

**Draft MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9:00 A.M., THURSDAY, MAY 6, 2021  
IN-PERSON AND VIA ZOOM  
375 EAST 7<sup>TH</sup> STREET, BENSON, ARIZONA**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair)

MEMBERS PRESENT: Basteen, John – Town of Duncan  
Bigman, Barney – San Carlos Apache Tribe  
Brown, Heath – Town of Thatcher  
Coxworth, Dan – Cochise County  
Harvey, Suzanne – Town of Huachuca City  
Lewis, Sean – Town of Pima  
McLachlan, Matt – City of Sierra Vista  
Pauken, Steve – City of Bisbee  
Perez, Rudy – Town of Clifton  
Rapier, Derek – Greenlee County  
Robinson, Ron – Town of Patagonia

STAFF PRESENT: Curtiss, Dina – Accounting Manager  
Dennis, Keith – Community Development Program Manager  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Merideth, John – GIS Analyst  
Porter, Maria – Economic Development Program Manager  
Vertrees, Chris – Transportation Program Administrator  
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin – RTAC

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

Chair Blaschke called the meeting to order at 9:05 a.m.

**II. MEMBER ENTITIES' DISCUSSION**

**Ron Robinson**, Patagonia, stated they are eager to start on their CDBG projects soon. **Barney Bigman**, SCAT, will be applying for additional funding from SEAGO for some new projects in Graham County. **Suzanne Harvey**, Huachuca City, advised they have been working with Keith Dennis and are also excited to get started on their CDBG projects. **Chair Blaschke** shared that they are working on a project to get Willcox designated as Colonias. **Matt McLachlan**, Sierra Vista, stated that they are finding it challenging to fill vacant positions; continuing to market them to attract candidates.

**III. CALL TO THE PUBLIC**

No one from the public was present.

**IV. ACTION ITEMS**

1. Consent Agenda
  - a. Approval of the February 11, 2021 Minutes

Chair Blaschke asked for a motion to approve the Consent Agenda; John Basteen made the motion; second by Chair Blaschke.

**MOTION:** John Basteen  
**SECOND:** Caleb Blaschke

**ACTION:** Unanimous

2. Election of Officers

Randy Heiss provided an historical overview of the process and advised that John Cassella, current Administrative Council Secretary, stated that he cannot continue to serve in that position, but Chair Blaschke and Vice-Chair Vicki Vivian have expressed interest in continuing in their current positions if no one else is interested. Chair Blaschke suggested that in the future the Administrative Council look at rotating officer positions by County as the Executive Board does.

Steve Pauken made a motion to re-elect the following officers of the Administrative Council for Fiscal Year 2022; second by Matt McLachlan:

Chair	Caleb Blaschke
Vice-Chair	Vicki Vivian

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

After discussion, Caleb Blaschke nominated and made a motion to elect Matt McLachlan as Secretary; second by Steve Pauken.

**MOTION:** Caleb Blaschke  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

3. Fiscal Year 2022 Budget Items

a. Sustainability of Fund Balance (discussion only)

Randy Heiss directed the members to page 7 which shows surplus or uses of fund balance from fiscal years 2009 to 2020. He explained the guidelines that SEAGO will adhere to sustain the existing fund balance. The only time in recent past that fund balance has been budgeted is as a contingency line item. In the past few years, the contingency has been \$100,000; this year the amount is being increased to \$150,000 in anticipation of EDA grants which will may sought requiring matching funds.

b. Discussion and possible action to recommend approval of the FY 2022 Assessment Schedule

Randy directed members to the spreadsheet on page 8 and advised that there were no changes to the proposed FY 2022 assessment schedule from the prior year.

c. Discussion and possible action to recommend approval of Resolution 2021-02 EDA Grant Authorization

Maria Porter explained that matching funds of \$35,357 are needed to apply for the Economic Development Administration partnership planning assistance grant, and how the funds from that grant are utilized.

d. Discussion and possible action to recommend FY 2022 SEAGO Budget

Dina Curtiss stated that member assessments remain unchanged. In preparing the budget, it was assumed Congress will continue to fund current programs at, or above, current levels. She also stated that since this is SEAGO's operating budget, pass-through COVID-19 funding is not included.

Steve Pauken made a motion to recommend approval of all budget items in Item 3; second by Matt McLachlan:

- b. Recommending approval of the Fiscal Year 2022 Assessment Schedule to the Executive Board;
- c. Recommending approval to the Executive Board of Resolution 2021–02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities;
- d. Recommending approval of the proposed Fiscal Year 2022 Budget to the Executive Board.

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

- 4. Discussion and possible action to recommend award of an Agreement for Auditing Services to Colby & Powell, PLC

Randy Heiss explained the bid process and how the final contract award was determined. Due to the cost of their proposal, Colby & Powell PLC were not ranked the highest. However, they have history with SEAGO and the type of experience needed for audits of small government organizations and non-profits such as SEAGO. Chair Blaschke made a motion to recommend that the Executive Board authorize the Executive Director to enter into a contract with Colby & Powell PLC for Fiscal Year 2021 Audit Services; second by John Basteen.

**MOTION:** Caleb Blaschke  
**SECOND:** John Basteen  
**ACTION:** Unanimous

After the vote, Matt McLachlan suggested that SEAGO contact Colby & Powell to see if they would match the low bid.

- 5. Discussion and possible action to recommend Private Sector Representative nominations for Graham, Greenlee and Santa Cruz Counties

Randy Heiss gave a brief overview of each Representative nominated and their experience. Positive comments were made about each of the nominees from members of the Administrative Council based on past experience with those individuals.

Steve Pauken made a motion to recommend the appointment of the following individuals to serve two-year terms as Private Sector Representatives on the Executive Board; second by Ron Robinson:

- Mr. Ed Lopez to represent Graham County
- Mr. David Budd to represent Santa Cruz County
- Mr. Steve Ahmann to represent Greenlee County

**MOTION:** Steve Pauken  
**SECOND:** Ron Robinson  
**ACTION:** Unanimous

- 6. Discussion and possible action to recommend approval of the SFY 2022 – SFY 2025 Area Plan on Aging

Laura Villa provided background on the Area Plan on Aging and how it was started in 2020 but had to be delayed due to the pandemic. Agencies were directed to update their goals and objective rather than conduct the usual surveys.

Ron Robinson made a motion to recommend approval of the SFY 2022 – SFY 2025 Area Plan on Aging to the Executive Board; second by Steve Pauken.

**MOTION:** Ron Robinson  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

7. Discussion and possible action to recommend approval of the proposed FY 2022 AAA Subaward Recommendations

Laura Villa explained the subaward process and that in March 2019 applications were solicited from service providers for Congregate Meals, Home Delivered Meals, Housekeeping, Attendant Care, Home Nursing, In-Home Respite, Legal Assistance, Transportation and Case Management. Subaward agreements were issued to providers in FY2020, with options to renew subawards for up to 4 additional years. Renewals will be issued in FY2022 and the subsequent two fiscal years based on the recommendations developed by staff and approved by SEAGO's governing entities.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2022 AAA subaward recommendations to the Executive Board; second by Ron Robinson.

**MOTION:** Steve Pauken  
**SECOND:** Ron Robinson  
**ACTION:** Unanimous

8. Discussion and possible action to recommend approval of the 2021-22 Regional Transportation Coordination Plan

Chris Vertrees gave a synopsis of the requirements of the Regional Transportation Plan, its history, and how having Executive Board approval would allow SEAGO and its transit providers to be more competitive when seeking funding.

Matt McLachlan made a motion to recommend approval of the SEAGO 2021-2022 Regional Transportation Coordination Plan to the Executive Board; second by Steve Pauken.

**MOTION:** Matt McLachlan  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

## V. INFORMATION ITEMS

### A. Future Meeting Dates

Randy explained that the pandemic seems to be stabilizing to the point where we can begin to meet in person again for those comfortable doing so. He has reserved the Cochise College Benson meeting room for the August 5 meeting and shared that the college has restrictions for 12 people maximum. He also advised that the February 10, 2022 meeting will include another Strategic Plan Retreat, which may be Randy's last before he retires. Lastly, Randy asked the Administrative Council officers to mark their calendars for the June 3 Joint Committees telephone meeting, where it is anticipated that Willcox may need a vote regarding its Colonias project.

**B. Strategic Plan Progress Report**

Randy provided an update on the status of each Tactic and advised that any significant action is highlighted in the report.

**C. Quarterly Finance Report**

Dina Curtiss provided an update on SEAGO finances and responded to questions.

**D. Community Development Report**

Keith Dennis provided an update on Community Development Programs and responded to questions.

**E. SEAGO Economic Development District Report**

Maria Porter provided an update on Economic Development and responded to questions.

**F. AAA Updates**

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

**G. Transportation Program Updates**

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

**VI. RTAC REPORT**

Kevin Adam provided an update and responded to questions.

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

None.

**VIII. FUTURE AGENDA ITEMS**

Randy stated that the August meeting agenda may include a Bylaws amendment to provide rotation of the Administrative Council officers similar to the Executive Board; adoption of the CEDS; adoption of the CDBG Method of Distribution; and adoption of the Title VI Plan.

**IX. ADJOURNMENT**

Chair Blaschke adjourned the meeting at 10:58 a.m.