



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 29, 2020  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, August 6, 2020 at 9 a.m.**

**Zoom Call**

<https://us02web.zoom.us/j/89490855054?pwd=czJWbFBzaHJxcEhjWWIsTTJpUUQxUT09>

Meeting ID: 894 9085 5054

Password: 855159

Phone-in Option, Dial: 1-669-900-6833

If you are unable to participate in the meeting, please forward the meeting information to someone on your team to represent your member entity and to ensure that we 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, AUGUST 6, 2020  
ZOOM CALL  
(See cover letter for meeting information)

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Blaschke	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Blaschke	
<b>III. CALL TO THE PUBLIC</b>	Chair Blaschke	
<b>IV. PRESENTATION</b> – Greenlee County Road Ownership Study Link to Greenlee County ROS Website: <a href="https://greenlee-county-road-ownership-study-seago.hub.arcgis.com/">https://greenlee-county-road-ownership-study-seago.hub.arcgis.com/</a>	Chris Vertrees Keith Dennis John Merideth	
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Kevin Adam N/A

**VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Chair Blaschke N/A

**IX. FUTURE AGENDA ITEMS**

Chair Blaschke N/A

**X. 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, APRIL 30, 2020  
TELEPHONIC**

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

MEMBERS PRESENT: Basteen, John – Town of Duncan  
Cassella, John – City of Safford  
Coleman, Theresa - City of Bisbee  
Coxworth, Dan – Cochise County  
Rapier, Derek – Greenlee County  
Presti, Charissa – Tombstone  
McLachlan, Matt – City of Sierra Vista  
Watson, Jerene – City of Douglas  
Welker, Dustin – Graham County

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

GUESTS:  
Adam, Kevin – RTAC

**I. CALL TO ORDER/MOMENT OF SILENCE/ INTRODUCTIONS**

Chair Blaschke called the meeting to order at 9:05 a.m. and reviewed phone meeting etiquette for the members. Rather than the pledge of allegiance, he called for a moment of silence to honor those who have passed from COVID-19.

**II. MEMBER ENTITIES' DISCUSSION**

Dan Coxworth, Cochise County, advised that planning and permit fees saw a 50% drop from January - April. However, he stated that April was not the worst month in this Fiscal Year; it was better revenue-wise than December. Jerene Watson, Douglas, shared that the city is looking to add a 70 room hotel and all major chains are interested in the recent hotel study they commissioned. The Douglas budget is taking a hit and the COVID-19 restrictions at the border have caused a substantial negative impact. She advised they banked some of the revenues collected in March and are weathering it well so far. Derek Rapier, Greenlee County, stated they are struggling to get accurate projections for their budget process and are awaiting the sales tax distributions for April. The county is suspending capital projects, but they are not yet considering layoffs. They have stopped almost all travel and are instead utilizing video conferencing, including board meetings, as they wait to get a clearer picture. Charissa Presti, Tombstone, said that because all their revenue is based on tourism, they have had to do temporary layoffs and furloughs. Vicki Vivian, Benson, stated they were on a great trajectory until COVID-19 happened. They, too, are looking for revenue figures to come in. They have had many people from outside of town coming into Benson to shop and Safeway reported their sales doubled three days in a row during March. The COVID-19 issue has created new problems in that the community has become very divided regarding isolating or opening

up; wearing masks or not. Dustin Welker, Graham County, stated their numbers anticipate a 30% decrease in sales tax revenue this quarter and are budgeting for a 10% decrease in State shared revenues. They issued cloth masks to all their employees and made wearing them mandatory. He lamented that most of us are busier than ever been with new COVID-19 related duties which take time away from other projects. Matt McLachlan, Sierra Vista, shared that Sierra Vista is also preparing a conservative budget and projecting that the revenue stream will stay flat. The City currently has a hiring freeze and they are evaluating filling vacancies as they occur. They received CARES Act funds for CDBG and are proposing they be used for business assistance as well as social services. They just went through the annual CDBG action planning process in which they are proposing to finish the final phase of Sierra Center Park. The City is ahead of national average regarding census response rates. Theresa Coleman, Bisbee, stated that they are in a similar situation as the other cities and waiting to see what happens. John Cassella, Safford, indicated they are responding in similar fashion. They are planning to reduce their budget by 10%; have put in place a staff reduction by not filling vacancies; everything being predicated on the revenue stream. They are focusing on helping local businesses to get federal monies and trying to connect people to those resources. Real issue will be recovery; not only financial but also about opening up the community and doing it safely. Caleb Blaschke, Willcox, mentioned that they experienced a rush in March with people coming to shop at Safeway from as far away as New Mexico which resulted in a 400% increase in sales at local stores. They have gone through their regular budget process and have told departments to hold off on capital projects until they have a better picture which may take until January.

### III. CALL TO THE PUBLIC

No one from the public was present

### IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the February 6, 2020 Minutes

**MOTION:** Horatio Skeete  
**SECOND:** Derek Rapier  
**ACTION:** Unanimous

2. Election of Officers

Randy Heiss provided an overview and history of the annual election of officers. Both Caleb and Vicki are interested in continuing unless someone else wishes to step forward.. He opened the agenda item up for discussion on how they want to proceed to replace Horatio Skeete as Secretary since he is retiring. Horatio nominated Dustin Welker but Dustin declined due to availability. Derek Rapier is interested, but wishes to wait until he has been on the job another year. John Basteen stated he too is swamped at this time and cannot serve. John Cassella agreed to be nominated. Jerene Watson made a motion to elect Caleb Blaschke as Chair; Vicki Vivian as Vice Chair and John Cassella as Secretary.

**MOTION:** Jerene Watson  
**SECOND:** Derek Rapier  
**ACTION:** Unanimous

3. Fiscal Year 2021 Budget Items

- a. Discussion and possible action to recommend approval of Resolution 2020-02 EDA Grant Authorization

Jay Matchett provided an overview of the purpose of the resolution. Vicki Vivian recommended approval of the Resolution to the Executive Board.

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

- b. Sustainability of Fund Balance

Randy Heiss explained that this item is an informational item only. He stated with the exception of the contingency line item, which will only be used in the event of an unanticipated expense, the FY 2021 budget is balanced without using fund balance to cover expenses. He also reported that SEAGO is now sitting on the largest amount of fund balance in the history of the organization and he feels very comfortable with the budget recommendations prepared by staff.

- c. Discussion and possible action to recommend approval of the FY 2021 Assessment Schedule

Randy Heiss stated that as with the past 4 years, there are no changes proposed to the assessment schedule. No additional changes occurred to the SVMPO boundaries, no changes were proposed to the RTAC assessments, and there were no changes to the amount of EDA's matching requirements. He called for questions and there were none. Dustin Welker made a motion to recommend approval to the Executive Board.

**MOTION:** Dustin Welker  
**SECOND:** Vicki Vivian  
**ACTION:** Unanimous

- d. Discussion and possible action to recommend approval of the proposed FY 2021 SEAGO Budget

Dina Curtiss provided a brief overview of the proposed FY 2021 budget, stated that a couple of new programs had been added and addressed questions. Dustin Welker made a motion to recommend approval to the Executive Board.

**MOTION:** Dustin Welker  
**SECOND:** John Cassella  
**ACTION:** Unanimous

4. Discussion and possible action to recommend approval of the SEAGO Five-Year Strategic Plan FY 2021 – FY 2025

Randy Heiss thanked the members who participated in the Strategic Planning sessions. He outlined the updated strategic plan and asked for questions. Derek Rapier made a motion to recommend approval to the Executive Board.

**MOTION:** Derek Rapier  
**SECOND:** Jerene Watson

**ACTION:** Unanimous

5. Discussion and possible action to recommend approval of an update to the SEAGO Classification Plan

Randy Heiss explained that the AAA was requesting the addition of two positions to the classification plan. These positions are in keeping with the goals, objectives and tactics in the updated Strategic Plan. Laura Villa asked the members to review the AAA Annual Report for FY18/19 in the packet that showed the amount carried over to the following year. She explained the new positions will help reduce the amount of carry over and increase service utilization. John Cassella made a motion to recommend approval to the Executive Board.

**MOTION:** John Cassella

**SECOND:** John Basteen

**ACTION:** Unanimous

Derek Rapiere stated he had to leave the meeting for another obligation and asked to be excused.

6. Discussion and possible action to recommend approval of the proposed FY 2021 AAA Subaward Recommendations

Laura Villa provided an overview and answered questions. Caleb asked if the numbers in the subawards are included in the budget, and Laura stated they are not. He wanted to know if member entities would be able to apply for the proposed funds and/or services. Laura answered that the AAA distributes the funds to providers who deliver the services. She hoped individuals in their communities would benefit from the additional funds and encouraged members to contact the case managers in their areas. Vicki asked that AAA send the case manager contact information to the members and Laura stated that a link for that information is located on in the memo on page 41 of the packet. Vicki Vivian made a motion to recommend approval to the Executive Board.

**MOTION:** Vicki Vivian

**SECOND:** Jerene Watson

**ACTION:** Unanimous

## V. INFORMATION ITEMS

### A. Future Meeting Dates

Randy Heiss reviewed the upcoming meeting dates. He stated we are hoping to hold the August 6 meeting in person. Mr. Heiss asked members to reserve June 4, 2020 for a possible Joint Committees meeting to conduct any potential SEAGO business. Chair Blaschke requested that an actual calendar invite be sent for future SEAGO meetings rather than a regular email. Mr. Heiss stated he has been sending out calendar invitations for each meeting but that Heather could update the calendar invitation when the agenda is ready and send it out again so that members can accept or decline the invitation.

### B. Quarterly Finance Report

Dina Curtiss provided an overview and answered questions.

### C. SEAGO Economic Development District Report

Jay Matchett provided an overview and responded to questions.

D. AAA Updates

Laura Villa reviewed her update and responded to questions.

E. Transportation Program Updates

Chris Vertrees provided an updated overview and responded to questions.

**VI. RTAC REPORT**

Kevin Adam delivered his report and responded to questions. Randy asked for an update on any of the unfinished Legislative business in Phoenix. Kevin responded that the Legislature was expected to return April 13, but that didn't happen. There is a special session expected in the summer. There are still so many issues they are hesitant to take action and it is a very fluid process.

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Randy Heiss mentioned that data is showing COVID-19 has not peaked in Arizona and the Executive Board meeting will be probably held via virtual platform. He mentioned that the auditors finished the FY2019 audit and found 3 material weaknesses in financial reporting. A representative from the auditors will attend the Executive Board meeting to present the audit. He added that the auditors are confident that the weaknesses identified are already being addressed. Keith Dennis, Community Development Manager, advised that not all communities have made their CDBG project selections and he will bring an item to the Executive Board for consideration at the next meeting. CDBG is going after more funds for Colonias and Tombstone is doing an SSP grant to upgrade their senior center; Bisbee is going to finish the Tintown project; Nogales is looking to do another water line replacement. If these applications are successful, SEAGO CDBG funds could likely be doubled. He is pleased that the SEAGO region is reaching out to get the funds. He thanked the members who participated in the CDBG portion of the Strategic Plan.

**VIII. FUTURE AGENDA ITEMS**

Randy Heiss reminded members that they can contact him at any time if they have items for the agenda. Chris will have the Title VI Plan Resolution; SEAGO needs to adopt a drug testing policy to keep our worker's compensation insurance premiums down; CDBG projects will come forward for approval; possibly an item with more info on COVID-19 funding; as well as a presentation on the Greenlee County Road Study.

**IX. ADJOURNMENT**

Chair Blaschke adjourned the meeting at 10:52 am.





# 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:** JULY 29, 2020  
**SUBJECT:** NOMINATION TO ACOA – SIERRA VISTA REPRESENTATIVE

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On July 16, 2020, the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Mr. Donald H. Behnke to represent the City of Sierra Vista on the ACOA.

Mr. Donald H. Behnke has shown a great interest in the SEAGO Area Agency on Aging. Mr. Behnke connected with Ramona MacMurtrie to become a SHIP-SMP volunteer as he is very knowledgeable with prescription drug plans. He also presented an interest in being part of the ACOA to represent the city of Sierra Vista.

Mr. Behnke's background is in Industrial Economics and Business. Mr. Behnke has also had more than 20 years of experience in working with non-profit organizations. He is a member of the Benson Community Resource Council BCRC as well as a member of the Advisory Committee of the Community Foodbank in Tucson. He would like the opportunity to serve as an advocate for the elderly and disabled within Cochise County, particularly Sierra Vista.

As a reminder, there is still one position available on the ACOA representing the City of Willcox. Any suggestions on individuals who would be willing to serve in this position would be greatly appreciated.

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

**Attachments:** None

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

**A motion recommend approval of the nomination of Mr. Donald H. Behnke to fill the vacant position representing the City of Sierra Vista on the Advisory Council on Aging.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 29, 2020

**SUBJECT:** REAPPOINTMENT OF BARBARA RICHARDSON AS A COCHISE COUNTY PRIVATE SECTOR REPRESENTATIVE

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As you may be aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

The first term of office for Cochise County Private Sector Representative, Barbara Richardson expired at the Executive Board meeting on February 21<sup>st</sup>. Ms. Richardson meets the above mentioned qualifications through her work in education as Dean of Outreach at Cochise College, and remains willing and eligible to serve a second two-year term of office. While I had fully intended to include consideration of her reappointment on the agenda of your May meeting, unfortunately, I didn't notice until the day of that meeting that it had inadvertently been omitted from the agenda.

I take full responsibility and humbly apologize for my oversight. Please consider this memo as my belated request and recommendation to reappoint Barbara Richardson to a second term of office as a (one of two) Cochise County Private Sector Representative on the Executive Board retroactive to February 21, 2020.

On a related topic, the August 21<sup>st</sup> Executive Board meeting marks the end of Mr. Patrick O'Donnell's final two-year term of office as Graham County's Private Sector Representative, and it's once again time to begin soliciting an individual to replace him in order to maintain compliance with the terms of our EDA grant. Please be thinking about someone willing to step up to represent the economic interests of Graham County so we can bring their nomination forward for consideration at your November meetings.

I'll look forward to answering any questions at our meeting.

**Attachments:** None.

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

**A motion to recommend the reappointment of Ms. Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board, retroactive to February 21, 2020.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 29, 2020

**SUBJECT:** INTERGOVERNMENTAL AGREEMENT WITH NORTHERN ARIZONA  
UNIVERSITY'S ECONOMIC POLICY INSTITUTE

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As one of three Economic Development Administration (EDA) funded Economic Development Districts (EDDs) in Arizona, on May 8<sup>th</sup>, SEAGO was invited to apply for up to \$400,000 in supplemental planning awards from EDA's \$1.5 billion CARES Act allocation. EDA determined that, by virtue of our longstanding investment in regional economic development, and our partnerships with EDA, EDDs are well-positioned to carry out EDA's pre-approved scope of work for the CARES Act recovery initiative, and therefore offered awards to these organizations on a non-competitive basis. These funds do not come with a local match requirement, and while SEAGO submitted its application for the maximum grant amount on June 1<sup>st</sup>, we are still awaiting to hear if our application will be awarded, and if so, the amount of our award.

Economies across rural Arizona are supported by many of the same industry sectors, such as forestry, agriculture, renewable energy, mining and resource extraction, and tourism. Therefore, we believe an opportunity exists to collaborate with the Northern Arizona Council of Governments (NACOG) and Central Arizona Governments (CAG) on the development of inter-regional strategies that have the potential to accelerate recovery efforts and improve economic competitiveness throughout rural Arizona. In discussing this opportunity with our counterparts at NACOG and CAG, we determined that, as Arizona's only EDA-supported University Center, the NAU's Economic Policy Institute (EPI) would be an ideal partner to assist us in updating the EDDs' regional Comprehensive Economic Development Strategies with an emphasis on recovery from the impact of the COVID-19 pandemic and to provide clear, consistent plans needed to prepare for and recover from future pandemic events and other economic disasters in general.

With extensive expertise in conducting customized market research, surveys, and economic impact studies targeting rural sectors, EPI is also in a unique position to assist Arizona's EDDs with the design and development of an economic recovery toolkit and to deliver technical assistance and capacity building to local businesses and other stakeholders impacted by COVID-19. This effort will include working with each region's EDD staff to identify and prioritize the most highly impacted communities, businesses and industries; recognize existing or anticipated regional COVID-19 impacts; pinpoint potential resiliency, mitigation and economic recovery projects; improve access to capital for surviving businesses as well as new businesses startups through locally owned banks, non-profit lenders, and grant makers; and provide a framework through which local communities and businesses can become more resilient and sustainable.

The attached Intergovernmental Agreement will be required to engage EPI to assist us in this effort, and if we are awarded less funding than we originally requested, the IGA provides us the authority to we adjust the Exhibits and amount of compensation accordingly. I'll look forward to discussing this with you in more detail at our meeting.

**Attachments:** Intergovernmental Agreement between SEAGO and NAU-EPI

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

**A motion to recommend approval of the proposed Intergovernmental Agreement between SEAGO and the NAU Economic Policy Institute as presented by staff.**

**INTERGOVERNMENTAL AGREEMENT**  
**Between**  
**NORTHERN ARIZONA UNIVERSITY ECONOMIC POLICY INSTITUTE**  
**And**  
**SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION**  
**For**  
**SHORT AND LONG-TERM ECONOMIC DEVELOPMENT PLANNING AND COORDINATION,**  
**TECHNICAL ASSISTANCE, AND CAPACITY BUILDING**

THIS AGREEMENT, made and entered into by and between Northern Arizona University Economic Policy Institute (hereinafter, "EPI"), and the SouthEastern Arizona Governments Organization, the regional Council of Governments for Cochise, Graham, Greenlee and Santa Cruz Counties (hereinafter, "SEAGO").

**SECTION 1: RECITALS**

WHEREAS, SEAGO is a U.S. Department of Commerce, Economic Development Administration (hereinafter "EDA") designated Economic Development District and a recipient of annual EDA Partnership Planning Grant funding; and

WHEREAS, by virtue of its longstanding and ongoing partnership with EDA, SEAGO has been invited to apply for non-competitive supplemental Partnership Planning funds available through the EDA's Coronavirus Aid, Relief, and Economic Security Act appropriation to help respond to the unusual and compelling urgency of the coronavirus pandemic in the SEAGO region; and

WHEREAS, SEAGO has applied for and expects to be awarded EDA funding to be used for Short and Long-Term Economic Development Planning and Coordination, Regional Disaster Economic Recovery Coordination, Technical Assistance and Capacity Building, and Organizational Capacity Support; and

WHEREAS, as an EDA funded research center, EPI houses the Rural Policy Institute which specializes in data-driven technical assistance and research for Arizona communities, emphasizing rural sectors and regional economic and business research activities, and the Arizona Hospitality Research and Resource Center which provides specialized market research, surveys, economic impact studies and workforce training programs related to the State's tourism industry; and

WHEREAS, EPI has indicated it possesses the professional expertise, organizational capacity, and the intent to assist SEAGO in performing specific activities and services relating to its grant agreement with EDA as set forth in the scope of services (hereinafter "Exhibit A"); and

WHEREAS, EPI has submitted a budget proposal included in this AGREEMENT (hereinafter, "Exhibit B"), for the scope of services to be completed consistent with the deliverables identified in Exhibit A; and

WHEREAS, EPI will engage Evelyn Casuga, Director, Director, Community & Economic Prosperity, Center for the Future of Arizona (hereinafter, "CFA") as a sub-contractor to EPI to assist in the delivery of all or part of the scope of services consistent with Exhibit A; and

WHEREAS, CFA is qualified to perform all or part of the scope of services in Exhibit A; and

WHEREAS, SEAGO desires EPI to perform specific activities and services to assist SEAGO in conducting Short and Long-Term Economic Development Planning and Coordination, Technical Assistance, and Capacity Building necessary for SEAGO to efficiently and effectively coordinate economic recovery in the four-county region as more fully described and set forth in Exhibit A.

NOW, THEREFORE, pursuant to Arizona Revised Statutes §11-952, authorizing contracts and agreements between public agencies or public procurement units for cooperative actions, and pursuant to 2 CFR §200.318(e), encouraging state and local intergovernmental agreements or inter-entity agreements for procurement of common goods and services, in consideration of the mutual promises contained in this AGREEMENT, and of the mutual benefits to result therefrom, the parties agree as follows:

SECTION 2: TERM

The term of this AGREEMENT shall be from September 1, 2020 to August 31, 2022.

SECTION 3: PURPOSE AND SCOPE

The purpose of this AGREEMENT is to secure the expertise of EPI to perform activities and services necessary to assist SEAGO in conducting Short and Long-Term Economic Development Planning and Coordination, Technical Assistance, and Capacity Building necessary for SEAGO to efficiently and effectively coordinate economic recovery in the four-county region as described in SECTION 1 of this AGREEMENT and consistent with Exhibit A. In the event the full amount of EDA funding requested by SEAGO is not awarded, the scope of services set forth in Exhibit A shall be renegotiated to prioritize the services that will most efficiently and effectively enable SEAGO to coordinate economic recovery and capacity building efforts in the four-county region. Such revisions to Exhibit A shall be made upon mutual written agreement pursuant to SECTION 14 of this AGREEMENT.

SECTION 4: FINANCING AND COMPENSATION

The work performed under this AGREEMENT shall be financed from the EDA grant funding described in SECTION 1. If awarded the full amount of requested EDA funding, SEAGO will compensate EPI for its performance, and EPI agrees to accept as complete payment for such full performance, the sum of **Two Hundred Five Thousand, Fifty-Two Dollars and Two Cents (\$205,052.02)** over the twenty-four (24) month term of this AGREEMENT. In the event the full amount of EDA funding requested by SEAGO is not awarded, SEAGO's Executive Director and the EPI's Director shall renegotiate the amount of compensation for the services to be performed pursuant to SECTION 14 of this AGREEMENT. Charges for additional services that constitute a requested increase in scope of services may be negotiated. Such additional work shall be requested in writing by EPI and must be approved by SEAGO's Executive Director pursuant to SECTION 14 of this AGREEMENT.

SECTION 5: TERMINATION

Either party may terminate this AGREEMENT without cause upon providing thirty (30) days written notice to the other party. In the event either party is in breach of this AGREEMENT, this AGREEMENT may be terminated after providing written notice with twenty (20) days to correct or remedy the breach. If said breach is not remedied, this AGREEMENT shall terminate at the expiration of the twenty (20) day period. EPI will not be responsible to provide services after the date of termination. SEAGO will not be responsible for any payments after the date of termination unless attributable to services provided prior to the date of termination.

SECTION 6: PERFORMANCE OF SERVICES

EPI promises and agrees to perform the services, as described in this AGREEMENT in a good, competent and professional manner, and as specifically indicated in Exhibit A and Exhibit B which are incorporated herein by this reference and made a part of this AGREEMENT as if the same were fully set forth herein. In the event that any incorporated term or provision conflicts with this AGREEMENT, this AGREEMENT controls.

SECTION 7: INVOICING AND PAYMENTS

Prior to submitting an invoice, EPI shall submit to SEAGO a completed and current Form W-9. EPI shall invoice SEAGO at the conclusion of each fiscal quarter during the 24 month term of this AGREEMENT. The invoice shall show EPI's name, address, phone number, fax number, the amount due, the percent completed for each deliverable performed during the fiscal quarter of the invoice, and any other necessary information. All invoices are subject to review and certification of SEAGO's authorized representative prior to payment. Upon receipt of EPI's completed Form W-9, and subject to the availability of funds, SEAGO shall remit payment to EPI within thirty (30) days of the invoice date.

Every payment obligation of SEAGO under this AGREEMENT is conditioned upon the availability of funds, appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this AGREEMENT, this AGREEMENT may be terminated by SEAGO at the end of the period for which the funds are available. No liability shall accrue to SEAGO in the event this provision is exercised, and SEAGO shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

SECTION 8: RESPONSIBILITY

Each party agrees to assume responsibility for the conduct of its employees, officials, and agents and for all claims, demands, suits, damages, and loss which result from the negligence or intentional torts of such party or its agents, officials, and employees in the performance of this AGREEMENT. The extent of the foregoing liabilities shall be limited to, and determined by, the respective fault of the parties in comparison with others, including, but not limited to the other party who may have contributed to, or in part caused any such claim to arise.

SECTION 9: ADMINISTRATION OF AGREEMENT

Each party shall designate a representative or representatives, notice of the same to be provided to the other party, who shall be jointly responsible for developing procedures to be utilized in fulfilling this AGREEMENT and providing other administrative services as necessary.

SECTION 10: DISPUTE RESOLUTION

Any disputes arising under this AGREEMENT shall be referred to the Director of the EPI and the SEAGO Executive Director for joint resolution. Disputes that cannot be resolved at this level may be subjected to arbitration pursuant to A.R.S. §12-133 et. seq. If either party is unwilling to participate in such arbitration, they may notify the other party of their intent to terminate this AGREEMENT pursuant to SECTION 5 of this AGREEMENT.

SECTION 11: NOTICES

Unless otherwise specified herein, any notice or communication required or permitted under this AGREEMENT shall be in writing and sent to the address given below for the party to be notified.

SEAGO:

Randy Heiss  
Executive Director  
1403 W. Highway 92  
Bisbee, Arizona 85603  
Phone: (520) 432-2622

EPI:

Dr. Joseph Guzman  
Director  
NAU Economic Policy Institute  
PO Box 15066  
Flagstaff, AZ 86011  
Phone: (928) 523-3322

SECTION 12: ASSIGNMENT

Notwithstanding any subcontractors to EPI identified in SECTION 1 above, neither party shall assign the rights nor duties under this AGREEMENT to a third party without the written consent of the other party. Any such assignment in violation of this AGREEMENT may become grounds for termination of the AGREEMENT.

SECTION 13: APPROVAL BY PARTIES

Before this AGREEMENT shall become effective and binding upon the parties, the appropriate governing authorities of each party must approve it, unless the governing authorities have delegated the authority to enter into such agreements to the organizations chief executive officer. In the event that such appropriate authority or officer fails or refuses to approve this AGREEMENT, it shall be null and void with no effect whatsoever.

SECTION 14: REVISIONS

Procedural and administrative changes to this AGREEMENT may be made upon mutual written agreement of the EPI Director and the SEAGO Executive Director.

SECTION 15: CONDUCT OF OPERATIONS

The EPI and SEAGO agree to be responsible for the conduct of its operations, performance of contract obligations and the actions of its own personnel while performing services under this AGREEMENT, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits. In addition, both parties agree to maintain adequate professional and general liability insurance coverage at all times while this AGREEMENT is in effect.

SECTION 16: INDEMNIFICATION

To the fullest extent permitted by law, each party to this AGREEMENT agrees (as indemnitor) to indemnify, defend and hold harmless the other party (as indemnitee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorneys' fees) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious or derivative liability to the indemnitee, are caused by the act, omission or negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers.

SECTION 17:           NON-DISCRIMINATION

To the extent applicable, the parties shall comply with all laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order 75-5 which mandated all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, with all federal regulations regarding equal employment opportunity, with relevant orders issued by the U.S. Secretary of Labor and with all applicable provisions of the Americans with Disabilities Act, Public Act 101-336, 42 U.S.C. Sections 12101-12213, and all applicable Federal Regulations under the Act, including 28 C.F.R. Parts 35 & 36.

SECTION 18:           MANDATORY PROVISIONS

All provisions required by law to be incorporated into this AGREEMENT shall be a part of this AGREEMENT as if fully written out herein.

SECTION 19:           RIGHTS OF PARTIES

The provisions of this AGREEMENT are intended only to define the respective rights and obligations of the parties. Nothing expressed herein shall create any rights or duties of any nature or kind in favor of any third party.

SECTION 20:           SEVERABILITY

The provisions of this AGREEMENT are severable to the extent any provision or application held to be invalid shall not affect any other provision or application of the AGREEMENT, which may remain in effect without the invalid provision, or application.

SECTION 21:           GOVERNING LAW

This AGREEMENT shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order. All statutes and regulations referenced in this AGREEMENT are incorporated herein as if fully stated in their entirety in the AGREEMENT. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this AGREEMENT.



IN WITNESS WHEREOF, two (2) identical counterparts of this AGREEMENT, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named on the date and year first below written.

Approved by the SouthEastern Arizona Governments Organization Executive Board at its meeting on the 21<sup>st</sup> day of August 2020.

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

\_\_\_\_\_  
Date

Approval on behalf of the Economic Policy Institute:

\_\_\_\_\_  
Dr. Joseph Guzman  
EPI Director

\_\_\_\_\_  
Date

Pursuant to A.R.S. § 11-952, this AGREEMENT has been reviewed by legal counsel for SEAGO to determine it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

APPROVED AS TO FORM:

\_\_\_\_\_  
ANNE CARL  
Legal Counsel for SEAGO

Pursuant to A.R.S. § 11-952, this AGREEMENT has been reviewed by legal counsel for EPI to determine it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

APPROVED AS TO FORM:

\_\_\_\_\_  
<insert name>  
Legal Counsel for EPI

# EXHIBIT A

## Project Deliverables/Scope of Services

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### Project Services

**Year 1** 2020-2021: Facilitate the strategic planning process to draft, prepare, and create the final SEAGO 2021 – 2025 CEDS.

**Year 2** 2021-2022: Develop an economic recovery toolkit for local businesses and stakeholders in the SEAGO region.

### Deliverables

Following are the expected deliverables from the EPI:

1. Update SEAGO 2021 – 2025 CEDS
  - a. Develop Strategic Planning Process
    - Create a CEDS Timeline, including stakeholder engagement
    - Identify and collect relevant data
  - b. Engage other existing Arizona Economic Development Districts to perform a comparative analysis
    - Convene Meeting - NACOG
    - Convene Meeting - CAG
  - c. Meet with each Sub-Regional CEDS Committees: Cochise County Sub-Regional CEDS Committee, Graham/Greenlee County Sub-Regional CEDS Committee, and Santa Cruz County Sub-Regional CEDS Committee, three separate times for a total of 9 meetings.
    - Convene Meeting #1 – Preliminary findings and review of prior CEDS goals; identify new economic development goals
    - Convene Meeting #2 – Devise specific goals and strategies for economic resiliency
      - Identify major economic sectors in each Sub-Region
      - Identify and recognize the vulnerabilities of the major economic sectors of each Sub-Region (including but not limited to pandemics)
      - Identify potential economic resiliency goals, mitigation strategies and tactics
    - Convene Meeting #3 – Review initial draft of CEDS; Discuss/Incorporate Feedback
  - d. Create and distribute a draft CEDS document
    - Respond to and incorporate stakeholder comments as appropriate
  - e. Prepare the final SEAGO 2021 – 2025 CEDS for review, approval and submittal
    - Approval by SEAGO Executive Board (by May 2021 if possible; otherwise August)
    - Submittal to EDA (due no later than July 31, 2021)

2. Develop an economic recovery toolkit for Communities, Local Businesses and Stakeholders
  - a. Build on data gathered during CEDS update process in Year 1
    - Identify and collect relevant data
    - Identify and prioritize the most highly impacted communities, businesses, and industries
    - Recognize existing or anticipated COVID-19 impacts
    - Pinpoint potential resiliency issues, mitigation strategies and recovery projects
  - b. Convene with regional Economic Development Districts
    - Implement collaborative data comparison
  - c. Create Economic Recovery Toolkit for the SEAGO region
    - Provide a framework through which local communities and businesses can become more resilient and sustainable
    - Include potential strategies to improve access to capital for existing businesses and new businesses startups
    - Include potential public and private funding opportunities for economic recovery projects
  - d. Distribute Toolkit to Communities with SEAGO's Economic Recovery Coordinator
    - Provide technical assistance to businesses and communities in the SEAGO region
    - Implement a capacity building workshop in each Sub-Region for all interested stakeholders

## EXHIBIT B

### Project Budget Proposal

Tasks	Budget
<b>Update SEAGO 2021 – 2025 CEDS</b>	
Create a CEDS timeline	\$
Develop stakeholder engagement plan	
Convene CEDS Kick Off Meetings <ul style="list-style-type: none"> <li>• Meeting to discuss commonalities and potential resiliency measures (NACOG)</li> <li>• Meeting to discuss commonalities and potential resiliency measures (CAG)</li> </ul> Identify and collect relevant data <ul style="list-style-type: none"> <li>• Perform comparative analysis between regions</li> <li>• Review physiographic, socioeconomic and demographic characteristics of the SEAGO Region</li> <li>• Research resiliency measures and best practices</li> <li>• Develop model strategies for economic development and resiliency</li> </ul>	\$
Convene Sub-regional Meetings (1 <sup>st</sup> of three) <ul style="list-style-type: none"> <li>• Cochise</li> <li>• Graham/Greenlee</li> <li>• Santa Cruz</li> </ul> Introduction and Purpose <ul style="list-style-type: none"> <li>• Overview of CEDS process and timeline</li> <li>• Review preliminary research findings and analysis</li> <li>• Review of 2016-2020 CEDS goals and accomplishments</li> <li>• Identify potential new economic development goals and strategies</li> </ul>	\$ \$ \$
Draft Meeting #1 Report	\$
Convene Sub-regional Meetings (2 <sup>nd</sup> of three) <ul style="list-style-type: none"> <li>• Cochise</li> <li>• Graham/Greenlee</li> <li>• Santa Cruz</li> </ul> Review Meeting #1 Report; Receive/Incorporate stakeholder feedback Devise specific goals and strategies for economic resiliency <ul style="list-style-type: none"> <li>• Identify major economic sectors in each Sub-Region</li> <li>• Identify and recognize the vulnerabilities of the major economic sectors of each Sub-Region (including but not limited to pandemics)</li> <li>• Identify potential economic resiliency goals, mitigation strategies and tactics</li> </ul>	\$ \$ \$
Create 1 <sup>st</sup> Draft of 2021 – 2025 CEDS	\$
Convene Sub-regional Meetings (3 <sup>rd</sup> of three) <ul style="list-style-type: none"> <li>• Cochise</li> <li>• Graham/Greenlee</li> <li>• Santa Cruz</li> </ul> Review initial draft of CEDS; Discuss/Incorporate feedback	\$ \$ \$
Create and distribute 2 <sup>nd</sup> Draft of 2021 – 2025 CEDS for stakeholder and public review <ul style="list-style-type: none"> <li>• Respond to and incorporate stakeholder comments as appropriate</li> </ul>	\$
Finalize 2021 – 2025 CEDS for submittal and approval <ul style="list-style-type: none"> <li>• Submittal to EDA no later than July 31, 2021</li> <li>• Approval by SEAGO Executive Board no later than August 2021</li> </ul>	\$

Tasks	Budget
<b>Develop an economic recovery toolkit for Communities, Local Businesses and Stakeholders</b>	
Expand data collected during update of 2016 – 2020 CEDS <ul style="list-style-type: none"> <li>• Identify and collect relevant data</li> <li>• Identify and prioritize the most highly impacted communities, businesses, and industries</li> <li>• Recognize existing or anticipated COVID-19 impacts</li> <li>• Pinpoint potential resiliency issues, mitigation strategies and recovery projects</li> </ul>	\$
Convene with regional Economic Development Districts and other key stakeholders <ul style="list-style-type: none"> <li>• Meet with EDDs to compare regional data</li> <li>• Meet with SBDCs in SEAGO region to identify potential business planning and resiliency training programs to include in toolkit</li> <li>• Meet with business and industry leaders to gather insights</li> <li>• Meet with Workforce Development Programs in the SEAGO region to identify workforce training needs</li> </ul>	\$
Create Draft Economic Recovery Toolkit for the SEAGO region <ul style="list-style-type: none"> <li>• Provide a framework through which local communities and businesses can become more resilient and sustainable</li> <li>• Include potential strategies to improve access to capital for existing businesses and new businesses startups</li> <li>• Include potential public and private funding opportunities to stimulate economic recovery</li> </ul>	\$
Distribute Draft Economic Recovery Toolkit to internal and external stakeholders for review and comment <ul style="list-style-type: none"> <li>• Respond to and incorporate stakeholder comments as appropriate</li> </ul>	\$
Distribute final Recovery Toolkit and provide technical assistance to communities and businesses <ul style="list-style-type: none"> <li>• Train SEAGO’s Economic Recovery Coordinator on use of toolkit and capacity building measures</li> <li>• Convene one capacity building workshop in each Sub-Region for all interested stakeholders</li> </ul>	\$



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 29, 2020

**SUBJECT:** CLASSIFICATION PLAN UPDATE – ECONOMIC RECOVERY  
COORDINATOR

---

As mentioned in the preceding memorandum, we are expecting a zero-match supplemental planning award of up to \$400,000 from the EDA's CARES Act allocation. If EDA awards the full amount of funding requested, we intend to recruit and hire an Economic Recovery Coordinator (ERC).

The ERC will work in concert with the Economic Development Program Manager to carry out the elements in EDA's pre-approved scope of work for the supplemental planning grant. The proposed position will provide the SEAGO EDD the capacity to meaningfully liaison with SEAGO member entities to rebuild resilient, sustainable communities throughout the region, and the necessary assistance to the Program Manager in identifying funding opportunities, preparing applications for grant eligible projects, working with local, state and federal government and non-profit partners to implement strategies to accelerate regional economic recovery through provision of strategic technical assistance and capacity building, and to facilitate the implementation of identified projects.

The Program Manager will supervise and augment the work performed by the ERC while carrying out other elements of EDA's pre-approved Scope of Work over the two-year grant period. The Program Manager will act as the 'Lead' in efforts to identify potential resiliency, mitigation, and economic recovery efforts in the impacted areas, and will work closely with the ERC to assist member entities in preparing funding applications (when so desired) to enable communities to take advantage of available opportunities, support member entities in administering any grants awarded through these efforts (when so desired), and guide the implementation of economic development projects related to disaster recovery efforts.

Since the ERC position is not currently included in our Classification Plan, it will need to be updated and approved by the Executive Board before recruitment can begin. The ERC job description clearly states that the position is 100% grant funded and that its continuation is not guaranteed beyond the two-year grant period.

I'll look forward to answering any questions you may have at our meeting.

**Attachments:** Classification Plan Update - 8.21.2020.

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

**A motion to recommend approval of the proposed Classification Plan Update to the Executive Board as presented by staff.**

<b>Job Code</b>	<b>Job Families and Job Classes</b>	<b>Current / FLSA</b>	<b>Incumbent</b>
<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
415	Economic Recovery Coordinator	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

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 29, 2020

**SUBJECT:** UPDATES TO SECTION 7.6 OF THE SEAGO POLICY MANUAL  
RELATING TO DRUG-FREE WORKPLACE POLICIES

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Some of you may recall my mentioning that we are expecting a substantial increase in our workmen's compensation insurance premiums as a result of an automobile accident that occurred last fall while two of our employees were on official SEAGO travel. We hope to be able to mitigate up to 5% of our premium costs if an acceptable drug screening policy is implemented before the next policy period begins October 1<sup>st</sup>.

In consultation with CopperPoint, the insurance agency we purchase our workmen's compensation insurance from, Heather and Dina have drafted the attached policy incorporating language borrowed from personnel policies of our member agencies and the requirements of Arizona Revised Statutes. The updated policy will add pre-employment drug screening and workplace incident drug testing to our existing drug free workplace policies and procedures.

If approved, the new policy language will be added to Section 7.6 Drug-Free Workplace Policy, of the SEAGO Policy Manual as shown in the attachment to this memorandum. The attachment was created using the Track Changes feature so that you can easily differentiate between the text in the existing policy (black), text removed or replaced from the existing policy (red strike-through), and new text added (blue underlined).

I'll look forward to answering any questions you may have at our meeting.

**Attachments:** Section 7.6. Drug-Free Workplace Policy Update - 8.21.2020.

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

**A motion to recommend approval of the proposed Section 7.6. Drug-Free Workplace Policy Update to the Executive Board as presented by staff.**



## 7.6. Drug-Free Workplace Policy

### A. Overview

It is the intent and policy of SEAGO to maintain a drug and alcohol free working environment. As part of this policy, SEAGO prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, while traveling on behalf of SEAGO or performing SEAGO business, on or off SEAGO premises, or other work sites where the employee may be engaged in official SEAGO business, or at any time which would interfere with the effective conduct of the employee's work at SEAGO.

SEAGO recognizes drug and alcohol dependency as an illness and a major health problem. Abuse of drugs and alcohol exposes individuals to a variety of health risks and impairs judgment which may result in increased safety risks and faulty decision-making. Drug and alcohol abuse impacts the entire agency, through lost productivity, increased absenteeism and increased operating costs through increased sick leave and health insurance costs. SEAGO expects and requires all employees to report to work on time and in an appropriate state of mind and physical condition fit to complete their assigned duties safely and competently during work hours.

### B. Scope of Policy

All employees shall abide by the terms of this policy as a condition of employment. No employee shall report for or conduct SEAGO related business under the influence of alcohol, drugs, medical marijuana or any substance which impairs an employee's mental or physical capacity. The use of illegal drugs or the misuse of legal drugs or alcohol by any employee, or the presence in any employee's system of a prohibited drug or drug metabolite, in the workplace is prohibited. The only exception to this prohibition is for registered, qualified medical marijuana patients, who may test positive for marijuana components or metabolites that appear in insufficient concentration to cause impairment or lawfully prescribed controlled substances used as directed and do not impact performance.

All employees will receive a copy of this policy and will be required to sign an appropriate acknowledgment of receipt.

### C. Drug and Alcohol Testing

SEAGO may require that employees and applicants provide urine, blood, breath and/or other samples for drug and alcohol testing under any of the following circumstances. SEAGO will pay for any drug and alcohol test that it requests or requires.

#### 1. Pre-Employment Testing for Initial Employment

All applicants being considered for initial employment with the SEAGO shall be required to submit to, and successfully pass, a drug screen urinalysis after a conditional offer is made by SEAGO. The offer of employment shall be contingent upon a negative drug screening, unless the applicant is a registered, qualified medical marijuana patient and any identified marijuana components or metabolites do not appear to be in sufficient concentration to cause impairment or lawfully prescribed controlled substances used as directed and do not impact performance. If an applicant fails to pass the pre-employment drug screening, the applicant will be disqualified from consideration for employment, unless the applicant is a registered, qualified medical marijuana patient. An applicant's failure to submit to the required pre-employment test shall be considered as a request for withdrawal from consideration for the position for which he or she applied.

## A2. Reasonable Suspicion Testing

If SEAGO has reason to suspect that an employee is violating this policy or when there is reasonable cause to believe an employee is under the influence or is impaired by alcohol or drugs, SEAGO may require the employee to submit immediately to medical tests administered for drug or alcohol testing which include the chemical analyses of breath, urine or blood. A written record of the observations and facts leading to the reasonable suspicion shall be made by the employee's supervisor within 24 hours of the observation. The employee shall not engage in safety sensitive work and the operation of motor vehicles while on SEAGO related travel for eight hours after the observation, unless the employee tests negative for drugs and alcohol during that time. If the test is not administered within two hours following the observation, the supervisor shall document the reasons for the delay. If an alcohol test cannot be administered within eight hours, it will not be given. If a drug test cannot be given within 32 hours, it will not be given.

For purposes of this rule, "reasonable suspicion" shall mean that there is some specific basis to believe that a particular person may possess or be under the influence of drugs or alcohol as a result of one or more of the following types of evidence:

- 1a. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence;
- 2b. Abnormal conduct, erratic behavior, excessive absenteeism
- 3c. Physical symptoms (i.e. glassy eyes, slurred speech, unsteady gait, red eyes, running nose);
- 4d. Smell of alcohol or marijuana;
- 5e. ~~Sudden D~~eterioration in work performance or physical appearance;
- 6f. A report of drug or alcohol use on the job or immediately preceding work, if provided by a reliable and credible source that witnessed the use, and if independently corroborated;
- 7g. Evidence that an individual has tampered with a drug or alcohol test during his or her employment with SEAGO; or
- 8h. Objective evidence or a reliable report of use, possession, sale, solicitation, or transfer of drugs or alcohol while working or while on SEAGO property.

## 3. Testing Following an Incident

Any employee involved in an incident or near miss in the course of SEAGO employment that results, or could have resulted in injury or property damage such as any of the following situations shall be required to submit to drug and alcohol testing as soon as possible following any such event:

- a. An accident in which a third party is fatally or seriously injured;
- b. An accident that requires medical assistance for the employee or any other person or that results in significant property damage requiring one or more vehicles or pieces of equipment to be towed from the site; or
- c. Any accident in which there is also a reasonable suspicion of any violation of this drug and alcohol policy.

## D. Specimen Collection and Testing Methods for Drugs and Alcohol

### 1. Drug Testing

SEAGO tests all employees with a five (5) panel drug screen which, at minimum, tests for the following substances:

- a) Marijuana
- b) Cocaine
- c) Opiates – opium and codeine derivatives
- d) Amphetamines and methamphetamines
- e) Phencyclidine – PCP

The standard method SEAGO uses for drug testing is by urine sample; however, SEAGO may use any approved method by DOT for collection and testing. Specimen will be collected by credentialed personnel and appropriate chain of custody procedures will be utilized to ensure testing accuracy.

The inability to produce a specimen is a refusal to test unless the employee or applicant can provide medical documentation of a condition that would cause the inability to produce a specimen.

## 2. Alcohol Testing

Alcohol testing will be performed using an approved method to detect the presence of alcohol in a person's system. The standard method used by SEAGO is breath testing equipment by a credentialed Breath Alcohol Technician (BAT); however, SEAGO, only when necessary, may require other forms of testing such as blood or saliva and only under reasonable suspicion or post-accident testing.

For any initial test .02 or greater, a confirmatory second test will be performed following a minimum fifteen (15) minute wait period, not to exceed thirty (30) minutes, using testing equipment operated by a credentialed BAT.

## **E. Positive Tests Results and Right to Explain**

The testing facility's Medical Review Officer (MRO) will communicate positive test results to the employee or applicant. Any employee or applicant who tests positive on any drug test required by SEAGO may request a copy of their test result report, or submit additional information to the Executive Director for explanation.

## **F. Confidentiality**

Employee test results are confidential. Employees who are requested to submit to a drug test must agree in writing to allow the results of such test to be disclosed to and used by SEAGO's authorized representatives who have a need to know. Failure to sign such a consent form shall be considered a refusal to submit to testing and failure to comply with this policy.

## **BG. Policy Violations**

1. Alcohol - An employee who tests positive for alcohol while in the course of conducting SEAGO business shall be in violation of this policy. An alcohol test is considered positive if the alcohol level is .02 or above.
2. Drugs - An employee who tests positive for a controlled substance or illegal drug use, to any degree, while in the course of conducting SEAGO business shall be in violation of this policy, unless the employee is a registered, qualified medical marijuana patient and the presence of metabolites or components of marijuana do not appear in sufficient concentration to cause impairment or lawfully prescribed controlled substances used as directed and do not impact performance.

#### **CH. ~~Effect of~~ Failure to Comply with Policy**

An employee who fails to submit to a drug or alcohol test as required by this policy or who violates any aspect of this policy is subject to disciplinary action up to and including dismissal.

#### **DI. Additional Employee Responsibilities**

In addition to the requirements of this policy specified above, each SEAGO employee, as a condition of employment, is required:

1. To notify his or her supervisor of any criminal drug arrest for any violation, occurring on or off SEAGO premises while conducting SEAGO business, no later than five days after such arrest;
2. To notify his or her supervisor of any criminal drug statute conviction no later than five days after such conviction as required by the Drug-Free Workplace Act of 1988;
3. To notify his or her supervisor of any arrest involving driving under the influence of drugs or alcohol (DUI) no later than five days after such arrest;
4. To notify his or her supervisor of any license suspension that results from any drug or alcohol related arrest or conviction as soon as possible and to refrain from operating any motor vehicles on SEAGO related travel until this license is restored; and
5. To immediately report to his or her supervisor any unsafe working conditions or hazardous activities that may jeopardize the safety of employees or the general public arising from drug or alcohol use by any person. This includes the duty to immediately report any violations of the drug and alcohol policy that the employee observes. An employee who fails to report such a violation is subject to disciplinary action up to and including dismissal.

Within 10 calendar days of receiving notification of any such ~~a any~~ criminal drug statute conviction, SEAGO will send written notification of such conviction to the appropriate state and federal agencies affiliated with contracts and grants under which the employee works.

SEAGO shall have 30 calendar days to determine what disciplinary action it shall take against any employee convicted for violating any drug statute in the workplace. This action may include termination as outlined in these policies. It may also include a requirement for the employee to satisfactorily participate in a substance abuse assistance or rehabilitation program which is approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agencies.

Any employee found to be engaged in activities which are in violation of these policies, will be subject to formal disciplinary action up to, and including termination. The type of disciplinary action relates to the gravity of the infraction and the employee's past performance and conduct. SEAGO will also refer violators for prosecution as appropriate and as provided by local, state, and federal law. In addition to SEAGO's imposed disciplinary action, there may be legal sanctions imposed by local, state, or federal authorities for violation of drug and alcohol related laws. Employees who are convicted of driving while under the influence and experience restrictions on their ability to drive a motor vehicle, regardless if this conviction is related to official SEAGO business, may be terminated from employment if driving is an integral component of performing their work responsibilities and this conviction interferes with the ability to continue performing their responsibilities.

## J. Substance Abuse Treatment

SEAGO also recognizes drug and alcohol abuse as a potential safety and security problem. Employees of SEAGO who have a drug or alcohol dependency problem are encouraged to seek assistance, either through counseling or rehabilitation programs. Information on these types of services can be obtained through SEAGO's ~~Executive Director~~ Human Resources Department. SEAGO will be supportive of those who seek substance abuse treatment voluntarily, and may consider such employees' efforts when determining the level of disciplinary action that may be taken against those employees found in violation of this policy.

Employees are encouraged to approach their supervisor or Human Resources Department at any time with any questions they have about SEAGO's Drug-Free Workplace Policy.

DRAFT



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 29, 2020  
**SUBJECT:** 2020 CDBG APPLICATIONS

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For those unfamiliar with the CDBG application process, it began months ago with the two required hearings for public participation. From the start of the public participation process to the conclusion of a project often requires up to three years. The COVID pandemic has been disruptive to normal government functioning in a number of areas, and this includes the public processes required for CDBG. However, we are on track and all applications have been submitted for this year's Regional Account funding round.

SEAGO's share of CDBG funding for this year increased by approximately \$60,000, from \$1,204,704 in 2019 to \$1,264,629 for 2020. The reason for this is that Pinal County elected to go to entitlement status and contract directly with HUD, and this altered the funding allocations for the rural CDBG program state wide.

Following is a list of the FFY 2020 Regional Account and FFY 2019/2020 State Special Projects and Colonias Set-Aside applications submitted to the Arizona Department of Housing:

**Bisbee:** A Colonias Set-Aside application in the amount of \$336,474 for drainage and street improvements;

**Duncan:** \$100,000 in Regional Account funds for road improvements;

**Huachuca City:** \$498,736 in Regional Account funds for park improvements;

**Nogales:** \$890,634 water line and paving replacement, plus a Colonias Set-Aside application for a separate water line and paving replacement;

**Thatcher:** \$253,052 for ROW acquisition and sidewalk improvements; and

**Tombstone:** A Colonias Set-Aside application in the amount of \$130,912 for a waterline replacement, and a State Special Projects application for improvements to the Senior Center in the amount of \$243,998.

Notably, the above list is larger than the typical one-per-county, as SEAGO communities have submitted four competitive CDBG applications this year: one each for Bisbee and Nogales and two for Tombstone, with a total of \$1,602,018. These competitive grant applications come with no guarantee of award, but we appreciate the fact that our communities are reaching for more CDBG funds. The work put into these projects is worthwhile whether or not they are awarded this fall, as these are now “shovel ready” applications which can be re-submitted in subsequent rounds. Please be aware that ADOH has the final authority to award these projects, whether competitive or not.

SEAGO bylaws require Executive Board approval of fees and/or assessments such as those charged for application preparation or administration of new CDBG contracts to be administered by SEAGO for member entities. As such, we seek your recommendation for approval of these applications to our Executive Board.

Please contact me if you have any questions.

**Attachments:** None

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

**A motion to recommend approval of the 2020 CDBG project applications to the Executive Board.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 29, 2020  
**SUBJECT:** CONSIDERATION OF RESOLUTION NO. 2020 - 03

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In response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title VI Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 21<sup>st</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2020.

Due to the amount of paper inclusion of the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan is available for your review or download at any time by clicking the following link: [Title VI Plan Update](#)

**Attachments:** Resolution No. 2020 - 03

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

**A motion to recommend approval of Resolution No. 2020 - 03 to the Executive Board.**





# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2020 - 03

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2020

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

**WHEREAS**, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

**WHEREAS**, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

**WHEREAS**, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region; and

**WHEREAS**, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby approves the Title VI Implementation and Public Participation Plan dated August 1, 2020.

Passed and adopted by the SEAGO Executive Board on this 21<sup>st</sup> day of August 2020.

Richard Ortega, 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.**
- Housing**
- Transportation**

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

### Area Agency on Aging Office

300 Collins Road  
Bisbee, AZ 85603  
520-432-2528  
520-432-9168 Fax

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



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 29, 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
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
August 5, 2021	August 20, 2021 - Greenlee 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 upcoming 12 months:

Combined Administrative and Executive Committee Meetings (telephonic)
October 1, 2020 – 9:00 a.m.
December 3, 2020 – 9:00 a.m.
April 1, 2021 – 9:00 a.m.
June 3, 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  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 29, 2020  
**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS

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As most of you probably recall, the [FY 2021 - 2025 SEAGO Strategic Plan](#) was approved by the Administrative Council and Executive Board at our May 2020 meetings and became effective July 1, 2020. For your information, below is a brief program-by-program update on the progress staff has been able to make since our May meetings:

## **TRANSPORTATION AND TRANSIT GOALS, OBJECTIVES, AND TACTICS:**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Revise the SEAGO STBG Programming Process (By 7/1/2021)**

***Tactic 1. Develop TAC-approved policies and procedures to limit project costs and provide equal opportunities to all SEAGO member entities (By 7/1/2021):***

***a. Cap project costs at two-years of Obligation Authority (By 7/1/2021)***

The Strategic Plan goals were reviewed with the TAC at our July 16, 2020 Meeting. A survey tool is being developed for early August distribution to gather the TAC input involving the programming process. Draft procedures will be developed for review and mark-up at our September TAC Meeting.

***b. Review/revise policy of paying for Right-of-Way acquisition with STBG funds (By 7/1/2021)***

See Tactic 1.a. above.

***c. Utilize the HURF Exchange Program whenever possible (By 7/1/2021)***

As everyone is painfully aware, stay at home orders issued to flatten the curve of the State's COVID-19 infection rate has had a substantial impact to HURF collections due to reduced statewide fuel sales. The HURF Exchange program currently utilizes \$15.3 million annually in state-generated HURF revenues. As a result of reduced HURF collections, ADOT has tentatively committed to honor all existing HURF Exchange projects currently programmed in regional Transportation Improvement Plans, but will likely not consider awarding any further projects in the short term. While a more definitive recommendation, including the possibility of reducing HURF Exchange funding, will likely be offered at the State Transportation Board's September meeting, it appears possible that the HURF Exchange program will once again be suspended indefinitely.

**d. Explore new Project Programming Procedures including a possible STBG funding rotation (By 7/1/2021)**

See Tactic 1.a. above.

**Objective B: Coordinate the Creation of a Sustainable, Dependable Public Transit System in Graham and Greenlee Counties (By 7/1/2023)**

***Tactic 1. Identify transportation partners (By 7/1/2021)***

On a conference call held April 22<sup>nd</sup>, a potential partnership with NADO was discussed in which they would apply for USDA technical assistance funding to provide support and technical assistance in the development and implementation of this project. Additional partnerships will be explored as the project moves forward.

***Tactic 2. Determine service needs and area (By 7/1/2022)***

Data collection is in progress involving ridership data, service areas, and schedules. A transit needs survey is in development for distribution in September.

***Tactic 3. Identify funding sources including non-ADOT sources (By 7/1/2022)***

No progress. This will be part of an update to the existing Feasibility Plan.

***Tactic 4. Provide technical service and oversight during project development (By 7/1/2022)***

See Tactic 3 above.

***Tactic 5. Garner agreements between local jurisdictions (By 7/1/2022)***

See Tactic 3 above.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the Visibility of SEAGO Through Partnerships (7/1/2021 – 7/1/2023)**

***Tactic 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (7/1/2021 – 7/1/2023)***

No progress.

***Tactic 2. Update partnership agreements to include signage and/or promotion requirements crediting SEAGO Transportation (By 7/1/2021)***

No progress – see Central Administration Goal 2, Tactic 2 below.

***Tactic 3. Provide links to Transportation programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)***

No progress. However, we will begin a redesign of our azmobility.org site within the next two months to make it more user-friendly and interactive. Once complete we will be sharing it with our transit partners for inclusion on their transit pages. TAC members have long had access to our TDMS portal and other SEAGO website resources.

## **COMMUNITY DEVELOPMENT GOALS, OBJECTIVES, AND TACTICS:**

### **GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

#### **Objective A: Enhance CDBG Technical Assistance (By 7/1/2022)**

##### ***Tactic 1. Develop additional capacity within the CDBG Program to assist with project administration (By 7/1/2022)***

The CDBG Program continues to develop reserve capacity in the Administrative Assistant, but in the long-term, additional capacity will be necessary to ensure continuity and the desired level of capacity necessary to fully enhance CDBG technical assistance as envisioned in the overall objective above.

##### ***Tactic 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 (7/1/2021 – 7/1/2023)***

The effort to educate member entities and advocate for their applications began last fall in anticipation of this year's round of Colonias set-aside funding. This will be repeated in future years in terms of direct education/advocacy, and also in the form of reporting success on current efforts. It is expected that the additional funds coming into our region will have its own salutary effect in terms of advocacy and encouraging communities to pursue applications for these funds.

##### ***Tactic 3. Encourage community applications and provide technical assistance in developing Colonias and SSP applications (7/1/2021 – 7/1/2023)***

Efforts initiated last fall are already bearing fruit; we submitted one SSP and three Colonias grants within the last 30 days. The total ask of all four applications is \$1.6 million for this cycle. We will likely see the first Colonias grant awarded in Cochise County this year. We will then have two years to prepare for the next round.

#### **Objective B: Explore Creating Housing Program Opportunities to Address Homelessness and Housing Affordability (By 7/1/2023)**

##### ***Tactic 1. Identify potential funding sources including HOME, HUD, Regional Account, SSP, Colonias, and private foundations (By 7/1/2022)***

While no measureable progress has been made to date, some preliminary scouting work has been done to identify possible funding opportunities to advance the overarching objective above. It's also possible the expiration of federal and state moratoriums on evictions and foreclosures may force Congressional action to appropriate additional funding to address a nationwide surge in homelessness that is expected to occur once the current moratoriums expire.

##### ***Tactic 2. Identify potential partners and agencies to accomplish this objective (By 7/1/2022)***

The chief partner at this point would be ADOH as they offer a range of potential resources to address these needs which are currently untapped in the SEAGO region. Other potential partnerships could include recipients of HUD funding that may be expanded to address an expected surge in homelessness as described above.

##### ***Tactic 3. Develop a coordinated Technical Assistance service delivery plan (By 7/1/2022)***

No progress.

***Tactic 4. Deliver Technical Assistance to member entities to accomplish this objective (7/1/2022 – 7/1/2023)***

No progress.

**Objective C: Absorb the Water Quality Management Program (By 7/1/2023)**

No progress.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Provide Outreach to Member Entities (By 7/1/2021)**

***Tactic 1. Create and deliver outreach materials to member entities regarding Community Development programming and technical assistance (By 7/1/2021)***

No progress to date, but we intend to pursue this Objective over the next five months.

***Tactic 2. Create and disseminate press releases regarding Community Development activities in each county or community in the SEAGO region (By 7/1/2021)***

We recently offered to collaborate on a press release for Nogales but received no response. Pending the outcomes of the competitive grant applications described above (see Goal 1, Objective A, Tactics 2 and 3), we will explore the possibility of producing our own press releases this fall including several projects that are either in progress or in the pre-planning stages.

***Tactic 3. Update TA agreements to include signage and other promotion requirements crediting SEAGO (By 7/1/2022)***

No progress – see Central Administration Goal 2, Tactic 2 below.

**AREA AGENCY ON AGING GOALS, OBJECTIVES, AND TACTICS**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Increase Agency Capacity (By 7/1/2022)**

***Tactic 1. Reallocate staff duties to expand advocacy efforts (By 7/1/2021)***

While COVID-19 has delayed pursuit of certain Objectives and/or Tactics in our Strategic Plan, it has provided an opportunity to accelerate others. Such is the case with this Tactic as it has initiated internal discussions about how to better communicate AAA services and advocate for the needs of the elderly and disabled in our region. A Social Media Committee (SMC), comprised of three staff knowledgeable in social media platforms, was formed and tasked with the purpose of getting AAA program information out to the public. Since then, the SMC has increased our Facebook posts to over 5,400 people and the AAA page now has more than 500 followers. Our videos have been viewed 613 times and the quarterly newsletter link has been viewed by over 3,000 people. Newspaper articles and radio ads have been published and run during this time as well (see Goal 2, Objective A, Tactic 1 below). These methods are allowing us to increase agency advocacy efforts and keep the public engaged.

***Tactic 2. Cross-train agency staff among programs (7/1/2021 – 7/1/2023)***

COVID-19 has temporarily restricted our ability to completely implement cross-training among all AAA staff. However, the AAA staff conducts weekly zoom meetings to share updates and program information and offer staff the opportunity to share accomplishments and barriers. These sessions allow each staff member to learn from each other and help brainstorm solutions to problems encountered by members of the AAA team. It also has the benefit of helping team members understand the workings of the programs of their associates.

**Objective B: Improve Emergency Nutrition Access (By 7/1/2022)**

***Tactic 1. Develop READI-Meals Program to provide shelf-stable meals suitable for long-term storage and emergency use for congregate and home delivered meals (By 7/1/2021)***

Since our Strategic Planning Retreat, the AAA deployed Harvest Right Freeze Driers to our partners at the regions congregate meals nutrition sites. With the equipment now in place, the READI meals program requires a Food Safety Plan (FSP) that meets FDA guidelines under the Food Modernization Act, with step-by-step instructions to ensure the freeze-dried foods can be prepared by our nutrition sites in a manner that guarantees long-term safety and stability. In order to do so, we purchased water activity meters that are used to measure the water content in the food and identify the point at which bacteria and microorganisms can no longer reproduce in a freeze-dried product. These meters come with software that allows us to collect and store data, create safety procedure checklists, generate reports, and allow easy access to information for health department auditing purposes. The FSP was presented to the county health departments via Zoom during June. Unfortunately, COVID-19 required we pause on training the staff at our nutrition sites until the health departments are comfortable in doing so. In FY 2021 we will utilize CARES Act funding to continue developing FSPs for our nutrition sites, translating this into Spanish for the sites that need it and complete the READI-Meals Program development.

**Objective C: Improve Operational Control and Service Delivery Efficiency (By 7/1/2022)**

***Tactic 1. Meet with case management agencies to explore opportunities to secure commitments for supplemental funding (By 7/1/2021)***

No progress. This Tactic is on hold due to the pandemic and we hope to move forward during the first quarter of the FY2021 or once COVID-19 infections have sufficiently stabilized.

***Tactic 2. Transition to in-house case management***

See Objective C, Tactic 1 above. Instead, our focus will continue to reinforce guidance and instructions to service providers, and full utilization of COVID-19 funding.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the visibility of SEAGO through partnerships (7/1/2022 – 7/1/2023)**

***Tactic 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through AAA newsletter and partnerships with local news media (7/1/2021 – 7/1/2023)***

The Area Agency on Aging used unrestricted funds to purchase radio advertisements on Cherry Creek Media (Cochise County), Double R Communications (Graham and Greenlee Counties), and Radio La Maxima (Santa Cruz County) to help increase awareness and participation in the 2020 Census. The radio advertisements stressed the importance of a complete Census count and how the population numbers affect funding available for a broad range of public services, including those offered by the AAA. These advertisements aired at the end of May and beginning of June, and also

celebrated the Older Americans Act, promoted June 15<sup>th</sup> as Elder Abuse Awareness Day and provided information on COVID-19 resources. The AAA also connected with the Eastern Arizona Courier, who graciously interviewed AAA staff regarding topics such as the Census count, Advance Directives, the Arizona Family Caregiver Reimbursement Program, Medicare Issues, and Medicare fraud. We were also able to publish paid-for informational items in the Sierra Vista Herald and Nogales International thanks to a grant we obtained which reduced costs through a dollar-for-dollar match from Wick Communications.

COVID-19 provided an opportunity for the AAA to reimagine service delivery options for their clients. Instead of face-to-face workshops, webinars were offered live and recorded which is yielding a growing webinar library for clients to access on demand. As mentioned in Goal 1, Objective A, Tactic 1 above, the SEAGO-AAA Facebook page and the SEAGO-AAA website also substantially increased visibility metrics. As a result of the activities above, the AAA offices experienced increased numbers of callers inquiring about programs and services as compared to preceding months.

***Tactic 2. Update provider subaward agreements to include signage and/or promotion requirements crediting SEAGO AAA (By 7/1/2021)***

No progress – see Central Administration Goal 2, Tactic 2 below.

***Tactic 3. Provide links to AAA programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)***

No progress has been made on collaboration with our member entities, but most of our service providers receive regular communications via Constant Contact and share links regarding AAA events and webinars. We also enjoy partnerships with Chambers of Commerce in Cochise, Graham, and Santa Cruz Counties who post links to AAA events on their websites, events calendars and Facebook pages. Here are links to some of the AAA's primary media platforms: [SEAGO-AAA YouTube](#); [SEAGO-AAA Facebook](#); [SEAGO-AAA Twitter](#).

**ECONOMIC DEVELOPMENT GOALS, OBJECTIVES, AND TACTICS**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Improve Local Economic Development Capacity (By 7/1/2022)**

***Tactic 1. Develop an economic development tool kit for each member entity based upon the economic development needs and characteristics of each respective jurisdiction (By 7/1/2022)***

On June 1<sup>st</sup>, SEAGO submitted an application for up to \$400,000 in supplemental planning awards from the Economic Development Administration's \$1.5 billion CARES Act allocation. We are currently waiting to hear if our application will be awarded, and if so, the amount of the award. If EDA awards the full amount of funding requested, we intend to engage Arizona's only EDA-supported University Center – the Alliance Bank Economic Policy Institute at NAU – to assist with the design and development of an economic recovery toolkit and to deliver technical assistance and capacity building to member entities, local businesses and other stakeholders impacted by COVID-19. In addition, we also intend to recruit and hire an Economic Recovery Coordinator (ERC) to liaison with SEAGO member entities to assist them in building resilient, sustainable communities throughout the region, identifying funding opportunities, preparing applications for grant eligible projects, and working to implement strategies to accelerate regional economic recovery.

**Objective B: Enhance Jurisdictional Opportunities to Attract Industry (By 7/1/2022)**



***Tactic 1. Facilitate planning process for those jurisdictions that have not completed a target industry study (7/1/2021 – 7/1/2022)***

Since the February 2020 strategic planning retreat, the Program Manager met with elected and appointed officials at the Cities of Benson, Huachuca, Willcox, Nogales, and Santa Cruz County to discuss their interest in, and ways to fund and initiate a target industry study and strategic planning process in these communities. These discussions have yielded mixed results with some member entities inclined to move forward and others waiting to proceed at a later date. Member entities who have not completed target industry studies may request that this be included in their economic development and recovery toolkits if our supplemental EDA funding request is awarded (see Objective A, Tactic 1 above).

***Tactic 2. Support implementation of the target industry strategic plans for jurisdictions that have them (7/1/2022 – 7/1/2023)***

In the event our supplemental EDA funding request is awarded, the SEAGO EDD intends to support implementation of target industry studies completed for member entities that have included these in their economic development and recovery toolkits (See Objective A, Tactic 1 and Objective B, Tactic 1, above). In addition, SEAGO continues to coordinate the REDI Grant planning process, which will identify and develop regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plan, along with other potential economic development collaboration opportunities. 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. In addition, McClure provided recommendations on how the REDI grant can assist in the implementation of initiatives identified in the Target Industry Studies. The REDI team is moving forward in their implementation phase.

**Objective C: Expand Jurisdictional Outreach and Marketing (By 7/1/2023)**

***Tactic 1. Provide assistance to interested jurisdictions to create and utilize branding and marketing campaigns (By 7/1/2022)***

Member entities interested in creating branding and marketing campaigns may request that this be included in their economic development and recovery toolkits if our supplemental EDA funding request is awarded. SEAGO continues to coordinate and participate in the REDI Grant process which will provide assistance to Graham and Greenlee Counties to implement tourism Initiatives, to include creating branding and marketing campaigns (see Objective A, Tactic 1 and Objective B, Tactic 2 above).

***Tactic 2. Provide assistance to interested jurisdictions to develop 'Shop Local' campaigns (By 7/1/2022)***

Member entities interested in developing 'Shop Local' campaigns may request this be included in their economic development and recovery toolkits if our supplemental EDA funding request is awarded (see Objective A, Tactic 1 above).

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the visibility of SEAGO through partnerships (7/1/2022 – 7/1/2023)**

***Tactic 1. Continue promoting news and announcements about program initiatives and accomplishment through social media and partnerships with local news media***

*(7/1/2021 – 7/1/2023)*

No progress. However, the SEAGO EDD Facebook page continues to highlight items of interest throughout the four-county region and Arizona.

***Tactic 2. Provide links to Economic Development Data Portals, programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)***

No progress.

## **CENTRAL ADMINISTRATION GOALS, OBJECTIVES, AND TACTICS**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Enhance Capacity of Central Administration Staffing (By 7/1/2023)**

***Tactic 1. Cross-train staff (By 7/1/2023)***

Cross-training of Central Administration staff continues in the accounting area and more recently, the transfer of certain responsibilities in the Human Resources area. The development of an accounting manual continues, and a manual for IT is in the early stages of development.

***Tactic 2. Develop a succession plan for the Executive Director including delegation of IT, Human Resources, and the Water Quality Management Program responsibilities (7/1/2021 – 7/1/2023)***

See Objective A, Tactic 1, above. It's expected the transfer of the WQMP responsibilities can begin in FY 2022.

**Objective B: Enhance Employee Services (By 7/1/2022)**

***Tactic 1. Advocate to increase the State mileage reimbursement rate to match the Federal rate (By 7/1/2023)***

No progress. The COVID-19 pandemic truncated the 2020 Arizona Legislative session and made it impossible to pursue this Tactic. In addition, the impact of the pandemic to the State general fund in the foreseeable future may make pursuit of this Tactic extremely challenging. Notwithstanding these barriers, we will attempt to initiate discussion of such an increase in the 2021 Legislative session.

***Tactic 2. Investigate and offer improved, affordable group health insurance options (Annually 7/1/2021 – 7/1/2023)***

The Central Administration team made the difficult decision to change the broker of record for our group health insurance plan to Crest Insurance Agency out of Tucson. Although we regretted switching away from a local insurance agency, Crest offered a full menu of choices for our group and a seamless, online system for employees to make coverage selections and waivers. The enrollment process was easier than it's ever been and employees seem very pleased with the range of plan options offered.

***Tactic 3. Implement stipends for employees utilizing personal cell phones for SEAGO business (By 7/1/2021)***

A cell phone survey was distributed to employees and responses collected to determine the design of our internal policy for cell phone stipends to the employees using their personal cell phones for SEAGO business. The policy is under development at this time.

**Objective C: Secure Adequate, Affordable, Long-Term Facilities for the Area Agency on Aging (By 7/1/2022)**

***Tactic 1. Conduct market research for commercial office space in Bisbee area (By 7/1/2021)***

No progress.

***Tactic 2. Investigate costs to purchase, install, and retrofit a modular building for the AAA offices at the Main Office location (By 7/1/2021)***

No progress.

***Tactic 3. Negotiate affordable lease extension at existing AAA offices; or purchase, install and retrofit modular office building at Main Office location (By 7/1/2022)***

No progress.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the visibility of SEAGO through partnerships (7/1/2021 – 7/1/2023)**

***Tactic 1. Continue promoting news and announcements about initiatives and accomplishments of SEAGO programs through social media and partnerships with local news media (7/1/2021 – 7/1/2023)***

See Area Agency on Aging Goal 1, Objective A, Tactic 1, and Goal 2, Objective A, Tactics 1 and 3. Two articles were submitted to seven publications during the month of March and shortly thereafter, the COVID-19 pandemic consumed the news cycle making it difficult to get anything other than COVID-related stories or paid advertisements published. Exacerbating the problem were staff reductions brought on by a reorganization of the region's largest newspaper publisher (Wick Communications) of their more rural media offices.

***Tactic 2. Update AAA provider subaward agreements, CDBG TA contracts, and Transportation partnership agreements to include signage and/or promotion requirements crediting SEAGO programs (By 7/1/2021)***

Central Administration is working to develop standard language to be used in our Agreements and Contracts. However, many of the funding agreements with our state and federal partners have certain prohibitions and restrictions regarding Advertising, Publishing and Promotion when there is potential 'commercial benefit' to SEAGO. In reviewing the contract language, it was decided that it might be prudent to seek legal advice to better understand any potential impact pursuing this Tactic might have on existing and future contracts or subaward agreements with our funding agencies.

***Tactic 3. Provide links to SEAGO programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)***

No progress.

***Tactic 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 (By 7/1/2022)***

See Goal 1, Objective A, Tactics 1 and 2, above.

**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:** JULY 29, 2020  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues and Expenditures, unaudited, for the quarter ending June 30, 2020 and the end of Fiscal Year 2020 is being prepared and will be sent as a separate email attachment.

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

**Attachment:** None - to be provided before the date of the meeting.

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

SEAGO  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2019 Through 6/30/2020

(In Whole Numbers)

		<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget Used</u>
<b>Revenue</b>				
General Fund	101	34,726	70,000	49.61%
Agency Response	301	43,742	43,745	99.99%
Community Development Block Grant	302	171,790	257,184	66.80%
Economic Development	303	110,358	110,357	100.00%
Environmental Quality	306	4,163	8,675	47.99%
Elderly Transit	307	10,261	20,000	51.31%
Public Transit	308	18,336	20,000	91.68%
State Planning & Research	309	188,770	263,693	71.59%
Area Agency on Aging	310	571,395	608,727	93.87%
Regional Mobility Management	311	92,441	168,750	54.78%
RMM Training	314	97,055	106,250	91.35%
Willcox Feasibility Study	323	14,412	70,000	20.59%
End of Life - Lovell Foundation	327	133,600	33,350	400.60%
Cochise Co Public Transit Consolidation	328	42,010	62,500	67.22%
Santa Cruz Co RTA Feasibility Study	329	<u>5,032</u>	<u>80,000</u>	<u>6.29%</u>
Total Revenue		<u>1,535,189</u>	<u>1,923,231</u>	<u>0.00%</u>
<b>Expenses</b>				
General Fund	101	0	70,000	0.00%
Agency Response	301	31,587	43,745	72.21%
Community Development Block Grant	302	92,788	257,184	36.08%
Economic Development	303	108,320	110,357	98.15%
Environmental Quality	306	4,163	8,675	47.99%
Elderly Transit	307	10,261	20,000	51.31%
Public Transit	308	18,336	20,000	91.68%
State Planning & Research	309	188,771	263,693	71.59%
Area Agency on Aging	310	558,602	608,727	91.77%
Regional Mobility Management	311	92,441	168,750	54.78%
RMM Training	314	97,055	106,250	91.35%
Willcox Feasibility Study	323	14,412	70,000	20.59%
End of Life - Lovell Foundation	327	50,021	33,350	149.99%
Cochise Co Public Transit Consolidation	328	42,010	62,500	67.22%
Santa Cruz Co RTA Feasibility Study	329	<u>5,032</u>	<u>80,000</u>	<u>6.29%</u>
Total Expenses		<u>1,313,797</u>	<u>1,923,231</u>	<u>0.00%</u>
Balance		<u>221,392</u>	<u>0.00</u>	<u>0.00%</u>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 29, 2020  
**SUBJECT:** CDBG Updates

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## **Strategic Plan**

The SEAGO CDBG and Community Development Program have been given renewed goals, objectives and tactics through the adoption of the new Strategic Plan earlier this year. Our Director has already discussed these in the Strategic Plan update, above. We are grateful for the refreshed direction and guidance provided by the plan, and we have already set to work in implementing our part of it.

## **Regional Account Updates**

Later this fall, SEAGO will be sending out reminders to begin the public process for next year's CDBG Regional Account (RA) round. Clifton, Graham County, Patagonia and Willcox will be up for CDBG RA awards in 2021. These communities are encouraged to begin thinking about potential projects, and should plan on SEAGO staff reaching out to help begin the public process required for these grants this fall. We encourage our communities to engage with the public earlier in the year to avoid public processes running all the way up to the month applications are due.

In 2021, we will also be updating the Method of Distribution which governs how the CDBG Regional Account is administered in our region. It is due for renewal next year.

## **Planning and Public Service Reminders**

As a reminder, we informed our communities earlier this year of changes to the ADOH Application Handbook. One significant change is that municipalities are now allowed to do two projects with their CDBG RA grants rather than one—the catch being that the second project must be a Public Service or Planning Only Grant. Some of our communities would like to participate in the SSP or Colonias rounds and compete for extra CDBG funds, but the upfront costs of developing the necessary shovel-ready project can be prohibitive. The new flexibility in the ADOH application process can potentially help in preparing competitive grant projects in the future, whether CDBG or other.

## Community Updates

Below is a brief update on items under development for the future in a couple of SEAGO communities.

**Willcox:** preliminary work has been done to re-certify Willcox as an ADOH-designated Colonia, which would make Willcox, or parts of Willcox, eligible for Colonias Set-Aside funds. We will resume our efforts in this regard this fall, with an eye towards developing a shovel-ready project in time for the 2022 funding round.

**Bisbee:** Bisbee has submitted all required documents for re-certifying two neighborhoods in Bisbee as Colonias: Saginaw and Zacatecas Canyon. These efforts are likely to meet with success, at least in the case of Zacatecas.

The Community Health Improvement Plan (CHIP) for the Bisbee area selected affordable housing as the community health priority for the area. As a result, the City staff and elected officials have been pursuing a multi-faceted strategy for development of affordable housing for the past two years. SEAGO has been asked to assist in developing an Owner-Occupied Housing Rehabilitation pilot program for Bisbee, because preservation of existing units is an important part of maintaining housing stock in the community. The Colonias effort referred to above fits into this strategy—CDBG funds from the Colonias Set-Aside, or the State Special Projects, or Regional Account CDBG can be used for housing rehab in Bisbee in the future.

Please contact me if you have any questions, especially if you represent one of the communities expecting to receive CDBG RA funds next year. It is never too early to begin planning and/or public outreach.

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:** MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 29, 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:**

Maria Porter started as SEAGO's new Economic Development Program Manager on June 23<sup>rd</sup> and is focused on becoming acclimated with the EDA Program and open projects. Since she started a week prior to the end of the grant cycle, her priority has been to close out the current EDA Planning Grant. She has submitted the Final Progress Report (FPR) and the Government Performance and Result Act of 1993 (GPRA) Data Collection Form.

**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:**

- A. 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.
- B. 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.
- C. In a July 23 call between the SEAGO ED Program Manager and Adam O'Doherty, the CEO of the United Way, SEAGO was informed the United Way board is still considering how



this project will fit within their current funding priorities relating to mitigating economic fallout from COVID-19. SEAGO will follow up with United Way at the end of the summer 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

Although the progress has significantly slowed because of the ongoing COVID-19 situation, SEAGO continues to coordinate 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), in coordination with SEAGO under the guidance of the grant management team consisting of representatives from Graham and Greenlee Counties, and FMI.

### **Current Status:**

USDA-Rural Development leadership has agreed to extend the REDI deadline to September 2021, giving us an additional year to complete the process. Alex Pearlstein, a McClure consultant for the REDI grant, continues to lead the REDI process and recently provided recommendations on how the REDI grant can assist in the implementation of the below projects:

- Create the model for a Graham-Greenlee County Economic Development Marketing Entity
- Develop a website to attract workforce talent to work, live, and shop in Graham and Greenlee County.
- CO.STARTERS' Rebuild Program in Graham and Greenlee County focused on training stakeholders on business recovery and resiliency.
  - *Rebuild has started with Charmaine Chidester, Business Counselor with the Eastern Arizona College SBDC, managing the CO.STARTERS Program*
- Mixed use Student Housing Project for Eastern Arizona College - site identification and analysis, creating an Opportunity Zone prospectus for the project, and helping to identify and potentially attract Opportunity Zone Fund investment and a development partner(s).
  - *Project was tabled, as legislation did not pass for EAC to become a 4 year college.*
- Research and assess the development of a camping facility in Greenlee County.

### **3. FY 2021 EDA Planning Grant**

On April 14<sup>th</sup>, SEAGO submitted an EDA Partnership Planning Grant application 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. As of July 29<sup>th</sup>, SEAGO had not received an award notification from EDA.

### **4. CARES Act EDA Supplemental Grant**

As previously discussed, on June 1st, SEAGO submitted an application for \$400,000 in supplemental planning funds from the EDA's \$1.5 billion CARES Act allocation. The funding opportunity was offered on a non-competitive basis to Economic Development Districts and other core EDA partners in good standing to perform a pre-approved scope of work. If awarded, the funds will be used over a two-year period to accomplish the EDA scope of work and will require no local matching funds. As of July 29<sup>th</sup>, SEAGO had not received an award notification from EDA.

### **5. FFY 2020 EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding**

The SEAGO Executive Director provided support and technical assistance to the City of Douglas to prepare an application to the EDA FFY 2020 Public Works and Economic Adjustment Assistance Programs including CARES Act Funding. Submitted on July 9<sup>th</sup>, the application requests over \$3.1 million for design, permitting, NEPA Environmental Assessment, easement acquisition, bidding assistance, and construction period services necessary to extend water and wastewater services to the site of a new commercial land port of entry that is tentatively scheduled for construction in FY 2024.

### **6. 2021 – 2025 CEDS Process**

Preliminary work has begun to develop the SEAGO 2021-2025 Comprehensive Economic Development Strategy (CEDS). SEAGO has applied for EDA Supplemental Grant funding to engage Northern Arizona University Economic Policy Institute (EPI) to assist SEAGO with updating the region's 2021-2025 CEDS with a specific focus on economic resiliency and pandemic responses. In FY2021 the EPI will undertake to coordinate the CEDS planning process for SEAGO, working in coordination with SEAGO's Economic Development Program Manager. The EPI will help facilitate the CEDS process, collect data for the document and help with devising specific strategies for economic development and resiliency for the region.

**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:** JULY 29, 2020  
**SUBJECT:** SEAGO-AAA PROGRAM UPDATES

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**COVID-19 PROGRAM IMPACTS:** As you probably suspected, many of the SEAGO-AAA programs were impacted in one way or other due to the ongoing pandemic. Some were able to continue serving clients with operational modifications and additional funding while others were required to pause services until the pandemic passes. The FFCRA (Families First Coronavirus Response Act) and CARES Act funding allowed us to collaborate with our existing nutrition service providers in the four-county region and allocate funds that are helping support their participants' nutrition needs.

**FFCRA** – The FFCRA provided \$241,782, of which \$218,191 was used to enable providers to issue additional meals to congregate and home-delivered meals participants, as well as frozen meals to keep on hand in case clients become ill and unable to leave home. As senior centers closed due to COVID-19, they were challenged to come up with ways to continue meeting participants' daily nutrition needs, and these funds also helped the providers with the additional costs of packaging meals for clients to pick up at the nutrition sites and enjoy at home. Beginning in April, five senior centers began utilizing these funds; any unused funds are allowed to roll over to SFY2021.

**CARES Act** – Through the CARES Act, our region received an additional \$791,889, of which \$586,398 was disbursed between home-delivered meal providers, transportation, legal, and case management. The remaining funds are being utilized to support and enhance our in-house programs. The SEAGO-AAA will be utilizing part of these funds to purchase PPE in bulk, which is not only needed for AAA staff but, most importantly, to give to our unpaid family caregivers and the most vulnerable clients who currently receive our services. The SEAGO-AAA will continue to work closely and provide guidance to our providers as it is a priority that these funds be fully utilized in the programs in highest demand before September 2021.

**Family Caregiver Support Program (FCSP)** – Since joining the SEAGO-AAA in July 2019, Karen Enriquez has brought this program to a level of service that we had only dreamed of, and COVID-19 has not inhibited her from finding ways to continue its success. Karen has prepared multiple Zoom presentations, including topics such as *Caregiver Challenges*, *Elder Abuse*, *Ambiguous Loss*, *COVID Best Practices*, and an introduction and overview of the SEAGO-AAA and its programs entitled *Who Cares? We Do!* and more. These presentations are saved in a library on our Facebook page, our SEAGO-AAA website and our YouTube channel for individuals to visit at their leisure and benefit from this valuable information. Karen now has three volunteers helping with her programs, and we have seen over 1,700 attendees during the last year. A Family Caregiver volunteer leads the C.A.R.E. support group, which meets virtually on Wednesdays at 10:00 A.M.

**Aging and Disability Resource Center (ADRC)** – The AAA Director and FCSP Coordinator are undertaking the ADRC Options Counseling course through Boston University CADER certification

program with grant from ADES-DAAS. This opportunity will allow us to earn a certification that enables us to partner and collaborate with hospitals that are profoundly affected by COVID-19. With the current statistics showing a high number of cases in Santa Cruz County and Cochise County, the SEAGO-AAA will be focusing our attention in those two areas. The purpose of doing this is to provide guidance, referrals and resources to individuals and families recovering from COVID-19 in order to help ensure these individuals are not readmitted. Our newest part-time staff member, Nubia Romo, with the Health and Nutrition Program, will soon become full-time, which will allow her to coordinate these efforts upon completion of the course and oversee the service by the end of September 2020.

**Long Term Care Ombudsman Program (LTCO)** – The LTCO Program was forced to postpone visits to residents in long-term care settings on 3/12/2020 when a federal rule prohibiting visitations to these facilities went into effect. Since that time, we have been sending out mailings to all the long-term care residences in the three counties in our region where they exist. We've done outreach to facilities and families and are taking calls over the phone from facility residents and residents' families. These facilities remain closed to family and friends at this time, but the LTCO will soon return to facilities that are COVID-19 free to advocate for the residents. The LTCO Coordinator will be visiting these facilities wearing appropriate PPE, and after rapid COVID testing is available. But at this time, she has been instructed to **not** visit facilities where COVID-19 is active in clients or staff.

**State Health Insurance Program – Senior Medicare Patrol Programs (SHIP-SMP)** – As with most SEAGO-AAA programs, we have been busily adjusting to the constraints imposed on us by COVID-19 and learning new ways to reach our clients. The primary source of outreach has been our Facebook page; we attempt to keep clients updated with issues that affect our programs. Initially, our contacts with clients dropped considerably while everyone was figuring out how to conduct the business of day-to-day life. We sent out a few mailings, informational brochures, and pamphlets explaining how we were would continue to provide services, and our client count has gone up dramatically since. From only 47 client contacts in April, we have increased to 139 in May and 127 in June. At this time, we are continuing with Medicare counseling via telephone and email. We expect to continue along these lines utilizing social media, mailings, and telephone conversations.

SHIP-SMP has archived several videos on our Facebook page that are available to view at the convenience of our clients, including *Understanding Medicare* which gives an overview of the Medicare program, including options, enrollment periods, and how to make your Medicare choices; *Medicare Coverage of Home Health Care and Therapy Services* which explains how a person qualifies for coverage of Home Health Care and Therapy services under Medicare; and *Medicare Enrollment Periods* which explains the different enrollment periods, including the Initial Enrollment Period, the Annual Enrollment Period, and Special Enrollment Periods.

New videos will be added to our archives after being presented live, including *Know Your Insurance Coverage and Benefits*, *Getting Help With Medicare Costs*, and *Preventing Medicare Fraud and Identity Theft*. Registration for these webinars is available on our Facebook page in the Events section.

**Health and Nutrition Program (HNP)** – While in-person programming is not possible due to COVID-19, we continue to offer Tai Chi for Arthritis and Fall Prevention classes via Zoom. It's anticipated that remote programs will be continue to be necessary for several more months, especially for the most vulnerable populations, including older adults and adults with multiple chronic conditions. We will be offering new classes starting in August 2020, and anyone from the region may attend as these classes are virtual. Unfortunately, A Matter of Balance is currently on hold until further guidance is provided from ADES-DAAS.

**End Of Life - Thoughtful Life Conversations (EOL)** – As with our other programs, we have had to adjust and restructure this program during the pandemic. While our contractor, Veronica (Ronnie) Squyres had been successfully providing virtual presentations to Cochise College and U of A South

nursing students with an extraordinary number of continued attendees, this was not the case with our EOL program. Unfortunately, when we began hosting the EOL classes virtually using the ZOHO and ZOOM platforms, we lost a significant number of participants. Nevertheless, progress continues. In Santa Cruz County, Monica Romero has been certified and recently provided her first EOL training to Department of Developmentally Disabled staff, and will move on in getting other groups to be part of these courses. In Graham and Greenlee Counties, with the partnership and assistance of SEACUS, Laura Rodgers is now ready to offer these classes. As with Cochise County, Ronnie is connecting with the local colleges in Graham and Santa Cruz to offer the training module to their college students. Now more than ever, it is highly relevant that people start the conversation and that they complete their advance directives documents, and the SEAGO-AAA is striving to make that happen. Anyone can participate in Zoom presentations regardless of their location, so please share the information in your communities as the grant period ends February 2021.

**OTHER INFORMATION**

**Area Plan on Aging** – As reported in the past couple of meetings, the SEAGO-AAA was moving forward in complying with the requirement to complete the Area Plan on Aging which was due by June 2021. However, ADES-DAAS recently informed us that due to the COVID-19 pandemic, they will **not require** a four-year Area Plan on Aging at this time. Instead, they asking that we develop a "two-year plan" structure, which is a simplified version that updates what is currently in our plan. The SEAGO-AAA two-year plan will be due next year, and after the two-year plan expires, we will resume the four-year plan structure that is required in statute.

**Census 2020 Update (As of July 22, 2020)** – The U.S. Census Bureau is sending [reminder postcards](#) this week to an estimated 34.3 million households. The postcards will be the final mailing before census takers begin visiting nonresponding families across the nation in mid-August. Responding now minimizes the need for census takers to visit homes to collect responses in person. The majority of Census offices across the country will begin follow-up work on August 11. All offices will conclude work no later than October 31. While an extension was granted, we noticed that the Census numbers, as shown below, are not showing a considerable increase from 2010. This is quite concerning because like so many critical public services, the SEAGO-AAA receives funding based on the number of individuals living in our region. In the areas where we see a lower response rate, the AAA is focusing more of its attention. With the COVID-19 outbreak, we have been doing most of our outreach online, posting regularly on Facebook, and purchasing radio advertisements during the months of May and June to help us reach communities with lower counts.

Census Response Rates as of 7/20/2020			
National: 62.3%		Arizona: 59.0%	
Cochise: 57.6%	Graham: 52.4%	Greenlee: 36.1%	Santa Cruz: 52.8%

**Facebook Statistics** – From 7/15 to 7/21 our Facebook posts reached over 7,950 people. We currently have 573 followers. Our videos have been viewed 1,378 times. Our Census Video posted on 7/20/2020 has reached over 5,800 people. The 7/17 post on upcoming webinars has reached over 2,000 people. Our videos are available in the “video” section of our Facebook page and new webinars and meetings are listed in the “events” section. <https://www.facebook.com/seagoareaagencyonaging>

**Attachments:** [AAA Summer Newsletter](#)

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

The 2020 Census belongs to us all.  
 If you know someone who has not yet responded, please encourage them to do so today:  
**online at [2020census.gov](https://2020census.gov),**  
**over the phone at 844-330-2020,**  
**or by mailing in your form.**

The 2020 Census will provide a snapshot of our nation—who we are, where we live, and so much more.

The results of this once-a-decade count determine the number of seats each state has in the House of Representatives. They are also used to draw congressional and state legislative districts. The results will show where communities need new schools, new clinics, new roads, and more services for families, older adults, and children.

RESPONSE FROM	TOTAL %	ONLINE
NATIONAL	63.0	50.3
ARIZONA	59.7	48.8
PHOENIX	61.0	47.8
TUCSON	61.0	47.8
COCHISE COUNTY	58.2	42.1
GRAHAM COUNTY	53.1	41.5
GREENLEE COUNTY	37.0	25.0
SANTA CRUZ COUNTY	53.6	39.2

RESPONSE FROM	TOTAL %	ONLINE %
BENSON	54.8	27.6
BISBEE	56.6	40.7
CLIFTON	36.5	27.7
DOUGLAS	55.5	29.7
DUNCAN	38.6	22.3
HUACHUCA CITY	59.3	22.9
NOGALES	50.3	31.8
PATAGONIA	38.2	24.0
SAFFORD	62.2	50.9
SIERRA VISTA	66.7	58.4
THATCHER	63.9	54.8
TOMBSTONE	43.8	20.9
WILLCOX	47.1	36.1





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 29, 2020  
**SUBJECT:** TRANSPORTATION PROGRAM UPDATES

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The following is a brief update regarding the 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. In May, ADOT submitted a CARES Act funding application to the FTA. ADOT was awarded \$36.2 million in CARES Act funding. Regional FTA Section 5311 programs received \$1.42 million in FY20. Another \$718,271 was awarded for FY21. This 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. Any unused FY20 CARES ACT funding can be rolled into FY21.

The CARES Act provided no additional funding for FTA Section 5310 program (Elderly and Disabled Transit). However, ADOT shifted Mobility Management Program costs from the 5310 Program to the 5311 Program. This action along with other grant savings allowed an additional \$1.7 million in supplemental funding to be identified for 5310 Program grantees. This funding was limited to capital projects with a priority on preventive maintenance and other capital costs related to COVID-19 during the current crisis. The region's 5310 providers applied for \$146,488 to supplement their current programs.

**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.

In March, SEAGO submitted an application to the FTA to be a direct recipient of FTA funds. SEAGO was approved by the FTA in May. The next step SEAGO needed to complete was access to the FTA Transit Award Management System (TrAMS). That was completed in June. SEAGO completed entry of all TrAMS required documents in July. We are now waiting for FTA approval of our submissions. Once complete, funding will be authorized. We will have 18 months to execute the grant.

**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. On June 23, 2020, a preliminary award notice was provided for Year 1 of the project.

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, a public involvement plan, and a marketing plan. The draft plan is expected to be completed during the 1<sup>st</sup> week of August. It will then be shared with the City for mark-up. A final version will need to be in place by October 1, 2020.

**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. With the addition of Willcox, Cochise County now has four rural public transportation programs (FTA Section 5311) 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 agencies' 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 Technical Advisory Committee meetings were held on April 15 and June 16, 2020. SEAGO has recently completed the data collection phase of the project. We will begin the data analysis phase in August and expect to present the data analysis to the study's TAC in October.

**Greyhound FTA Section 5311 Intercity grant application:** In February, Greyhound applied to ADOT 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. Due to COVID-19, grant application reviews and award notices were delayed. We should know if the application will be approved by September.

**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. In February, SEAGO conducted a review with the City of Nogales and Santa Cruz county to determine the aspects of each plan that are still valid in today's economic and transportation climate. As a result of that meeting, SEAGO is developing an updated list of potential projects. Due to COVID-19 this project has been delayed until October.

**SEAGO Internal Traffic Count Program:** SEAGO is ready to kick-off this program. 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. Traffic counts will only be conducted on local roads to support local agencies and fill ADOT counting gaps. In March, the TAC reviewed and provided comment on operational and safety procedures for the program. We have finalized those procedures and have secured the counting equipment for the program. We expect the program to fully kick-off once Return-to-School decisions have been made by the state and our local school districts.

**Greenlee County Road Ownership Study (ROS):** The Greenlee County ROS has been completed and a project website was developed to accompany the report and GIS database. We look forward to giving a presentation of study at our meeting. The study can be found at: <https://www.seago.org/transportation>

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

**Attachment:** None.

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