

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
MAY 03, 2018**

OFFICERS PRESENT: Williams, Matthew – Huachuca City (*Chair*)
Skeete, Horatio – City of Safford (*Secretary*)

MEMBERS PRESENT: Basteen, John Jr. – Town of Duncan
Brown, Heath – Town of Thatcher
Gilligan, Ed – Cochise County (*phone*)
Lewis, Sean – Town of Pima
McGaughey, Ian – Town of Clifton
McLachlan, Matt – City of Sierra Vista
Vivian, Vicki – City of Benson

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

GUESTS: None

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Vice Chair Williams called the meeting to order at 9:11 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

Mr. Matt McLachlan discussed economic development activities in Sierra Vista and the newly established technical assistance center established to help small DOD and small business diversity their economic base. Mr. Heath Brown announced the departure of Thatcher City Manager Terry Hinton, stating that he would be the interim manager until a new one is selected. He also mentioned that the Church Street STP project was moved up three years so they are starting utility relocations in preparation for the 2.3M project. Mr. Horatio Skeete announced the Safford City Council had approved a water rate increase. Ms. Vicki Vivian announced that Benson is working on its strategic plan, grant application, and public works projects. Vice Chair Williams discussed the Huachuca City landfill and CDBG projects. Mr. John Basteen Jr. discussed Duncan's five year strategic plan, budget process, and the housing study. Mr. Skeete mentioned that if a community is listed as a colonias and looking to improve water infrastructure you do not have to use the census population income guidelines as there are different standards for colonias projects which are more beneficial. Mr. Ed Gilligan mentioned that Cochise County had applied for grant funds for development of a road in the Willcox bench area. He also discussed progress with the SEACOM project.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 8, 2018 Minutes
 - b. Nomination to the Advisory Council on Aging

Mr. Skeete made a motion to approve the Consent Agenda as presented.

MOTION: Horatio Skeete
SECOND: Vicki Vivian
ACTION: **UNANIMOUS**

2. Election of Officers

Mr. Randy Heiss stated that it was time to elect a new slate of Officers and Vice Chair Williams opened the floor to nominations.

Mr. Skeete made a motion to nominate Vice Chair Williams to the Chairman position.

MOTION: Horatio Skeete
SECOND: Heath Brown
ACTION: **UNANIMOUS**

Mr. McLachlan made a motion to nominate Mr. Basteen to the position of Vice Chair.

MOTION: Matt McLachlan
SECOND: Heath Brown
ACTION: **UNANIMOUS**

A motion was made to accept the following slate of Officers:

Chairman – Matthew Williams (Huachuca City)
Vice Chair – John Basteen, Jr. (Duncan)
Secretary – Horatio Skeete (Safford)

MOTION: Matt McLachlan
SECOND: Heath Brown
ACTION: **UNANIMOUS**

3. Fiscal Year 2019 Budget Action Items

- a. Discussion and possible action regarding Resolution 2018-02 EDA Grant Authorization.

Mr. Larry Catten presented the annual EDA grant resolution 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.

Mr. McLachlan made a motion to approve Resolution 2018-02.

MOTION: Matt McLachlan
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

- b. Discussion and possible action regarding the proposed FY 2019 SEAGO Assessment Schedule and Budget.

Ms. Diane Pashley presented the proposed FY 2019 Assessment Schedule and Budget, pointing out the following assumptions:

- A decrease of \$2,111 in the RTAC Assessments due to an expansion of the SVMPO boundaries. This expansion increased the population within the SVMPO boundary and reduced the population within the non-urbanized area of the region – hence the decrease in the amount of the RTAC Assessments. All other assessments remain unchanged from FY 2018.
- Congress will continue funding the current programs including EDA and CDBG at or above current levels.
- A \$50,000 contingency line item from the fund balance has been included in this year's budget for unanticipated events that may come up in FY 2019. The Administrative and Executive Committees will be consulted before contingency funds are used.
- Across-the-board salary increases for all employees are unsustainable at this time.

Mr. Heiss discussed the sustainability of the SEAGO fund balance and guidelines established to sustain the existing fund balance for as long as possible.

Mr. Skeete made a motion to recommend approval of the FY 2019 SEAGO budget to the Executive Board.

MOTION: Horatio Skeete
SECOND: John Basteen, Jr.
ACTION: **UNANIMOUS**

- c. Sustainability of Fund Balance

Previously discussed by Mr. Heiss.

- 4. Discussion and possible action regarding the proposed updates to the SEAGO Policy Manual relating to the FWHFA

Mr. Heiss explained that on November 8, 2016, Arizona voters enacted the Fair Wages and Healthy Families Act (FWHFA), which amends the Arizona Minimum Wage Act to provide for incremental increases to the minimum wage for Arizona workers beginning on January 1, 2017. The Act also requires that, beginning July 1, 2017, Arizona workers shall accrue, and have the legal right to use, a minimum amount of "Paid Sick Time" benefits each year.

Under the FWHFA, employees are entitled to accrue a minimum of one hour of earned paid sick time for every 30 hours worked. Currently, SEAGO's policy manual precludes part-time employees scheduled for less than 20 hours per week, and temporary employees from accruing sick leave. As a result, staff recommended that the SEAGO Policy Manual be amended to bring it into alignment with the FWHFA. This requires updating Sections 4.1 and 6.5 of the SEAGO Policy Manual. Mr. Heiss presented the proposed Policy Manual changes and responded to questions.

Mr. McLachlan made a motion to recommend approval of the proposed updates to the SEAGO Policy Manual to the Executive Board.

MOTION: Matt McLachlan
SECOND: Vicki Vivian
ACTION: **UNANIMOUS**

5. Discussion and possible action to recommend approval of the FFY 2018 CDBG applications.

Mr. Bonnie Williams presented the proposed FFY 2018 CDBG project applications which will be submitted to SEAGO:

Safford: \$220,000 for ADA improvements to park playgrounds

Nogales: \$323,921 for water line and paving replacement on MacNab Drive.

Bisbee: \$471,000 for street and drainage improvements in Tin Town.

Clifton: \$100,000 for improvements to their wastewater system.

Mr. Basteen made a motion to recommend approval of the FFY 2018 CDBG project applications to the Executive Board.

MOTION: John Basteen, Jr.
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

6. Discussion and possible action regarding the proposed Fiscal Year 2019 AAA Subaward Renewal Recommendations.

Ms. Laura Villa provided background information on subawards 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. The Executive Board must again consider the tentative subaward renewal recommendations at their meeting on May 18th so that subaward agreements can be in place and services begun by July 1st.

Ms. Vivian made a motion to recommend approval of the proposed Fiscal Year 2019 AAA subaward renewals to the Executive Board.

MOTION: Vicki Vivian
SECOND: John Basteen, Jr.
ACTION: **UNANIMOUS**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates for the following twelve months.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of Strategic Plan goals.

C. Quarterly Finance Report

Ms. Diane Pashley provided the quarterly finance report and responded to questions.

D. SEAGO Economic Development Report

Mr. Larry Catten provided the Economic Development report and responded to questions.

E. AAA Updates

Ms. Laura Villa provided the Area Agency on Aging Region VI updates and responded to questions.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Regional Strategic Highway Safety Plan and responded to questions.

G. Transit Report

Mr. Vertrees provided the Transit Report and responded to questions.

VI. RTAC REPORT

No report at this time.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

None.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss mentioned there would be job classifications update and cooperative purchasing agreements items presented at the August meeting.

IX. ADJOURNMENT

Mr. Skeete made a motion to adjourn the meeting at 10:45 a.m.

MOTION: Horatio Skeete

SECOND: Vicki Vivian

ACTION: **UNANIMOUS**