



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, April 30, 2020 at 9 a.m.**

**Telephonic**

**Dial In: 1-800-326-0013**

**Conference ID: 5682213 #**

**To mute your phone: \*6**

**To unmute: #7**

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

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

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



# ADMINISTRATIVE COUNCIL AGENDA

9 A.M., THURSDAY, APRIL 30, 2020  
TELEPHONIC  
Dial In: 1-800-326-0013  
Conference ID: 5682213 #

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Blaschke	
<b>II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)</b>	Chair Blaschke	
<b>III. CALL TO THE PUBLIC</b>	Chair Blaschke	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
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3. Fiscal Year 2021 Budget Items		
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6. Discussion and possible action to recommend approval of the proposed FY 2021 AAA Subaward Recommendations	Laura Villa	30

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**VI. RTAC REPORT** Kevin Adam N/A

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS** Chair Blaschke N/A

**VIII. FUTURE AGENDA ITEMS** Chair Blaschke N/A

**IX. ADJOURNMENT** Chair Blaschke N/A

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

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter may contact Heather Glenn at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting Heather Glenn at (520) 432-5301 extension 207. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Heather Glenn al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**DRAFT MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9 A.M., THURSDAY, FEBRUARY 6, 2020  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair)  
Vivian, Vicki – City of Benson (Vice-Chair)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher  
Cassella, John – City of Safford  
Coleman, Theresa - City of Bisbee  
Coxworth, Dan – Cochise County (phone)  
Duthie, Eric – Town of Huachuca City  
McLachlan, Matt – City of Sierra Vista (phone)  
Perez, Rudy – Town of Clifton (phone)  
Presti, Charissa – Tombstone (phone)  
Rapier, Derek – Greenlee County (phone)  
Watson, Jerene – City of Douglas

STAFF PRESENT: Catten, Larry – Economic Development Planner  
Curtiss, Dina – Accounting Manager  
Dennis, Keith – Community Development Program Manager  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Vertrees, Chris – Transportation Program Administrator  
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin - RTAC

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS**

Chair Blaschke called the meeting to order at 9:09 a.m.

**II. MEMBER ENTITIES' DISCUSSION**

**Theresa Coleman** announced that they are working on Colonias designations for the City of Bisbee. **Jerene Watson** explained that the Douglas opportunity zones are bringing development to the city. Douglas now has a marketing person and has received lots of input as far as development; they are also working with Congressional staff on the new port of entry. **Vicki Vivian** reported that new the fuel farm at the Benson airport may bring in \$60-80,000 in fuel sales and the Governor wants to participate in the ribbon cutting. **Heath Brown** announced that Thatcher is almost done with the Church St. project. They are rolling out a new website and new welcome signs for the town. **Eric Duthie** shared that Huachuca City had good attendance at their 2<sup>nd</sup> public hearing regarding CDBG funds and he thanked Keith for his help. The town's bus service is moving forward and slated to begin March 1. Huachuca City will manage lines from Huachuca City to Tombstone and Tombstone to Huachuca City and will tie into the Sierra Vista hub. The line will be funded by the Legacy Foundation with a \$50,000 grant. The Huachuca City Town Manager position is closing tomorrow; they have received only 4 applications and none look qualified, so they would appreciate any referrals to fill the position. **Charissa Presti** shared that Tombstone is remodeling city hall offices and expanding their archives. Completion is expected in April. The Safford St. project funding is in place to replace hydrants. They

are working on well numbers 4 and 5; the wastewater treatment plant; and filling census positions. **Caleb Blaschke** announced that Willcox was awarded a full AmeriCorps grant to clean up properties. He explained that the city must provide a place for the volunteers to stay for three months. They also received an \$84,000 grant to conduct a rate study. They are also conducting a study to sell their gas system and getting out of that business. They are also looking to contract wastewater treatment out with same company used by Safford.

### **III. CALL TO THE PUBLIC**

No one from the public was present.

### **IV. ACTION ITEMS**

1. Consent Agenda
  - a. Approval of the November 7, 2019 Minutes
  - b. Nominations to the Advisory Council on Aging

Chair Blaschke called for a motion to approve the Consent Agenda.

**MOTION: Vicki Vivian**  
**SECOND: Jerene Watson**  
**ACTION: Unanimous**

2. Discussion and possible action to recommend the nomination of Daniel Valle to serve as a Cochise County Private Sector Representative on the Executive Board

Randy Heiss provided background on the private sector representative history, purpose, Mr. Valle's qualifications and how he came to be recommended.

Chair Blaschke called for a motion to recommend the appointment of Mr. Daniel Valle to a two-year term as a Cochise County Private Sector Representative on the Executive Board.

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

3. Discussion and possible action to recommend approval of the proposed SEAGO Policy Principles for Calendar Year 2020

Randy explained that a Transportation Issues Statement has been created for the past 6 years that gave staff authority to advocate for issues affecting the Transportation program. In November, he had intended to forward bring a Policies Principles document that covered issues important to all SEAGO programs for consideration by the Board, but was unable to do so due to working on the Rural Transportation Summit. With the Summit behind us, he was able to find time to develop the SEAGO policy Principles for calendar year 2020 for consideration. This document will give staff the ability to take action on proposed and existing policies or regulations impacting the efficient and effective operation of SEAGO's programs. One example is the mileage reimbursement authorized by the state, which has not been changed since 2006. He reviewed each principle and asked for the Council's input before taking to the Executive Board. Several changes were discussed and agreed to.

Chair Blaschke asked for a motion to recommend the Executive Board approve the SEAGO Policy Principles as amended and presented by staff.

**MOTION:** Theresa Coleman  
**SECOND:** Vicki Vivian  
**ACTION:** Unanimous

4. Discussion and possible action to recommend approval of Resolution No. 2020-01, authorizing an FTA Access and Mobility Partnership Grant

Chris Vertrees provided an overview of the grant and explained that in order for SEAGO to become a direct FTA grant recipient, the Executive Board must authorize staff to take actions as specified by resolution.

Chair Blaschke called for a motion to recommend approval of Resolution 2020-01 to the Executive Board.

**MOTION:** Vicki Vivian  
**SECOND:** Jerene Watson  
**ACTION:** Unanimous

## V. INFORMATION ITEMS

### A. Future Meeting Dates

Randy asked for any discussion regarding rotating locations for the AC meetings. None was brought forward. He explained why the date of the next Administrative Council meeting was changed to April 30<sup>th</sup>. He also reminded officers of the Administrative Council to mark their calendars for the April 2<sup>nd</sup> telephonic conference call meeting at 9 am and said it would probably only be a 20 minute call.

### B. Strategic Plan Implementation Progress Report

Randy provided an update on the status of each Goal and underlying tactics. Significant progress has been made toward implementing the strategic plan and over the afternoon and the next day, there will be opportunities to update the strategic plan with new goals and tactics for the following five years.

### C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions. She has changed the format of the report. This report was for November as she had been unable to produce December's report due an upgrade to the accounting software, which caused some down time and a few glitches that needed to be fixed.

### D. AAA Program Updates

Laura Villa provided an update on AAA Programs and responded to questions.

**E. SEAGO Economic Development District Report**

Larry Catten provided an update on Economic Development and responded to questions.

**F. Transportation Program Updates**

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

**VI. RTAC REPORT**

Kevin Adam provided an update and responded to questions.

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Keith Dennis discussed the changes to CDBG awards, saying that cities and towns can now apply for more than one project as long as it is for public services or a planning grant.

**VIII. FUTURE AGENDA ITEMS**

Mr. Heiss announced that the members could look for the following items at the May meeting: budget-associated items, including a resolution to authorize SEAGO to apply for an Economic Development planning grant. He said that the Strategic Plan should be ready for review and adoption. He also explained that Barbara Richardson, the Cochise County private sector representative, is nearing the end of her first term of office and will need to be appointed to a second and final two-year term (if willing to continue serving) or replaced. There may also be a presentation on the Greenlee County Road Study that was recently completed.

**IX. ADJOURNMENT**

Chair Blaschke adjourned the meeting at 11:17 a.m.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** ELECTION OF OFFICERS

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Article VII, Section C, of the SEAGO Bylaws provides as follows:

*“C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year.....”*

The officers of the Administrative Council constitute the Administrative Committee, and the current slate of officers is as follows:

Chair: Caleb Blaschke, City Manager, City of Willcox  
Vice-Chair: Vicki Vivian, City Manager, City of Benson  
Secretary: Horatio Skeete, City Manager, City of Safford

Mr. Blaschke remains willing to continue serving as Chair. Ms. Vivian is willing to continue serving as Vice-Chair, but is also willing to step aside if someone else expresses an interest in serving in this position. Mr. Skeete is retiring, and soon will no longer be a member of the Administrative Council. As a result, someone else from this group must be nominated to fill the Secretary position.

None of the existing officers have served three consecutive terms in their current positions and therefore remain eligible to serve. But per the Bylaws, the Administrative Council always has the option of electing an entirely new slate of officers annually or any combination of new officers and existing officers for the new fiscal year. I'll look forward to answering any questions you may have at your meeting.

Attachments: None.

Action Requested:  Information Only  Action Requested Below:

**A motion to elect a slate of officers of the Administrative Council for Fiscal Year 2021.**





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** JAY MATCHETT, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** APRIL 22, 2020  
**SUBJECT:** RESOLUTION NO. 2020-02

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Attached for your consideration is SEAGO Resolution No. 2020-02. 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 foster and promote economic development initiatives throughout the four counties of the SEAGO region.

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

Attachment: Resolution No. 2020-02

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval to the Executive Board of Resolution 2020-01 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*

## RESOLUTION NO. 2020-02

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2021 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 distress in these four counties is demonstrated by the 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, 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 to be made to the U.S. Department of Commerce, EDA for a Fiscal Year 2021 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**, the SEAGO Executive Director is hereby 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 15th day of May, 2020.

\_\_\_\_\_  
Richard Ortega,  
Executive Board Chair

\_\_\_\_\_  
Randy Heiss,  
Executive Director

### 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. 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](http://www.seago.org)



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** FISCAL YEAR 2021 FUND BALANCE USE

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Although it's somewhat irrelevant to our FY 2021 budget discussion, I've attached a memo entitled *Sustainability of the SEAGO Fund Balance*. The memo is designed to provide you with an overview of fund balance increases (or uses) from FY 2009 through FY 2019 in order to guide decisions as to how much of the fund balance should be used in balancing the annual budget when such use is requested. Other than the contingency line item (which would only be used under limited circumstances), we are not proposing the use of fund balance in the new fiscal year.

Overall, our fund balance is quite healthy and has recovered from the fund balance that was used to purchase the land, buildings and improvements that we now enjoy as our Main Office location. There was fund balance surplus of \$41,494 in FY 2019 bringing the total available fund balance to \$1,589,976 at year-end. This represents the largest amount of fund balance in the history of SEAGO which currently stands at 45% above the minimum amount required by the fund balance policy adopted by the Executive Board in 2015.

Substantial increases (or uses) of fund balance over the past eleven years are explained in the footnotes of the attached memo. I'll be pleased to answer any questions you may have at our meeting.

Attachments: Sustainability of Fund Balance memo, April 16, 2020.

Action Requested:                     Information Only                     Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 16, 2020  
**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 (if any) in prior years, the amount of fund balance currently available, and to provide a projection of how long uses of fund balance may be sustained. This information is intended to guide decisions as to how much of the fund balance should be used in balancing the annual budget when such use is requested. The table below provides an overview of the increases (or uses) of fund balance over the last eleven fiscal years:

End of Year Fund Balances <sup>1</sup>			
Fiscal Year Ending	Beginning Balance	Ending Balance	Fund Balance Surplus or (Use)
6/30/2009	\$ 1,681,043	\$ 1,921,455	\$ 240,412
6/30/2010	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/2011 (Restated <sup>2</sup> )	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 <sup>3</sup> )
6/30/2012	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/2013	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 <sup>4</sup> )
6/30/2014	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/2015	\$ 1,319,039	\$ 1,382,732	\$ 63,693
6/30/2016	\$ 1,382,732	\$ 1,414,782	\$ 32,050
6/30/2017	\$ 1,414,782	\$ 1,636,984	\$ 222,202 <sup>5</sup>
6/30/2018	\$ 1,636,984	\$ 1,548,482	(\$ 88,502 <sup>6</sup> )
6/30/2019	\$ 1,548,482	\$ 1,589,976	\$ 41,494

The fund balance policy established by the Executive Board on February 27, 2015 sets the minimum unrestricted fund balance in the General Fund at fifty percent of the prior fiscal year's total operating expenditures. In FY 2019, operating expenditures were **\$1,677,007**. Fifty percent of the FY 2019 operating expenditures is **\$838,504**. The amount of fund balance available at the end of FY 2019 (\$1,589,976) amounts to **95%** of that year's actual operating expenditures. Under this scenario, there would conceptually be **\$751,472** available for use in future budget years before the minimum level of fund balance is reached.

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

The table below provides an overview of how long it would take to reduce the existing fund balance of \$1,589,976 to \$838,504 under a number of different deficit spending scenarios:

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	150
\$ 10,000 per year	75
\$ 15,000 per year	50
\$ 20,000 per year	38
\$ 25,000 per year	30
\$ 30,000 per year	25
\$ 35,000 per year	21
\$ 40,000 per year	19
\$ 45,000 per year	17
\$ 50,000 per year	15

As shown in the table above, SEAGO would be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$838,504. However, because almost all of SEAGO’s programs operate on a cost reimbursement basis, limited unrestricted revenue is generated in a given year that can be used to cover any program deficits that may occur. As a Council of Governments, SEAGO has no taxation authority, and other than the annual assessment to our member entities and CDBG project administration fees, SEAGO has no predictable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that could be considered ‘sustainable’ in the purest sense of the term.

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

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

Attachments: None

Action Requested:  Information Only  Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** FISCAL YEAR 2021 ASSESSMENTS

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The proposed Assessment Schedule for Fiscal Year 2021 is attached for your review and recommendation. At this time, there are no anticipated increases in the amounts charged for SEAGO member entity assessments or RTAC assessments, and no proposed changes to the Sierra Vista Metropolitan Organization boundary that would impact the RTAC assessments in FY 2021. In addition, we are not expecting any changes to the amount of matching funds for our EDA grant. As a result, the FY 2021 Assessment Schedule remains unchanged from the current fiscal year.

I'll be happy to answer any questions you may have at our meeting.

Attachments: FY 2021 Assessment Schedule.

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of the Fiscal Year 2021 Assessment Schedule to the Executive Board.**

## FY 2021 ASSESSMENT SCHEDULE

### SouthEastern Arizona Governments Organization Draft Dues and Assessment Schedule Fiscal Year 2021

SEAGO Member	2015 OEPS Est. (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2021 Estimated Assessment (e)	Member Percent of Total FY2021 Assessment (f)	Total FY2020 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	4,999	\$1,750	\$1,054	\$147	\$2,951	3.73%	\$2,951	\$2,055
Bisbee	5,297	\$1,442	\$1,117	\$156	\$2,715	3.43%	\$2,715	\$2,305
Douglas	16,956	\$3,815	\$3,577	\$499	\$7,890	9.97%	\$7,890	\$7,078
Huachuca City	1,794	\$897	\$378	\$0	\$1,275	1.61%	\$1,275	\$747
Sierra Vista	44,183	\$3,314	\$1,977	\$0	\$5,291	6.69%	\$5,291	\$17,798
Tombstone	1,333	\$1,066	\$281	\$39	\$1,387	1.75%	\$1,387	\$579
Willcox	3,636	\$1,273	\$767	\$107	\$2,146	2.71%	\$2,146	\$1,529
Cochise County*	50,914	\$2,037	\$8,299	\$777	\$11,113	14.05%	\$11,113	\$21,406
Pima	2,553	\$894	\$539	\$75	\$1,507	1.91%	\$1,507	\$954
Safford	9,659	\$2,630	\$2,037	\$284	\$4,951	6.26%	\$4,951	\$3,859
Thatcher	5,125	\$1,396	\$1,081	\$151	\$2,627	3.32%	\$2,627	\$1,992
San Carlos Apache Tribe	5,029	\$1,369	\$1,061	\$148	\$2,578	3.26%	\$2,578	\$2,365
Graham County*	16,109	\$3,625	\$3,398	\$474	\$7,496	9.48%	\$7,496	\$5,882
Clifton	4,510	\$1,579	\$951	\$133	\$2,662	3.37%	\$2,662	\$1,281
Duncan	802	\$642	\$169	\$24	\$834	1.05%	\$834	\$290
Greenlee County*	5,243	\$1,428	\$519	\$154	\$2,101	2.66%	\$2,101	\$1,836
Nogales	21,910	\$4,382	\$2,169	\$644	\$7,195	9.10%	\$7,195	\$8,486
Patagonia	963	\$770	\$203	\$28	\$1,002	1.27%	\$1,002	\$370
Santa Cruz County*	27,397	\$4,794	\$5,779	\$805	\$11,379	14.38%	\$11,379	\$10,275
<b>SEAGO Region Totals</b>	<b>228,412</b>	<b>\$39,101</b>	<b>\$35,357</b>	<b>\$4,644</b>	<b>\$79,102</b>	<b>100.00%</b>	<b>\$79,102</b>	<b>\$91,089</b>

\*Unincorporated area only

#### Notes to Assessments:

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

(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 FY2020.

(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 2020.

(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 increased by 14,348 due to an expansion of its planning boundary in 2018. No change from FY 2020

(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 2021 assessment each member's assessment represents.

(g) Information is provided to compare total FY2021 and total FY2020 assessment. No change from 2020.

(h) Information is provided so comparisons can be drawn between total FY2021 assessment and total FY2010 assessment.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** APRIL 22, 2020  
**SUBJECT:** FISCAL YEAR 2021 BUDGET

---

The proposed SEAGO budget for Fiscal Year 2021 will be distributed to you via email before the meeting. The assumptions used in developing the FY 2021 budget are as follows:

- SEAGO member assessments remain unchanged from FY 2020.
- Congress will continue funding current programs, including EDA and CDBG, at or above current levels.
- A \$100,000 contingency line item from the fund balance has been included in this year's budget for unanticipated expenses or events that may come up in FY 2021. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.
- Across-the-board salary increases for all employees are unsustainable at this time.

The proposed FY 2021 budget worksheet 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.

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of the Fiscal Year 2021 Budget to the Executive Board.**





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** APPROVAL OF THE SEAGO FIVE-YEAR STRATEGIC PLAN UPDATE

---

You may recall that our Strategic Plan was due for an update in February 2019, but due to the need to procure service providers for the AAA and organize the 21st AZ Rural Transportation Summit, it was agreed that we would defer the update until February 2020. Accordingly, a strategic planning retreat was held at the Cochise College Benson Center February 6<sup>th</sup> and 7<sup>th</sup>. Those in attendance were engaged, thoughtful, and responsive to Melanie Greene, of M. Greene Planning and Resource Development, who served as our facilitator.

Participants at the retreat began by updating our vision and mission statements and Strategic Plan goals. Data was generated from member entity responses to pre-retreat survey questions and various facilitated discussions and exercises with participants at the retreat. This information was used to develop each program's objectives and tactics that will support and advance the strategic plan's updated goals.

Section IV of the Strategic Plan, containing the updated goals, objectives, and tactics, and Appendix A, containing outcome measures and an implementation timeline were developed and distributed to our Program Managers for comment. After incorporating the input of staff, these critical sections of the updated Plan were distributed to the Administrative Council and Executive Board for review on April 9<sup>th</sup>, and to date, I've received no comments.

Because the implementation plan in Appendix A systematically outlines each program's goals and the underlying objectives and tactics, outcome measures and timeframes for implementation, it materially represents the substance of the updated Strategic Plan. For this reason, I've attached Appendix A to this memo for your review. But should you be interested in reading or downloading the entire 49 page document, you may do so by clicking the link provided below:

[SEAGO Five-Year Strategic Plan FY2021-2025](#)

I look forward to discussing the Plan with you at the meeting.

Attachments: Appendix A - Goals, Objectives and Tactics Implementation Plan

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of the SEAGO Five-Year Strategic Plan FY2021 – FY2025 to the Executive Board.**











DRAFT







The SEAGO  
Five-Year  
Strategic Plan  
FY2021 – FY2025

















July 1, 2020









Our Road to a  
Sustainable Region





Transportation and Transit Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>					
<b>Objective A: Revise the SEAGO STBG Programming Process</b>	Revised policies and procedures approved by TAC				Time; TAC consensus
<b>Tactics:</b> 1. Develop TAC-approved policies and procedures to limit project costs and provide equal opportunities to all SEAGO member entities					
a. Cap project costs at two-years of Obligation Authority	Project costs are capped				
b. Review/revise policy of paying for Right-of-Way acquisition with STBG funds	ROW is acquired using non-federal funds				
c. Utilize the HURF Exchange Program whenever possible	HURF Exchange is used for the majority of projects				
d. Explore new Project Programming Procedures including a possible STBG funding rotation	New Project Programming Procedures are established				
<b>Objective B: Coordinate the Creation of a Sustainable, Dependable Public Transit System in Graham and Greenlee Counties</b>	Implementation Plan is developed and approved				Funding; time; consensus of local jurisdictions
<b>Tactics:</b> 1. Identify transportation partners	TAC Committee is formed				
2. Determine service needs and area	Service plan is developed				
3. Identify funding sources including non-ADOT sources	Financial resources report is created				

Transportation and Transit Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
4. Provide technical service and oversight during project development	Project development and monitoring plan is produced				
5. Garner agreements between local jurisdictions	IGAs, MOUs, or Resolutions are in place				
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>					
<b>Objective A: Improve the Visibility of SEAGO Through Partnerships</b>	Enhanced community awareness of SEAGO				Time; human assets; member entity and partner cooperation
<b>Tactics:</b> 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (ongoing)	News and announcements are published				
2. Update partnership agreements to include signage and/or promotion requirements crediting SEAGO Transportation	Partnership agreements are updated				
3. Provide links to Transportation programs and services to member entities for inclusion on their websites and social media pages	Transportation links are live on member entity websites and social media pages				








Community Development Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>					
<b>Objective A: Enhance CDBG Technical Assistance</b>	Technical assistance is enhanced				Human assets; partnerships with colleges
<b>Tactics:</b> 1. Develop additional capacity within the CDBG Program to assist with project administration	Additional staffing is recruited (part-time, full-time, permanent or temporary employees or internships)				
2. Educate member entities on the potential for the region to capture a greater share of the CDBG Colonias and State Special Projects (SSP) set-aside accounts (ongoing)	Increasing interest from member entities in developing Colonias and SSP project applications				
3. Encourage community applications and provide technical assistance in developing Colonias and SSP applications	Increasing number of Colonias and SSP applications submitted and awarded				
<b>Objective B: Explore Creating Housing Program Opportunities to Address Homelessness and Housing Affordability</b>	Housing programs and partnerships are explored, developed and implemented				Funding, human assets; public, private and non-profit partnership and collaboration
<b>Tactics:</b> 1. Identify potential funding sources including HOME, HUD, Regional Account, SSP, Colonias, and private foundations	Financial resources are identified and posted to SEAGO website				





Community Development Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
2. Identify potential partners and agencies to accomplish this objective	Partners and agencies are identified; partnerships are established				
3. Develop a coordinated Technical Assistance service delivery plan	Coordinated housing TA Plan is developed				
4. Deliver Technical Assistance to member entities to accomplish this objective	Technical Assistance Schedule and satisfaction surveys				
<b>Objective C: Absorb the Water Quality Management Program (see Central Administration)</b>	Water Quality Management Program is transferred to Community Development				Time; human assets
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>					
<b>Objective A: Provide Outreach to Member Entities</b>	Community stakeholders are informed of Community Development programs and TA				Time; human assets
<b>Tactics:</b>					
1. Create and deliver outreach materials to member entities regarding Community Development programming and technical assistance	Outreach materials are produced, and delivered to member entities and stakeholders in each county				
2. Create and disseminate press releases regarding Community Development activities in each county or community in the SEAGO region	Press releases and articles are published in local news media				
3. Update TA agreements to include signage and other promotion requirements crediting SEAGO	TA agreements are updated				

Area Agency on Aging Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>					
<b>Objective A: Increase Agency Capacity</b>	Advocacy is strengthened and agency staff are cross-trained				
<b>Tactics:</b> 1. Reallocate staff duties to expand advocacy efforts	Directors are able to engage in and expand advocacy efforts				
2. Cross-train agency staff among programs (ongoing)	Cross-training plan is developed; improved capacity toward sustainability				
<b>Objective B: Improve Emergency Nutrition Access</b>	Shelf-stable emergency meals are readily available at all nutrition sites				Additional funding for program development
<b>Tactics:</b> 1. Develop READI-Meals Program to provide shelf-stable meals suitable for long-term storage and emergency use for congregate and home delivered meals	Nutrition sites have approved food safety plans, trained staff, equipment and supplies to produce shelf stable meals				
<b>Objective C: Improve Operational Control and Service Delivery Efficiency</b>	Reduced carry-over funding; additional clients served				Commitments for supplemental funding; human assets
<b>Tactics:</b> 1. Meet with case management agencies to explore opportunities to secure commitments for supplemental funding	Supplemental funding commitments are identified				
2. Transition to in-house case management	Service delivery is improved				






Area Agency on Aging Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>					
<b>Objective A: Improve the visibility of SEAGO through partnerships</b>	Enhanced community awareness of SEAGO				Time; human assets; member entity, provider and partner cooperation
<b>Tactics:</b> 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through AAA newsletter and partnerships with local news media (ongoing)	Newsletters are distributed; News and announcements are published				
2. Update provider subaward agreements to include signage and/or promotion requirements crediting SEAGO AAA	Provider subaward agreements are updated				
3. Provide links to AAA programs and services to member entities for inclusion on their websites and social media pages	AAA links are live on member entity websites and social media pages				






Economic Development Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>					
<b>Objective A: Improve Local Economic Development Capacity</b>	Additional economic development resources are available to member entities				Time; local interest; continued funding
<b>Tactics:</b> 1. Develop an economic development tool kit for each member entity based upon the economic development needs and characteristics of each respective jurisdiction	Jurisdictional toolkits are provided				
<b>Objective B: Enhance Jurisdictional Opportunities to Attract Industry</b>	Jurisdictional marketing efforts are targeted toward compatible industries				Time; local interest; funding for studies
<b>Tactics:</b> 1. Facilitate planning process for those jurisdictions that have not completed a target industry study	Target industry studies are completed				
2. Support implementation of the target industry strategic plans for jurisdictions that have them	Local strategies are supported; technical assistance is provided				
<b>Objective C: Expand Jurisdictional Outreach and Marketing</b>	Outreach and marketing campaigns are developed and utilized				Time; funding to develop campaigns
<b>Tactics:</b> 1. Provide assistance to interested jurisdictions to create and utilize branding and marketing campaigns	Local branding and marketing strategies are identified; community assets promoted; technical assistance is provided				

Economic Development Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
2. Provide assistance to interested jurisdictions to develop 'Shop Local' campaigns	Technical assistance is provided; leakage of local tax revenue is reduced				
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>					
<b>Objective A: Improve the visibility of SEAGO through partnerships</b>	Enhanced community awareness of SEAGO				Time; human assets; member entity, and partner cooperation
<b>Tactics:</b> 1. Continue promoting news and announcements about program initiatives and accomplishment through social media and partnerships with local news media (ongoing)	News and announcements are published				
2. Provide links to Economic Development Data Portals, programs and services to member entities for inclusion on their websites and social media pages	Economic Development links are live on member entity websites and social media pages				

Central Administration Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>					
<b>Objective A: Enhance Capacity of Central Administration Staffing</b>	Critical knowledge and information is transferred; succession plan in place			⊗	Time; staffing continuity; human assets
<b>Tactics:</b> 1. Cross-train staff	Leadership staff are trained to manage an additional program			⊗	
2. Develop a succession plan for the Executive Director including delegation of IT, Human Resources, and the Water Quality Management Program responsibilities	Succession plan is developed; three staff members trained to assume responsibilities				
<b>Objective B: Enhance Employee Services</b>	Employee recruitment and retention is enhanced; costs are reduced; employee benefits are expanded		⊗		Time; human assets
<b>Tactics:</b> 1. Advocate to increase the State mileage reimbursement rate to match the Federal rate	Improved recruitment and retention capacity; employees are fairly compensated for mileage on personal vehicles used for SEAGO business			⊗	
2. Investigate and offer improved, affordable group health insurance options	Improved access to affordable health care; potential cost savings to SEAGO programs	⊗	⊗	⊗	
3. Implement stipends for employees utilizing personal cell phones for SEAGO business	Employees are fairly compensated for use of personal cell phones	⊗			
<b>Objective C: Secure Adequate, Affordable, Long-Term Facilities for the Area Agency on Aging</b>	Adequate, affordable, long-term AAA facilities are secured		⊗		Time; possible financing, Board approval

Central Administration Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed	
<b>Tactics:</b> 1. Conduct market research for commercial office space in Bisbee area	Market data is gathered					
2. Investigate costs to purchase, install, and retrofit a modular building for the AAA offices at the Main Office location	Potential capital costs are known					
3. Negotiate affordable lease extension at existing AAA offices; or purchase, install and retrofit modular office building at Main Office location	Bisbee City Council approval is secured (extended lease option) or Executive Board approval is secured (capital purchase and financing option)					
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>						
<b>Objective A: Improve the visibility of SEAGO through partnerships</b>	Enhanced community awareness of SEAGO; increased advocacy for member entities					Time; human assets; member entity, and partner cooperation
<b>Tactics:</b> 1. Continue promoting news and announcements about initiatives and accomplishments of SEAGO programs through social media and partnerships with local news media (ongoing)	News and announcements are published					

Central Administration Goals, Objectives, and Tactics	Measurable Outcome	Short-Term By 7/1/2021	Mid-Term By 7/1/2022	Long-Term After 7/1/2023 and before 7/1/2025	Resources available or needed
2. Update AAA provider subaward agreements, CDBG TA contracts, and Transportation partnership agreements to include signage and/or promotion requirements crediting SEAGO programs	Agreements and contracts are updated				
3. Provide links to SEAGO programs and services to member entities for inclusion on their websites and social media pages	Program links are live on member entity websites and social media pages				
4. Build Central Administration capacity to free up time for the Executive Director to attend City and Town Council and County Board of Supervisor meetings	Executive Director attendance at City Council and Board of Supervisor meetings; increased advocacy for issues faced by member entities				



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** UPDATE TO THE SEAGO CLASSIFICATION PLAN

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The SEAGO Area Agency on Aging (SEAGO-AAA) is requesting the addition of three positions to the current Classification Plan. These positions are budgeted for (or will be at the time of hire), and are in keeping with the new goals, objectives and tactics of the SEAGO Five-Year Strategic Plan 2021 – 2025. A brief description and justification for the positions follows:

### Case Management Services

Goal 1, Objective C for the SEAGO-AAA contemplates a transition of Case Management services from a subawarded (contracted) service performed by providers, to a service performed in-house. While we have enjoyed a long and mutually beneficial partnership with Cochise and Santa Cruz Counties, we have little authority over their employees performing case management services. Efforts over the past several years to train and communicate improved service methodologies to the case managers to increase units of Home and Community Based Services (HCBS) have been unsuccessful to date, and we are aware of no other options for case management services in these areas. The SEAGO-AAA believes that transitioning to an in-house case management system in these counties will improve our operational control, the efficiency and delivery of HCBS services, reduce the amount of funding carried-over at year end, and enable us to serve additional clients.

The SEAGO-AAA envisions a phased transition, beginning in Santa Cruz County with the hiring of one case manager to serve clients in that area. If the expected outcome measures are realized in Santa Cruz, we would begin a similar transition in Cochise County with the recruitment of a Case Management Coordinator who would take on case management responsibilities in the Bisbee area and work directly with the remaining Cochise County case managers to reduce carry-over and increase service delivery in that part of the region.

### Health and Nutrition Program

Goal 1, Objective B for the SEAGO-AAA calls for improving access to emergency food supplies at the senior nutrition sites throughout the region. Development of the READI-Meals Program will provide shelf-stable meals suitable for long-term storage and emergency use at congregate meals sites across the region. The meals could also be distributed to home delivered meals clients throughout the region for emergencies.

Over the last five years, SEAGO-AAA's Health and Nutrition Program has expanded considerably. The program now includes oversight of six congregate meal sites and three home delivered meal providers; A Matter of Balance - a program designed to reduce the fear of falling and increase activity levels among older adults; Tai Chi for Arthritis - a program for older adults

with arthritis designed to reduce falls, improve balance, relaxation, vitality, posture, and immunity; the Aging Mastery Program - a program to educate and inspire behavioral change for aging well; and most recently, and the READI Meals program described above that will help SEAGO-AAA meet emergency preparedness program requirements.

As a result of the increase and expansion of Health and Nutrition programs throughout the four-county region, SEAGO-AAA believes it is now necessary to hire an assistant to our Health and Nutrition Program Coordinator to help increase program visibility, fall prevention class enrollment, recruit volunteers, increase partnerships, and most importantly, assist in the development and implementation of the READI Meals program.

If there are any questions, Laura Villa will do her best to answer them at the meeting, or alternatively, you may contact her at (520) 432-2528 Extension 208, or [lvilla@seago.org](mailto:lvilla@seago.org) .

**Attachments:** SEAGO Classification Plan update

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

**A motion to recommend approval of the SEAGO Classification Plan update to the Executive Board.**

Job Code	Job Families and Job Classes	Current / FLSA	Incumbent
<b>Management</b>			
101	Executive Director	Exempt	Randy Heiss
102	Area Agency on Aging Program Director	Exempt	Laura Villa
103	Community Development Program Manager	Exempt	Keith Dennis
104	Economic Development Program Manager	Exempt	Jay Matchett
105	Housing Program Manager	Exempt	Vacant
106	Transportation Program Administrator	Exempt	Chris Vertrees
<b>Administrative Services</b>			
155	Accounting Manager	Exempt	Dina Curtiss
175	Executive Assistant	Non-Exempt	Vacant
190	Administrative Assistant II (FT)	Non-Exempt	Heather Glenn
195	Administrative Assistant I (PT)	Non-Exempt	Vacant
<b>Area Agency on Aging</b>			
210	Management Analyst I	Non-Exempt	Carrie Gibbons
215	Care Coordinator	Non-Exempt	Karen Enriquez
220	Case Management Coordinator	Non-Exempt	TBD
225	Case Manager I	Non-Exempt	TBD
230	Health Insurance Assistance Program Coordinator	Non-Exempt	Ramona MacMurtrie
235	Health and Nutrition Program Coordinator	Non-Exempt	Shira Martin (1/4 PT)
236	Health and Nutrition Program Coordinator II (PT)	Non-Exempt	TBD
240	Ombudsman Program Coordinator	Non-Exempt	Shira Martin (3/4 PT)
290	Office Specialist II (FT)	Non-Exempt	Amalia Marin
295	Office Specialist I (PT)	Non-Exempt	Vacant
<b>Community Development</b>			
305	Planner II – Community Development	Non-Exempt	Vacant
310	Planner I – Community Development	Non-Exempt	Vacant
390	Senior Planning Specialist – CDBG (FT)	Non-Exempt	Keith Dennis
395	Planning Specialist – CDBG (PT)	Non-Exempt	Vacant
<b>Economic Development</b>			
405	Planner II – Economic Development	Non-Exempt	Vacant
410	Planner I - Economic Development	Non-Exempt	Vacant
<b>Housing</b>			
505	Senior Housing Program Specialist	Non-Exempt	Vacant
590	Housing Program Specialist	Non-Exempt	Vacant
595	Housing Assistant (PT)	Non-Exempt	Vacant
<b>Transportation</b>			
605	Planner II – Transportation	Non-Exempt	Vacant
610	Planner I – Transportation	Non-Exempt	Vacant
615	Regional Mobility Manager	Non-Exempt	Connie Gastelum
620	Assistant Regional Mobility Manager	Non-Exempt	Vacant
625	Training – Title VI Coordinator	Non-Exempt	Jessica Urrea
630	GIS – Technical Services Coordinator	Non-Exempt	John Merideth

**Green** = New Position





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AAA PROGRAM DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** FY 2021 AAA SUBAWARD RECOMMENDATIONS

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On March 27, 2019, the SEAGO AAA solicited applications from service providers for Congregate Meals, Home Delivered Meals, Housekeeping, Attendant Care, Home Nursing, In-Home Respite, Legal Assistance, Transportation, and Case Management. Subaward agreements were issued to providers in Fiscal Year 2020, with options to renew subawards for up to an additional 4 years, as expressed in the RFA. Subaward renewals will be issued in Fiscal Year 2021 and the subsequent three fiscal years based on the recommendations developed by staff and approved by the Administrative Council and Executive Board.

The Executive Board must consider our tentative subaward recommendations at their meeting on May 15<sup>th</sup> so that subaward agreements can be in place and services begun by July 1<sup>st</sup>. Based on the anticipated funding levels available from the Arizona Department of Economic Security (ADES) for the AAA services listed above, we have developed the attached AAA funding levels by county area and potential subaward recommendations for Fiscal Year 2021. These recommendations do not include additional funding that will soon become available for response to the COVID-19 outbreak. It's also important to remember that these are only the initial funding levels and they may be increased (or decreased) based on subaward negotiations and future alerts from ADES.

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

**Attachment:** Fiscal Year 2021 Subaward Recommendations

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

**A motion to recommend approval of the Fiscal Year 2021 AAA subaward recommendations to the Executive Board.**

**SEAGO AAA Fiscal Year 2021 Subaward Recommendations**

**Case Management**

Available Funding All Counties: \$ 265,000

<b>Provider</b>	<b>Service</b>	<b>Service Area</b>	<b>Contract Amount</b>
<b>Cochise County</b>			
Cochise Health and Social Services	Case Management	Cochise County - All	\$ 170,000
<b>Graham County</b>			
Southeastern Arizona Community Unique Services	Case Management	Graham County - All	\$ 35,000
<b>Greenlee County</b>			
Greenlee County Health Department	Case Management	Greenlee County - All	\$ 25,000
<b>Santa Cruz County</b>			
Santa Cruz County Public Fiduciary	Case Management	Santa Cruz County - All	\$ 35,000

**Home Care Cluster**

Available Funding By County:

Cochise: \$ 457,959  
 Graham: \$ 125,000  
 Greenlee: \$ 80,000  
 Santa Cruz: \$ 153,500

<b>Provider</b>	<b>Service</b>	<b>Service Area</b>	<b>Contract Amount</b>
<b>Cochise County</b>			
Accent Care	Housekeeping	Cochise County - All	\$ 2,905
	Attendant Care		\$ 250,000
	Attendant Care-SSBG		\$ 20,000
	In-home Respite		\$ 34,554
Lutheran Social Services	Housekeeping	Cochise County - All	\$ 500
	Attendant Care		\$ 110,000
	Attendant Care-SSBG		\$ 28,000
	In-home Respite		\$ 12,000
<b>Graham County</b>			
Accent Care	Housekeeping	Graham County - All	\$ 500
	Attendant Care		\$ 20,000
	In-home Respite		\$ 500
Southeastern Arizona Community Unique Services	Housekeeping	Graham County - All	\$ 1,000
	Attendant Care		\$ 80,000
	Attendant Care-SSBG		\$ 13,000
	In-home Respite		\$ 10,000
<b>Greenlee County</b>			
Greenlee County Health Department	Housekeeping	Greenlee County - All	\$ -
	Attendant Care		\$ 65,000
	Attendant Care-SSBG		\$ 2,000
	In-home Respite		\$ 4,000
	Home Nursing		\$ 9,000

Home Care Cluster (continued)			
Provider	Service	Service Area	Contract Amount
<b>Santa Cruz County</b>			
Accent Care	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 32,000
	Attendant Care-SSBG		\$ 8,000
	In-home Respite		\$ 500
Consumer Direct	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 48,000
	Attendant Care-SSBG		\$ 3,000
	In-home Respite		\$ 3,000
Lutheran Social Services	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 40,000
	Attendant Care-SSBG		\$ 6,000
	In-home Respite		\$ 500
Patagonia Assisted Care Agency	Housekeeping	Santa Cruz County - All	\$ 500
	Attendant Care		\$ 10,000
	In-home Respite		\$ 500
<b>Meals Programs</b>			
Available Funding By County:			
		Cochise:	\$ 491,409
		Graham:	\$ 175,718
		Greenlee:	\$ 64,267
		Santa Cruz:	\$ 151,196
Provider	Service	Service Area	Contract Amount
<b>Cochise County</b>			
City of Tombstone	Congregate Meals	Tombstone	\$ 35,000
	Congregate Meals-C19		TBD
Douglas ARC	Congregate Meals	Douglas	\$ 10,116
	Congregate Meals-C19		TBD
	Home Delivered Meals	SE Cochise County	\$ 185,000
	HDM-C19		TBD
Mom's Meals	HDM SSBG Funds	Benson, Sierra Vista	\$ 89,494
	HDM-C19		TBD
	Home Delivered Meals	Rural Cochise County	\$ 171,799
<b>Graham County</b>			
Mom's Meals	Home Delivered Meals	Rural Graham County	\$ 32,112
	HDM-SSBG Funds		\$ 1,606
Southeastern Arizona Community Unique Services	Congregate Meals	Safford	\$ 30,000
	Congregate Meals-C19		TBD
	Home Delivered Meals	Graham	\$ 12,000
	HDM-C19		TBD
	HDM-SSBG Funds		\$ 100,000

Meals Programs (continued)			
Provider	Service	Service Area	Contract Amount
<b>Greenlee County</b>			
Mom's Meals	Home Delivered Meals	Rural Greenlee County	\$ 11,239
	HDM-SSBG Funds		\$ 8,028
Southeastern Arizona Community Unique Services	Congregate Meals	Clifton and Duncan	\$ 20,000
	Congregate Meals-C19		TBD
	Home Delivered Meals	Greenlee	\$ 25,000
	HDM-C19		TBD
<b>Santa Cruz County</b>			
Mom's Meals	Home Delivered Meals	Rural Santa Cruz County	\$ 35,323
	HDM-SSBG Funds		\$ 20,873
Santa Cruz Council on Aging	Congregate Meals	Nogales	\$ 95,000
	Congregate Meals-C19		TBD
Senior Citizens of Patagonia	Congregate Meals	Patagonia	\$ 30,000
	Congregate Meals-C19		TBD
<b>Transportation</b>			
			Cochise: \$ 145,000
			Graham: \$ 40,000
			Greenlee: \$ 40,000
			Santa Cruz: \$ -
Provider	Service	Service Area	Contract Amount
<b>Cochise County</b>			
City of Benson	Transportation	Benson Area	\$ 30,000
City of Bisbee	Transportation	Bisbee Area	\$ 30,000
City of Douglas	Transportation	Douglas - Cochise Cnty	\$ 40,000
Volunteer Interfaith Caregiver Program (VICAP)	Transportation	Cochise County -All	\$ 45,000
<b>Graham County</b>			
Easter Seals Blake Foundation	Transportation	Graham County	\$ 40,000
<b>Greenlee County</b>			
Easter Seals Blake Foundation	Transportation	Greenlee - Clifton	\$ 20,000
		Greenlee - Duncan	\$ 20,000
<b>Unobligated Funds</b>			
			Available Funding All Counties: \$ 84,723
Provider	Service	Service Area	Contract Amount
TBD	Legal Services	Cochise, Graham,	\$ 27,265
TBD	Transportation	TBD	\$ 25,184
SEAGO AAA	Caregiver Outreach	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 3,000
	Caregiver Training	Cochise, Graham,	\$ 3,000
	Home Safety Program	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 13,589
	Case Management	Cochise	\$ 12,685
<b>Grand Total - All</b>			<b>\$ 2,273,772</b>



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** APRIL 22, 2020  
**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 6, 2020	August 21, 2020 - Greenlee County
November 5, 2020	November 20, 2020 - Santa Cruz County
February 11, 2021*	February 26, 2021 - Cochise County*
May 6, 2021	May 21, 2021 - Graham County

*\*Moved to avoid conflict with ACMA Winter Conference.*

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

Combined Administrative and Executive Committee Meetings (telephonic)
June 4, 2020 – 9:00 a.m.
October 1, 2020 – 9:00 a.m.
December 3, 2020 – 9:00 a.m.
April 1, 2021 – 9:00 a.m.

**Attachments:** None.

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



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** APRIL 22, 2020  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues and Expenditures for the period ending March 31, 2020 and Fiscal Year 2020 to date will be distributed to you via email before the meeting.

I will answer any questions you may have regarding the Statement of Revenues and Expenditures at the meeting.

**Attachment:** None

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



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** JAY MATCHETT, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** APRIL 22, 2020  
**SUBJECT:** RECENT ECONOMIC DEVELOPMENT ACTIVITY

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The purpose of this memorandum is to advise the Administrative Council of recent activity in the SEAGO Economic Development District (EDD).

**Introduction:**

Jay Matchett started as the new SEAGO Economic Development Manager on March 30<sup>th</sup>. Since that time, the economic landscape has transformed rapidly, and there continues to be great uncertainty about the future of the national and local economies. The COVID-19 pandemic has presented great challenges to local governments and business communities as organizations struggle to operate amid the most unprecedented levels of social distancing in the modern era.

Many public and private priorities have understandably shifted in the last quarter, the long-term effects of which are unknown. Depending on the length and severity of the economic downturn, SEAGO ED priorities and project portfolio may be impacted as well. At present, the COVID-19 situation has put nearly all SEAGO ED projects into varying degrees of a holding pattern. Thus, no substantive changes have been made to current ED projects since the last quarter. That said, incremental progress continues to be made as highlighted below:

**Recent Activity**

**1. Economic development studies in Greenlee and Graham Counties**

**County:** Greenlee County  
**Grant:** Housing Feasibility Study  
**Grant Source:** United Way of Graham and Greenlee Counties  
**Grant Amount:** \$53,000.00  
**Study Status:**

Study is now complete and was accepted by project stakeholders. Moving to implementation phase as funds are sought to determine further viability of the housing sites identified

**Current Activity:**

1. A key finding of the Housing Feasibility Study was that it identified parcels of land that may be suitable to future housing developments. The “next step” outlined in the study is the completion of a hydrological study to find out if the parcels have sufficient potable water to support a housing development of viable size.

2. To take this next step, SEAGO ED submitted a letter of intent with the United Way of Graham and Greenlee Counties to fund the hydrological study on behalf of the counties.
3. In a recent call between the outgoing and incoming SEAGO ED Program Managers and Adam O'Doherty, the CEO of the United Way, SEAGO was informed the United Way board is still considering how this project fits within their current funding priorities relating to mitigating economic fallout from COVID-19. SEAGO will follow up within the United Way in next few weeks to inquire if the board has reached a conclusion.

**County:** Graham County  
**Grant:** Target Industry Study  
**Grant Source:** Freeport-McMoRan Foundation Community Investment Fund  
**Grant Amount:** \$34,000.00  
**Study Status:** The study and strategic planning process is completed. The results will inform the REDI process going forward in both counties.

**County:** Greenlee County  
**Grant:** Target Industry Study  
**Grant Source:** United Way of Graham and Greenlee Counties  
**Grant Amount:** \$35,000.00  
**Study Status:** The study and strategic planning process is completed. The results will inform the REDI process going forward in both counties.

## 2. USDA REDI Grant

Though the progress has significantly slowed because of the ongoing COVID-19 situation, SEAGO continues to manage the REDI Grant planning process, which will incorporate the Target Industry studies listed above. The goal of the REDI grant is to study the development of regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plan, along with other potential economic development collaboration opportunities.

### Background:

The planning process is being led by the McClure Engineering Economic Development Division (target industry strategic plan implementation), and Co.Starters (entrepreneur training), and is being managed by SEAGO under the guidance of the grant management team consisting of representatives from Graham and Greenlee Counties, and FMI.

### Current Status:

At SEAGO's request, Alex Pearlstein, a McClure consultant for the REDI grant, completed a comparative review of multi-jurisdictional economic development organizations and developed a working conceptualization of what a Southeastern Arizona marketing entity could look like. This document is intended to inform discussions by providing policymakers with a visualization of how they might organize such a new entity within their local context. The consultant intends to resume the REDI process later this year after social distancing restrictions have been lifted and stakeholders can reconvene, but I will be reaching out to him to inquire if it can resume via a virtual meeting platform such as GoToMeeting or Webex.

## 3. 2020 EDA Planning Grant

On April 14<sup>th</sup>, SEAGO submitted an EDA Planning Grant in the amount of \$225,000 to fund the SEAGO EDD program for the next three years. We are confident that with the Executive Board's approval of the requisite local match, the full amount of funding will be awarded.



#### **4. 2020 CEDS Update**

The 2020 CEDS update is complete. Former ED Program Manager Larry Catten submitted only a few minor changes to the CEDS before his retirement.

#### **5. 2021 – 2025 CEDS Process**

In the coming quarter, preliminary work will begin to develop the 2021-2025 Comprehensive Economic Development Strategy (CEDS). While the CEDS Committee will be reconvened later this year, gathering and analyzing current economic and demographic data for the region will be the first order of business. Once the economic and demographic overview is complete, the CEDS Committee will begin the sub-regional SWOT sessions and will develop recommendations for strategies, objectives, and tasks for the 2021 - 2025 CEDS. These meetings will provide SEAGO with the foundation for writing the first draft of the CEDS Strategic Goals.

In terms of an overall timeline for the 2021-2025 CEDS, it is anticipated the CEDS Committee will be identified mid-summer with sub-regional SWOT sessions taking place this coming fall. The first draft of the Strategic Goals will be drafted and sent to all members of the CEDS committee for review and comment before the end of the current calendar year with comments due to SEAGO no later than the end of February 2021. Once the CEDS Committee responses are received, SEAGO will incorporate the comments into a second draft of the Strategic Goals. The second draft will then be sent to the CEDS Committee for review and comment by late March 2021. Responses received will be incorporated by the end of April 2021, resulting in a final draft of CEDS 2021 – 2025 CEDS, which will then be finalized by the CEDS Committee, so that it can be considered for adoption by the Administrative Council and Executive Board at their May 2021 meetings.

#### **6. Target Industry Studies**

With the completion of the target industry studies for Graham and Greenlee Counties, the former SEAGO Economic Development Program Manager had discussed similar studies with Huachuca City, Bisbee, Nogales and Benson. As soon as the current Executive Order has been lifted and social distancing recommendations are relaxed, it's my intention to follow up on those efforts to gauge community interest in moving forward with these efforts.

#### **7. CARES Act Economic Development funding**

In addition to a variety of other sources of federal funding, the CARES Act includes \$1.5 billion in supplemental funding for the EDA, and we are now waiting to see how the funding will be administered in order to address the immediate needs of communities. It is anticipated that EDA will release a Notice of Funding Opportunity (NOFO) in the coming days that will outline how the available funding can be used. Just as soon as we learn more, we will let you know so that you are informed of how this funding may be used in your communities.

**Attachments:** None

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** SEAGO-AAA PROGRAM UPDATES

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**Authorization of the Older American's Act:** On March 26, 2020 the President of the United States signed the OAA reauthorization into law. The current reauthorization will fund OAA programs through 2024, including numerous services through the SEAGO-AAA such as case management, attendant care, housekeeping, respite, home delivered meals, congregate meals, transportation, caregiver services, health nutrition programs, Medicare counseling, long-term care Ombudsman, and many more. We are grateful for the advocacy of the National Association of Area Agencies on Aging (n4a), as well as our champions in Congress and the Administration for their leadership and support of this bipartisan legislation which will ensure that the Aging Network has the support it needs for years to come.

## **General:**

**2020 Aging Summit-Aging Reimagined:** Due to the uncertainty caused by the COVID-19 outbreak, the Arizona Association of Area Agencies on Aging (Az4A) has decided to postpone the bi-annual Aging Summit. The 2020 Aging Summit-Aging Reimagined will be moved to 2021. With this in mind, SEAGO-AAA has elected to move our own regional Conference on Aging to 2022 so that we may assist with the Az4A event as much as possible and not conflict with their efforts.

**COVID-19:** 2020 has brought us many challenges, but never did we plan for something as unprecedented as what we are living now. SEAGO-AAA has been faced with an opportunity to serve our communities at a different level than we have never been exposed to. Since the Governor's Executive Order came out, the AAA office has been closed to the public as per social distancing recommendations. Our office staff takes turns covering the office in order to respond to calls for service, information and referrals. The work we are required to do does not stop; it just takes a different path in order to fulfill our objectives. Now more than ever, the AAA is the focal point for those who are most vulnerable and we will continue to strive to meet their needs. Our Facebook page and the SEAGO website has shown an increase in viewer count and our staff uses ZOHO and Zoom as a platform that allows us to do presentations and webinars to reach out to our communities in order for them to stay informed and connected.

But we could never do this without the amazing partners that help the Area Agency on Aging deliver services throughout the region. All of our 19 service providers have stepped forward to help elderly and disabled clients in their communities, from congregate meals providers, to transportation, to home and community based service providers. These dedicated and compassionate partners are the front line and continue providing services to help those they serve with their daily needs despite the health

risks it presents to themselves. The following are links to Center for Disease Control and Arizona Department of Health Services websites with the latest COVID-19 information: <https://www.cdc.gov/> <https://www.azdhs.gov/>

**READI:** We have made substantial progress on the development for the Real Emergency and Disaster Innovative Meals (READI) program in 2020. Nutrition sites will utilize Health Safety Plan guidelines developed for the program to determine the safety of the freeze-dried foods. State of the art technology currently used in the food manufacturing industry will allow each participating site to test samples, capture relevant food safety data, predict shelf life, and remotely integrate all the information for seamless program management and quality control.

Freeze drying machines have been delivered to sites in Bisbee, Tombstone, Clifton, and Safford where site managers will begin to practice with sample batches. This first phase of the technology platform will allow for sample testing of each freeze-dried batch and the collection of important food safety data. Site staff will be trained on safety, equipment use, data collection, and proper storage procedures. We expect this phase of the program to begin at each site in the next 3-6 months. Once the equipment is in place and training has been completed the sites will start freeze-drying, packaging and storing food. Stored freeze-dried food will not be distributed for consumption until food safety data shows a stable product, meeting FDA standards. This final step will take 9 months to one year. We are confident that with the Health Safety Plan and using already approved FDA guidelines and software, we will be able to fulfill our goal of providing our existing clients with healthy and nutritious meals for a viable emergency plan in the near future.

**Census 2020:** Households receiving the paper questionnaire can still respond online, over the phone, or by paper through the mail. The 2020 Census questionnaire will take about 10 minutes to complete. According to the Census Bureau, of the nation's households, **51.0 percent** have already responded to the 2020 Census. In terms of ranking Census response rates as of April 22st:

- Arizona ranked 33rd out of the 50 states with a 48.6% response rate
- Cochise County ranks 4th out of Arizona's counties with a 45.6% response rate
- Graham County ranks 7th out of Arizona's counties with a 38.6% response rate
- Santa Cruz County ranks 8th out of Arizona's counties with a 36.5% response rate
- Greenlee County ranks 12th out of Arizona's counties with a 22.8% response rate
- Sierra Vista ranks 16th out of Arizona's cities and towns with a 54.4% response rate
- Huachuca City ranks 23rd out of Arizona's cities and towns with a 51.1% response rate
- Benson ranks 31st out of Arizona's cities and towns with a 48.4% response rate
- Safford ranks 32nd out of Arizona's cities and towns with a 48.1% response rate
- Thatcher ranks 36th out of Arizona's cities and towns with a 47.3% response rate
- Douglas ranks 44th out of Arizona's cities and towns with a 44.1% response rate
- Bisbee ranks 58th out of Arizona's cities and towns with a 36.9% response rate
- Nogales ranks 61st out of Arizona's cities and towns with a 35.0% response rate
- Willcox ranks 65th out of Arizona's cities and towns with a 31.9% response rate
- Pima ranks 70th out of Arizona's cities and towns with a 24.1% response rate
- Patagonia ranks 74th out of Arizona's cities and towns with a 18.2% response rate
- Duncan ranks 76th out of Arizona's cities and towns with a 18.0% response rate
- Clifton ranks 77th out of Arizona's cities and towns with a 16.4% response rate
- Tombstone ranks 78th out of Arizona's cities and towns with a 15.3% response rate

In the areas where we see a lower count AAA is focusing more of its attention. With the COVID-19 outbreak, Census takers will no longer be following up by visiting people's homes in person at this

time, but **starting June 1, 2020** the Census Bureau will resume their field operations. In-person activities, including all interaction with the public, enumeration, office work and processing activities, will incorporate the most current guidance to promote the health and safety of Census staff and the public. This will include recommended personal protective equipment (PPE) and social distancing practices.

**Area Plan on Aging:** SEAGO-AAA is reaching out to individuals in our four-county region in an effort to collect as many Needs Assessment surveys as possible. The surveys are designed to identify the most urgent unmet needs of the elderly and disabled in our region and to the greatest extent possible, target those needs in our updated Area Plan on Aging. It also gives us an opportunity to advocate for the resources that will enable us to serve those needs.

With the help of our case managers we were able to distribute survey boxes to key points where the elderly and disabled may visit. However, with the COVID-19 outbreak and Executive Orders in place today, it will not be possible to reach the number of responses we have seen in previous years, even though we have been disseminating the surveys through social media and our Constant Contact email blasts. The Advisory Council on Aging is helping us with our efforts to collect responses to our surveys and we appreciate any suggestions and assistance you can provide from your areas.

**SFY19 Annual report:** With the use of the AAA Analysis tool created by our office, we are able to collect data for all of our services provided by our subcontracted providers. The SFY19 annual report is available for your review via a link at the end of this report, but most importantly, to share with others. Even though there have been some difficulties expending all of our allocated funds, we continue to work on ways to avoid leaving money on the table. In the annual report, you will note that while the client count has slightly increased, a significant amount of money was left unused. The funding that comes to our region is for elderly and disabled constituents in your communities and I ask that you help publicize the AAA services so these funds can be utilized more fully.

**Administration:** AAA is in the process of recruiting hiring for the Health and Nutrition program. This program has been growing steadily, and now with Tai-Chi and the implementation of the READI meals program we find ourselves with the need of additional staff. The hiring of an assistant Health Nutrition Coordinator will help us continue our efforts in increasing a volunteer base as well as more sustainable programs within our region. ADES-DAAS has postponed their contract monitoring due to COVID-19, but we are expecting this to take place next fiscal year. SEAGO-AAA is looking for ways to perform subrecipient monitoring in the coming month in order to stay in compliance with our contract with ADES.

**Attachments:** Click the links below to access AAA attachments:

[List of COVID-19 Resources](#)

[SFY19 Annual Report](#)

[2020 Census](#)

[Spring 2020 AAA Quarterly Newsletter](#)

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** APRIL 22, 2020  
**SUBJECT:** TRANSPORTATION PROGRAM UPDATES

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The following is a brief update involving our Transportation and Transit projects and activities that SEAGO is currently involved in:

**The CARES Act and Public Transit:** The FTA has allocated \$25 billion to recipients of urbanized area (FTA Section 5307) and rural area (FTA Section 5311) formula funds. ADOT has submitted its CARES Act funding application to the FTA.

Funding will be provided at a 100-percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. Operating expenses for ADOT 5311 grantees incurred beginning on February 1, 2020, will be eligible for funding at the 100% rate. This will include operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during an emergency.

**FTA Access and Mobility Partnership Grant Application:** In May 2019, SEAGO was awarded a FTA Access and Mobility Partnership Grant in the amount of \$235,852. The grant provides transportation services to the low income, elderly, and disabled to medical mobile clinic services. The project also includes access to food packages prepared by local food banks. The basis being without proper nutrition, the medical assistance provided is not sustainable.

The project will be piloted in the Willcox area. The program will operate Tuesday-Thursday and will serve the communities of Willcox, Sunsites/Pearce, Bowie/San Simon and Winchester Heights. A second community will be identified by the project TAC to operate a food access pilot project. Partnerships include the Legacy Foundation, Chiricahua Community Health Center, VICaP, DARC, the Healthy Communities Program with U of A, and the Willcox and Douglas food banks.

SEAGO has submitted its application to the FTA to be a direct recipient of FTA funds. We are awaiting FTA approval to kick-off the project.

**Willcox Transit Feasibility Study:** In February, the City of Willcox submitted a FTA Section 5311 grant application to ADOT. The City of Willcox proposed a dial-a-ride service that would benefit a large portion of eastern Cochise County. SEAGO is in the process of developing an Implementation Plan for the project. The plan will finalize service type, service area, a start-up budget, a 5-year capital and operating budget, an operating schedule, a driver's manual, operating procedures, and a marketing plan. A Public Participation Plan is currently being finalized.

**Cochise County Public Transit Consolidation Study:** In February 2019, SEAGO received an FTA Section 5304 Planning Grant to conduct a Cochise County Public Transportation Consolidation Study. Cochise County has three rural public transportation programs (FTA Section 5311), the potential for a fourth (Willcox), and a FTA Section 5310 program (VICaP) that fills many of the transit gaps not covered by our 5311 programs.

The purpose of the study is to analyze the agency costs for grant preparation, administration, service, labor, capital, technology, sources of local match, and marketing. The goal is to identify areas of consolidation that are feasible and can present significant cost savings to our transit operators. A Public Involvement Plan for the project has been developed. A public meeting was held on March 4 2020, and a Technical Advisory Committee meeting was held on April 15, 2020. SEAGO is moving into the data collection phase of the project.

**Greyhound submitted an FTA Section 5311 Intercity grant application** to ADOT in February. Greyhound applied for a Tucson to Benson to Tombstone to Huachuca City to Sierra Vista route. This would provide service to several under-served communities and meet ADOT and FTA requirements of providing direct access to rural communities. We should know if the application will be approved by May.

**Santa Cruz County RTA (Regional Transportation Authority) Feasibility Study:** In FY19, SEAGO had approximately \$50,000 in carry-over State Planning and Research Funds that needed to be spent on a planning project. After discussion with the TAC, this project was identified. The project will be completed in multiple phases. Phase 1 is a research project. SEAGO has collected Santa Cruz County transportation/transit related studies completed at the state or local level during the last 15 years. SEAGO conducted a review with the City of Nogales and Santa Cruz county to determine the aspects of each plan that still valid in today's economic and transportation climate. As a result of that meeting, SEAGO is developing an updated list of potential projects. A TAC consisting of local subject matter experts is being developed to identify potential issues/projects not identified in the Study Review. Finally, the project TAC will develop a List of Preliminary Projects that would serve as the baseline for future RTA discussions and public outreach efforts.

**SEAGO Internal Traffic Count Program:** SEAGO is ready to kick-off this program. SEAGO traffic counts will only be conducted on local roads at the request of local agencies. SEAGO receives approximately \$18,000 a year for HPMS activities. We have incorporated the internal traffic count program in our Work Program and are able to use those funds for local traffic counting. We have developed program and safety procedures for the program. On March 19, 2020, the TAC reviewed and provided comment on the procedures. We have secured much of the programs' counting equipment. We have begun testing and practicing with our equipment. We expect the program to fully kick-off once COVID-19 stay at home orders are lifted.

**Greenlee County Road Ownership Study (ROS):** The Greenlee County ROS has been completed. A project website was developed to accompany the report and GIS database. We look forward to giving a presentation on the study at your August meeting.

Here is the homepage link:

<https://greenlee-county-road-ownership-study-seago.hub.arcgis.com/>

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

**Attachment:** None.

**Action Requested:**

Information Only

Action Requested Below