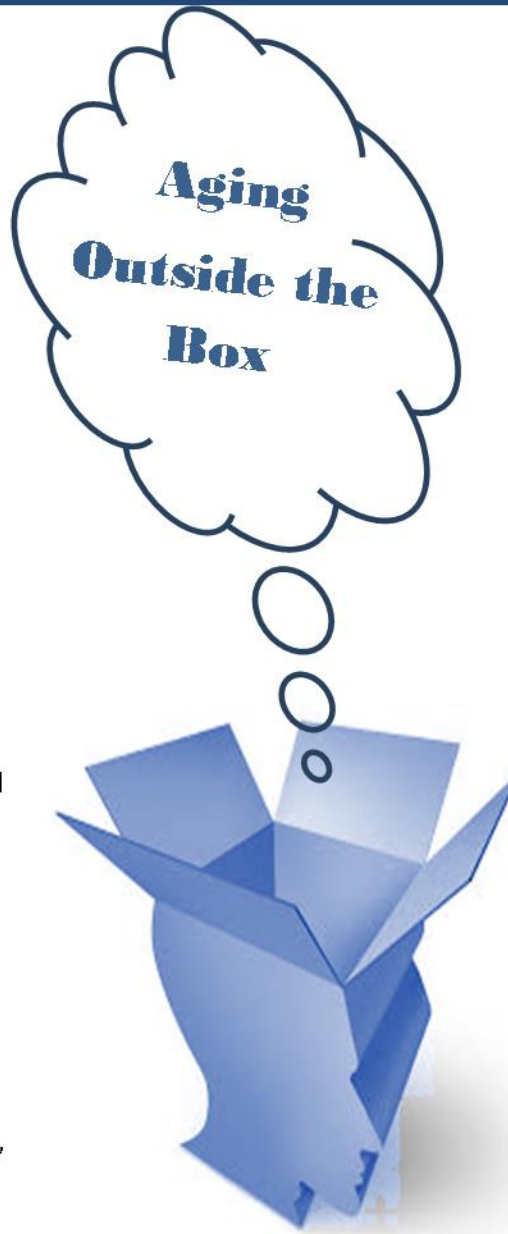
For more information contact us at:

520-432-2528

This Conference is open to Cochise, Graham, Greenlee and Santa Cruz county residents and providers. Space is limited, please secure your registration as soon as possible.

Register at:

<https://agingoutsidethebox.eventbrite.com>



Aging Outside the Box

Agenda

Region 6 Conference on Aging

8:30 – 9:00Registration

9:00 – 9:15Welcome: Laura Villa

SEAGO-AAA Program Director

9:15 – 10:15 ...Veronica Squyres Feel Well –Sleep Well; “
Enlivened Lives”

10:15 – 10:30...Break

10:30 – 12:00...Social Security Administration

12:00 – 1:00 ... Lunch (provided at conference)

1:00 – 1:45 ... Morgen Hartford—Desert Southwest Chapter
Alzheimer's Association

1:45 – 2:00 ... Break

2:00 – 2:30 ... Priscilla Stone—Bisbee Alternative Therapies
Clinic

2:30 – 3:30 ... Chris Vertrees—SEAGO Transportation

3:30—3:45.... Break

3:45—4:30... SEAGO - AAA Staff



alzheimer's association®

Desert Southwest Chapter



Legacy Foundation of Southeast Arizona

PROMOTING POPULATION HEALTH AND COMMUNITY WELLNESS
THROUGHOUT SOUTHEAST ARIZONA

SEAGO Executive Board Mtg 05-19-2017

