



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: MAY 13, 2021
SUBJECT: FISCAL YEAR 2022 BUDGET

Attached is the proposed SEAGO budget for Fiscal Year 2022. The assumptions used in developing the FY 2022 budget are as follows:

- SEAGO member assessments remain unchanged from FY 2021.
- Congress will continue funding current programs, including EDA and CDBG, at or above current levels.
- With the exception of funding for specific activities (e.g. EDA CARES; RMM CARES Act Funds) and/or administration activities (AAA CARES; SEAGO CARES), pass-through funding associated with COVID-19 is not included in the program budgets.
- A \$150,000 contingency line item from the fund balance has been included in this year's budget for unanticipated expenses or events that may come up in FY 2022. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.

The proposed FY 2022 budget worksheet included in your packet provides a detailed overview of each program's budget. Program Managers participated in the development of their program budget(s), and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

At their meeting on May 6, 2021, the Administrative Council voted unanimously to recommend approval of the Proposed FY 2022 Budget to the Executive Board.

Attachments: Proposed FY 2022 Budget

Action Requested: Information Only Action Requested Below:

A motion to approve the Fiscal Year 2022 Budget.

**MINUTES OF THE
SEAGO EXECUTIVE BOARD MEETING
GRAHAM COUNTY ADMINISTRATION BUILDING & ZOOM
921 W. THATCHER BLVD, SAFFORD
MAY 21, 2021**

OFFICERS PRESENT: Garino, Arturo – Mayor, City of Nogales (*1st Vice-Chair*) (In-Person)
Gomez, David – Supervisor, Greenlee County (*2nd Vice-Chair*) (In-Person)
Ortega, Richard – Vice-Mayor, City of Safford (*Secretary*) (In-Person)

MEMBERS PRESENT: Budge, Ken – Mayor, City of Bisbee (Zoom)
David, Paul – Supervisor, Graham County (In-Person)
Dempster, Larry – Councilmember, City of Benson (Zoom)

English, Ann – Supervisor, Cochise County (Zoom)
Gray, Rachel – Mayor Pro Tem, City of Sierra Vista (Zoom)
Huish, Don – Mayor, City of Douglas (Zoom)
Montoya, Luis – Mayor, Town of Clifton (Zoom)
Post, Jean – Councilmember, Town of Huachuca City (In-Person)
Smith, Ashley – Mayor, Town of Thatcher (In-Person)
Thurman, Anne – Mayor, Town of Duncan (Zoom)
Valle, Dan – Cochise County Private Sector Representative (Zoom)

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

GUESTS: Adam, Kevin, RTAC (Zoom)
Meyers, Cindy – AAA Read Meals Program (Zoom)

I. CALL TO ORDER / ESTABLISH QUORUM

1st Vice-Chair Garino called the meeting to order at 9:00 am.

II. EXECUTIVE SESSION: Pursuant to A.R.S. §38.431.03 Subsection A.1., the Executive Board may adjourn to Executive Session for the purpose of evaluating the performance of the Executive Director.

1st Vice Chair Garino called for a motion to adjourn to Executive Session for the purpose of evaluating the performance of the Executive Direction. Supervisor English made the motion; second by Supervisor Gomez.

Motion: Supervisor Ann English
Second: Supervisor David Gomez
Action: Unanimous

III. PUBLIC SESSION – 10:00 A.M.

a. Reconvene to Public Session/Pledge of Allegiance/Roll Call

1st Vice Chair Garino reconvened the members to open the Public Session of the Executive Board meeting. The names of members in attendance were read into the record.

- b. Discussion and possible action relating to the performance of the Executive Director.

1st Vice Chair Garino called for a motion regarding the performance of the Executive Director. Supervisor David made a motion to affirm the evaluation of the Executive Director. Supervisor English commented that it was appropriate for the Board to acknowledge the good performance of our Executive Director, Randy Heiss, and made a motion for a 4% raise, in accordance with his contract. Both motions were seconded by Supervisor Gomez.

Motion: Supervisor Paul David and Supervisor Ann English
Second: Supervisor David Gomez
Action: Unanimous

IV. CALL TO THE PUBLIC

No one from the public was present.

V. MEMBER ENTITIES' DISCUSSION

Mayor Luis Montoya, Clifton – mentioned ARPA funds to be disbursed to the Cities, Towns and Counties in the region and cautioned that the guidelines for use of the funds are not as clear as they could be. Clifton has created a committee to prioritize how to best spend the funds to make sure they don't have to pay them back. He also stated that entities in Greenlee County are experiencing severe hardship finding employees. The police force is down 50% and public works needs 7 people. **Supervisor Ann English, Cochise County** – advised she participated in a League of Cities meeting and stated they are very active on how to spend the ARPA money. She thinks the best bet is for each City to go to the League of Cities for help on how to spend money. Counties depend on County Supervisors Association. **Mayor Arturo Garino, Nogales** - with the border closure to non-essential travel, almost all stores downtown are closed. Those that are open only open for a couple of hours because of the shutdown. Nogales will be discussing how they can help the Nogales downtown merchants. He also mentioned they have experienced very limited undocumented migrants crossing the border; they get taken to Tucson. **Supervisor Paul David, Graham County** - stated there are programs with pots of money. Graham County doesn't have a grant writer on staff, and would appreciate SEAGO advising them of opportunities for grants or other types of funding, like Keith has done.

VI. PRESENTATION : Independent Auditor's Report and Audited Financial Statements for the year ending June 30, 2020

Jim Usevitch, Colby and Powell, provided an overview of the 2020 audit results, commenting that the financial statements are good. He explained that the auditors evaluate the internal control environment and the adequacy of the financial reporting system. There were no exceptions this year and that was great. He stated that the only audit finding this year was one from last year that was a material weakness; this year it was downgraded to a significant deficiency, which is an improvement. He explained that anytime you have a finding, it normally takes a couple of years to correct and Dina is going in the right direction.

VII. ACTION ITEMS

- 1. Consent Agenda
 - a. Approval of the February 26, 2021 Minutes

1st Vice Chair Garino called for a motion to approve the Consent Agenda.

Motion: Supervisor David Gomez
Second: Vice-Mayor Richard Ortega
Action: Unanimous

2. Fiscal Year 2022 Budget Items

a. Sustainability of Fund Balance (discussion only)

Randy Heiss directed the members to his memo that 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 be sought requiring matching funds. Randy explained the fund balance is very healthy with the current total at more than \$1.8 million. Supervisor David cautioned that if legislature sees a large surplus of funds, they may not be so generous. Randy responded that SEAGO doesn't rely on the legislature except for funding our programs where most of it is pass through money.

b. Discussion and possible action regarding 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.

Supervisor Gomez made a motion to approve the Fiscal Year 2022 Assessment Schedule to the Executive Board; second by Mayor Ortega.

Motion: Supervisor David Gomez
Second: Mayor Richard Ortega
Action: Unanimous

c. Discussion and possible action regarding Resolution No. 2021-02 EDA Grant Authorization

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

Vice-Mayor Ortega made a motion to approve 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; second by Mayor Luis Montoya.

Motion: Vice-Mayor Richard Ortega
Second: Mayor Luis Montoya
Action: Unanimous

d. Discussion and possible action regarding the proposed 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.

Supervisor Gomez made a motion to approve the proposed Fiscal Year 2022 Budget with the exception of Covid funds; second by Mayor Ortega.

Motion: Supervisor David Gomez
Second: Vice-Mayor Richard Ortega
Action: Unanimous

3. Discussion and possible action to award 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. He advised that the Administrative Council approved this item with the caveat that staff ask Colby & Powell to match the lowest bidder. Colby & Powell agreed to do so resulting in a savings of \$13,000 over 5 years. Supervisor Gomez expressed kudos to Randy and Dina for the process.

Vice-Mayor Ortega made a motion to authorize the Executive Director to enter into a contract with Colby & Powell PLC for Fiscal Year 2021 Audit Services; second by Supervisor Gomez.

Motion: Vice-Mayor Richard Ortega
Second: Supervisor David Gomez
Action: Unanimous

4. Discussion and possible action to approve Private Sector Representative nominations for Graham, Greenlee and Santa Cruz Counties

Randy Heiss provided overview of the nominee qualifications and expressed the nominations appear to fulfill the EDA requirements private sector representatives.

Vice-Mayor Ortega made a motion to approve the appointment of the following individuals to serve two-year terms as Private Sector Representatives on the Executive Board; second by Mayor Smith.

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

Motion: Vice-Mayor Richard Ortega
Second: Mayor Ashley Smith
Action: Unanimous

5. Discussion and possible action to approve 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. AAAs were directed to update their goals and objectives rather than conduct the usual community needs assessments and key informant surveys.

Supervisor Gomez made a motion to approve the SFY 2022 – SFY 2025 Area Plan on Aging; second by Vice-Mayor Ortega.

Motion: Supervisor David Gomez
Second: Vice-Mayor Richard Ortega
Action: Unanimous

6. Discussion and possible action to approve the proposed Fiscal Year 2022 AAA Subaward Recommendations

Laura Villa explained the subaward process for service providers of 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 Board. Laura responded to questions from the members.

Mayor Montoya made a motion to approve the Fiscal Year 2022 AAA subaward recommendations; second by Vice-Mayor Ortega.

Motion: Mayor Luis Montoya
Second: Vice-Mayor Richard Ortega
Action: Unanimous

7. Discussion and possible action to approve 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. He answered questions from the members.

Mayor Ortega made a motion to approve the SEAGO 2021-2022 Regional Transportation Coordination Plan; second by Supervisor Gomez.

Motion: Vice-Mayor Richard Ortega
Second: Supervisor David Gomez
Action: Unanimous

VIII. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss stated that August 20th is the next Executive Board meeting date and that the meeting will be held somewhere in Greenlee County. He expressed that he hoped it would be possible to have members attend in person and that SEAGO will continue to keep the option to attend meetings by Zoom. He announced that it will be time to revisit our Strategic Plan on February 10th and that SEAGO plans to have a mini retreat again after the Administrative Council meeting with lunch served first; work for a few hours and come back the next day to finish up. He stated that it may be his last Strategic Plan retreat before he retires. He reminded everyone of the Joint Committees meeting scheduled for June 3rd and asked members to please pencil the date on their calendars and SEAGO will advise if cancelled.

B. Strategic Plan Progress Report

Randy Heiss reviewed the highlights within the Strategic Plan.

C. Quarterly Finance Report

Dina Curtiss provided an overview of the quarterly revenues and expenditures and responded to questions.

D. Community Development Report

Keith Dennis provided an update and responded to questions.

E. SEAGO Economic Development District Report

Maria Porter provided an update and responded to questions. Supervisor David asked to be included in future broadband coalition meetings.

F. AAA Updates

Laura Villa provided an update and responded to questions.

G. Transportation Program Updates

Chris Vertrees provided an update and answered questions.

IX. RTAC REPORT

Kevin Adam provided an update and responded to questions.

X. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Laura Villa announced that May is Older Americans Month and that AAA participated in events in Graham and Greenlee Counties. She thanked them for hosting AAA.

XI. FUTURE AGENDA ITEMS

Randy stated that upcoming agenda items include a Bylaws amendment for the Administrative Council to implement a rotation system for officers similar to how the Executive Board does; the adoption of the Title VI plan and the CDBG Method of Distribution. He also hopes to have the EDA resolution for technical assistance for a regional broadband strategic plan.

XII. ADJOURNMENT

1st Vice Chair Garino adjourned the meeting at 12:06 p.m.