



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: FEBRUARY 3, 2022
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, February 10, 2022 at 9:00 a.m.

In-Person:

[1025 Highway 90, Benson, AZ 85602](#)

Via Zoom:

<https://us02web.zoom.us/j/85461664982?pwd=UTEzVlovOHpBN1ViOXowZVIHRFU1QT09>

Meeting ID: 854 6166 4982

Password: 511243

Phone-in Option, Dial: +1 346 248 7799

We plan to hold this meeting in accordance with CDC guidelines (< 10 individuals attending in-person) on a first come, first served basis. All remaining Administrative Council members and SEAGO staff may attend via Zoom. ***Pursuant to CDC recommendations, those attending in-person are encouraged to wear masks while indoors.*** Members of the public will not be allowed to attend in person but are welcome to attend via Zoom. The address above is also a link to a Google Map showing the meeting location.

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 are unable to participate, please designate an alternate to participate on your behalf to ensure we have a quorum at the meeting.

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.



ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M. THURSDAY, FEBRUARY 10, 2022
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
1025 HIGHWAY 90, BENSON, AZ

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Blaschke	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Blaschke	
III. CALL TO THE PUBLIC	Chair Blaschke	
IV. ACTION ITEMS		<u>Page No.</u>
1. Consent Agenda		
a. Approval of the November 4, 2021 Minutes	Chair Blaschke	1
b. Nomination to the Advisory Council on Aging	Laura Villa	6
2. Discussion and possible action to recommend the appointment of Ms. Heather Floyd or Dr. Rod Flanagan as a Cochise County Private Sector Representative on the Executive Board	Randy Heiss	7
3. Discussion and possible action to recommend the reappointment of Mr. Dan Valle to a second term of office as a Cochise County Private Sector Representative on the Executive Board	Randy Heiss	12
4. Discussion and possible action to recommend approval of an update to SEAGO's Procurement – Purchasing Policy	Randy Heiss	13
5. Discussion and possible action to recommend approval of an update to Section 5.1 of the SEAGO Policy Manual	Randy Heiss	23
6. Discussion and possible action to recommend approval of an update to SEAGO's Classification Plan	Keith Dennis Stephen Peterson	29
V. INFORMATION ITEMS		
A. Future Meeting Dates	Randy Heiss	32
B. Strategic Plan Progress Report	Randy Heiss	33

C. Quarterly Finance Report	Dina Curtiss	45
D. Community Development Program Update	Keith Dennis	46
E. Economic Development District Report	Stephen Peterson	48
F. AAA Program Updates	Laura Villa	50
G. Transportation Program Updates	Chris Vertrees	55

VI. RTAC REPORT Kevin Adam N/A

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

VIII. FUTURE AGENDA ITEMS Chair Blaschke N/A

IX. ADJOURNMENT Chair Blaschke N/A

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

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

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

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

**Draft MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, NOVEMBER 4, 2021
IN-PERSON AND VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair) (zoom)
Vivian, Vicki – City of Benson (Vice-Chair) (in-person)
Matt McLachlan – City of Sierra Vista (Secretary) (zoom)

MEMBERS PRESENT: Batty, Vernon – Town of Pima (in-person)
Brown, Heath – Town of Thatcher (in-person)
Coxworth, Dan – Cochise County (zoom)
Harvey, Suzanne – Town of Huachuca City (in-person)
Pauken, Steve – City of Bisbee (zoom)
Perez, Rudy – Town of Clifton – (zoom)
Rapier, Derek – Greenlee County (zoom)
Welker, Dustin – Graham County (zoom)

STAFF PRESENT: Curtiss, Dina – Accounting Manager (zoom)
Bronson, Susan – CDBG Senior Planner (in-person)
Glenn, Heather – Administrative Assistant (in-person)
Hartman, Melissa - CDBG Senior Planner (in-person)
Heiss, Randy – Executive Director (in-person)
Merideth, John – GIS Analyst (zoom)
Peterson, Stephen – Economic Recovery Coordinator (in-person)
Porter, Maria – Economic Development Program Manager (in-person)
Vertrees, Chris – Transportation Program Administrator (in-person)
Villa, Laura – AAA Program Director (zoom)

GUESTS: Adam, Kevin – RTAC (in-person)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Blaschke called the meeting to order at 9:08 a.m.

II. MEMBER ENTITIES' DISCUSSION

Derek Rapier, Greenlee County, advised they are still working on how to best use the ARPA funds. **Dustin Welker**, Graham County, announced they are working on a CDBG project with Keith Dennis and are very grateful for Keith's assistance. **Heath Brown**, Thatcher, advised their CDBG project is going well. **Vernon Batty**, Pima, was introduced by Randy Heiss as the new Town Manager for Pima. Vernon said that he was glad to be in attendance. **Caleb Blaschke**, Willcox, shared that their City got destroyed by the census numbers, and as a result, they have had to survey the neighborhoods in order to get funding for projects. They had 300 fewer households recorded than the last census and they are in the middle of CDBG projects and having to prove the low-moderate income benefit. They are working with Senators Kelly and Sinema to get the problem rectified. Willcox is trying to craft a letter on behalf of all the smaller cities in the rural areas and may reach out to some of the Administrative Council members for inclusion to express their concern to the senators. **Matt McLachlan**, Sierra Vista, advised they are halfway through a major streetscape construction project in the City's west end on Fry Blvd. They have been working with Dan Coxworth to retrofit the west

end streetscape to create a Main Street environment to try to reduce the high commercial vacancy rate in the area. They are also working with the County's EPA brownfield consultant to expand their redevelopment area on the west end. They are planning monthly gatherings of social service providers and nonprofits at the Goodwill to make services more available and convenient for people in need. **Suzanne Harvey**, Huachuca City, said they have also lost funding due to the census and they are working on how to rectify it. She announced they have started up the parks CDBG project, and that they are looking for the best way to spend their ARPA money. **Dan Coxworth**, Cochise County, advised they are applying for a new brownfields grant during the next funding cycle, as they have almost exhausted the full amount originally received 2 years ago. The current coalition consists of Sierra Vista, Douglas and Bisbee and will be expanding to include Benson and Willcox. **Steve Pauken**, Bisbee, shared that their purchase of the Hillcrest Apartment building has been completed and they are looking to work with a developer to create affordable housing units. They are creating a prospectus with SEAGO staff assistance for a public bidding process to occur after the first of the year. Bisbee's census revenue was also impacted negatively. He stated that the City Clerks Association is trying to organize something to get powers that be to take another look at the census count. **Vickie Vivian**, Benson, shared that Benson gained 300 from the 2020 Census. She advised that they budgeted \$3.2 million for a new city hall building. The remodel estimate for the 3600 square foot temporary building was budgeted at \$350,000; however, it has now grown to \$900,000 so the City is looking to see what work they can do themselves. Meanwhile, they are gearing up for the holidays.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the August 5, 2021 Minutes

Chair Blaschke asked for a motion to approve the Consent Agenda; Derek Rapier made the motion; second by Steve Pauken.

MOTION: Derek Rapier
SECOND: Steve Pauken
ACTION: Unanimous

2. Discussion and possible action to recommend approval of Resolution No. 2021-06 urging state and federal elected leaders to stabilize, equalize and modernize transportation funding sources.

Randy Heiss explained that SEAGO usually brings a Resolution to protect HURF funds every year. There was a surplus of state revenue this year, so he recrafted the resolution to focus more on the current needs and threats to enhance revenue streams by stabilizing (by indexing the fuel tax to inflation), equalizing (by implementing a user fee for alternative fuel vehicles) and modernizing State and Federal funding mechanisms (by increasing fuel tax rates, implementing transportation sales taxes, or moving to vehicle miles travelled fees) while economic conditions are conducive to doing so.

Heath Brown stated he supports the recommended changes and made a motion to recommend approval of Resolution 2021-06 to the Executive Board; second by Vickie Vivian.

MOTION: Heath Brown
SECOND: Vickie Vivian
ACTION: Unanimous

3. Discussion and possible action to recommend approval of the Calendar Year 2022 SEAGO Policy Principles

Randy Heiss stated that November is usually the time of year to begin gearing up for legislative session for the upcoming year. SEAGO likes to have something in writing to empower staff in supporting (or opposing) legislation, policies or various initiatives at the state and federal level that impact delivery of SEAGO programs and/or our effectiveness in serving member entities and their constituents. The document can also be used by our member entities and elected officials as talking points when speaking to policy makers relating to these positions. Policy developments and emerging needs have resulted in some minor updates to the document, which he highlighted. If changes are approved, he will update the tri-fold brochure.

Vickie Vivian made a motion to recommend that the Executive Board approve the SEAGO Policy Principles for Calendar Year 2022 presented by staff; second by Suzanne Harvey.

MOTION: Vickie Vivian
SECOND: Suzanne Harvey
ACTION: Unanimous

4. Discussion and possible action to recommend approval of the 2021 CDBG Regional Account applications

Senior Planning Specialist Susan Bronson stated she is filling in for Keith who is on vacation. She reviewed the various project applications that were submitted by the entities noted in the memo.

Steve Pauken made a motion to recommend approval of the 2021 CDBG project applications to the Executive Board; second by Derek Rapier.

MOTION: Steve Pauken
SECOND: Derek Rapier
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy advised that he sends out meeting calendar invites a year in advance so that it can be put on your calendars to avoid scheduling conflicts. The next Administrative Council meeting is February 10th, 2022. He reminded the officers that there is a Joint Committees meeting scheduled for December 2nd.

B. Strategic Plan Retreat Discussion

Randy explained that our current strategic plan was adopted in May 2020 and became effective in June 2020. He stated we try to update the plan every two years. Rather than provide a progress report for each item in the plan, he focused on the progress renovating the AAA office space. The current status is in bold in the memo. He advised that SEAGO has spent all carryover funds allotted by ADES and they have submitted a second carryover request to complete the project this year. Increased costs and limited contractor availability have resulted in higher than projected costs. He stated we will be moving employees into the building one desk at a time. The moving will be done mainly by Randy, inmate labor and staff assistance and needs to be done before the lease expires at the end of June.

Randy explained that holding the Strategic Plan retreat includes a lot of front-end work. Once held, there is post-event work that needs to be done to create an updated plan. If the retreat is held in February 2022, Randy is concerned we may not meet the June 30, 2022 deadline to move out of the current AAA offices. Randy's preference is to defer the retreat until February 2023. He asked for any questions, objections or comments about deferring the retreat. Randy also pointed out that in past retreats, the group has gotten bogged down with wordsmithing mission and vision statements and the two overarching goals of the Plan. He suggested that be left to do in year 5 rather than every 2 years. He asked everyone to keep that in mind for the next retreat.

He also suggested that he would like to bring staff together for a retreat and do some front end work ahead of the member entity retreat. He feels this will help guide the discussion when the February 2023 retreat is held. Derek Rapier stated that any time we can consolidate or combine efforts to be more efficient has his support.

C. Quarterly Finance Report

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

D. Community Development Report

Susan Bronson provided an update on Community Development Programs and responded to questions. Melissa Hartman provided background and an update on the SEAGO CARES Homeowner Assistance Program which started in May 2020. She shared that 68 applications have been received; 34 qualified for funding. Applicants came from Sierra Vista-15, Safford-10, Bisbee-5; Douglas-10; Huachuca City-3. She advised there are 5 clients who have received assistance for more than one month. Total expenditures to date are \$57,498.27. She and Keith have been on 3 radio interviews and advised that utility companies have been very valuable partners in this program. At least half of the applicants heard about the program through utility companies. SEAGO Cares has also done radio spots on the San Carlos Apache Tribe. She distributed a success story that has been used in print marketing and online. Randy shared that the program has helped families remain in their homes and avoid homelessness. He asked members to help get the word out.

E. SEAGO Economic Development District Report

Maria Porter announced that her last day with SEAGO is November 5th (tomorrow). She thanked Randy and the members for their assistance and support and advised that SEAGO has been a very empowering work environment. She introduced Stephen Peterson, who would be moving into her position as Economic Development Program Manager. Stephen provided an update on Economic Development and responded to questions.

Randy stated that Maria's leaving was the result of the great resignation. While she had all the flexibility needed to do her job, SEAGO could not provide employer paid family health coverage. He was disappointed to see her go, but realized that Stephen was a great alternative and is well on top of the program as he has been working with Maria for some time now.

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

Maria Porter mentioned that Keith will handle Continuum of Care until an alternative is identified. Randy reported that ADEQ announced in early September that they not going to fund the designated planning agencies for FY 2022 but reversed that decision after numerous complaints. He had a meeting last week with ADEQ and pushed them to commit funding for fiscal years 2023 and 2024 without success. If funding is not committed, SEAGO may wish to de-designate ourselves as a designated planning agency for water quality management, in which case it would fall to the counties. Randy announced that Keith and Stephen need support with Keith taking on the Continuum of Care (COC) and Stephen now left to manage the Economic Development program initiatives underway. This has created a need for a Coordinator position that would support CBDG COC and Economic Development and he will bring a proposal forward in February. Policy positions include addressing the mileage reimbursement rate which has been in place since 2006. The Joint Legislative Committee makes these decisions. He doesn't think it will be a major financial impact.

VIII. FUTURE AGENDA ITEMS

Randy reminded everyone that any time an Administrative Council member gets an idea, contact Heather or Randy to have it put on the agenda. Expected agenda items coming up include reappointment of Dan Valle, Cochise County Private Sector Representative; and a classification plan update to add a Community Coordinator position.

IX. ADJOURNMENT

Chair Blaschke adjourned the meeting at 11:00 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: FEBRUARY 3, 2022
SUBJECT: NOMINATION TO ACOA – CITY OF TOMBSTONE REPRESENTATIVE

On January 20, 2021, the Advisory Council on Aging (ACOA) nominated and made its recommendation for the appointment of Ms. Sue Baz to represent the City of Tombstone on the ACOA.

Ms. Baz has expressed an interest in serving on the SEAGO Area Agency on ACOA to represent the City of Tombstone and provided the following statement for your consideration:

"My husband and I moved to Tombstone in June 2019. Living in an urban environment, we often don't notice those in need because it's assumed everyone has care; it's the city, services abound. When we moved here, it was obvious that life was slower. It is a rural community with fewer services and an aging population. The clinic was in the works but not open yet. There was no grocery store or public transit. The Internet can be unreliable and expensive. As an aging person on a limited income, I began to see. A chance conversation with a stranger this past summer offered me an opportunity to get involved in my community, and I joined Healthy Tombstone in July 2021. In August, I met a neighbor who had no job (benefits), no vehicle, no phone, computer, or Internet and relied on the kindness of strangers. My heart broke. When I reflect on my working life, I've always been happiest and most fulfilled, mentoring and advocating for others. To help them to be their best selves. At times, it can feel kind of scary to get old. We can't stop time, but through education and making better choices, maybe we can prevent more serious illness or accidents, to know who to reach out to when addressing the problems/needs of the elderly. How many of those seniors are isolated or have no advocate? Honestly, I don't know if I will make a difference in someone's life, but I'll continue to try."

There are two positions currently available on the ACOA – one representing the Town of Pima and another representing the Town of Patagonia. Any suggestions on individuals who would be willing to serve in these positions would be very much appreciated.

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

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of Ms. Sue Baz' appointment to fill the vacant position representing the City of Tombstone on the Advisory Council on Aging.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: FEBRUARY 3, 2022
SUBJECT: VACANCY - COCHISE COUNTY PRIVATE SECTOR
REPRESENTATIVE ON THE EXECUTIVE BOARD

As you are aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives (PSRs) 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.

Pursuant to Article V., Section D., the Executive Board must appoint one PSR for each county in the SEAGO region. In addition, Article V., Section E. provides for an additional PSR for any County with a population greater than 100,000. Thus far, only Cochise County has reached this benchmark.

As of this month, Ms. Barbara Richardson will reach the end of her second term of office and is therefore ineligible to continue serving as a PSR. However, there are two individuals interested in filling this position:

Ms. Heather Floyd – Ms. Floyd comes highly recommended for this position by outgoing PSR Barbara Richardson and has been nominated by Mayor Pro-Tem Rachel Gray. Heather has expressed that she is very interested in serving as a PSR on the Executive Board and helping to plan for what lies next for Cochise, Graham, Greenlee, and Santa Cruz Counties. A long-time employee of Arizona Generation & Transmission Cooperatives, Ms. Floyd now works as public relations specialist at Valley TeleCom Group in Willcox. I have attached her resume which details her qualifications working in the utilities sector.

Dr. Rod Flanigan – Currently working as the Dean of Business and Technology at Cochise College, Dr. Flanigan was nominated by Cochise County Supervisor Ann English. Dr. Flanigan has extensive experience as President/CEO, General Manager, Engineer, Board Member, City Council member, volunteer, and other professional and civic positions. I have attached Dr. Flanigan's bio for your consideration.

Both of these candidates appear willing, exceptionally qualified and capable of filling the vacancies for private sector representatives. It is now your difficult decision to determine which of these individuals you will recommend to the Executive Board for approval as PSRs for Cochise County.

I will look forward to answering any questions at the meeting.

Attachments: Heather Floyd Resume; Dr. Rod Flanigan Bio.

Action Requested: Information Only Action Requested Below:

A motion to recommend the appointment of Ms. Heather Floyd or Dr. Rod Flanigan to serve a two-year term as a Cochise County Private Sector Representative on the Executive Board.

Heather Floyd

P.O. Box 344, Dragoon, AZ 85609 | (520) 349-6658 | heathercfloydaz@gmail.com

SUMMARY

Highly organized communications/administrative professional well versed in corporate culture at all levels who has a talent for taking complicated issues and communicating them to the public. Executive level administrative skills for prioritizing and managing multiple tasks and projects.

SKILLS AND QUALIFICATIONS

- Exceptional Administrative Skills
- Community Outreach/Spokesperson
- Project Development/Management
- MS Office Proficient
- Budget Management
- Marketing strategy/research
- Volunteer Management/leadership

ACCOMPLISHMENTS

Coordinated grant application for Arizona G&T Cooperative in conjunction with SSVEC and Mohave Electric to be awarded \$1.2 million in the American Recovery and Reinvestment Act to modernize the cooperatives electric grid to facilitate Smart Grid capabilities.

EXPERIENCE

Valley TeleCom Group, Willcox, AZ

- **Public Relations Specialist** 8/2021-Current

Builds and Maintains the positive corporate image for Valley Telecom Group by informing, educating members, community leaders, and partners of Valley's mission: To provide high quality, innovative, and competitively priced communication services to the members, communities, and customers we serve; and to strengthen our service by creating an atmosphere that promotes employee growth and development.

Open to attending numerous community, regional and statewide events that focus on education, telemedicine, business growth, and economic development. Researches and prepares grant applications and facilitates E-Rate projects. In addition, coordinates Valley Telephone Cooperative's Annual Meeting.

- **Marketing Representative** 8/2016-8/2021

Project Manager for Cooperative Annual Meeting. Manager of Cooperative Nomination Committee in compliance with Cooperative Bylaws to facilitate Board of Director Elections annually. Facilitates E-Rate process outlined by the Universal Service Fund to provide federal subsidized access to Internet and phone service to schools and libraries in the Valley Service Area. Lead representative at all local chamber of commerce's in the serving area. Preparation and organization of all publications and advertisements for sales promotions and marketing efforts for Valley TeleCom Group.

Heather Floyd

P.O. Box 344, Dragoon, AZ 85609 | (520) 349-6658 | heathercfloydaz@gmail.com

Arizona G & T Cooperatives, Benson, AZ (19 years, multiple positions)

- **Cooperative Community, Marketing and Outreach Administrator** 9/2009-6/2015

Directed community outreach, liaison to community groups, managed donations, and scholarship programs. Planned for and coordinated Cooperative events including the Annual Meeting. Created content for all communication channels. Managed Cooperatives Political Action Committee in compliance with the Federal Election Commission and the Arizona Secretary of State.

- **Transmission Services Administrator** 9/2006-9/2009

Created and managed specialized billing for construction projects, including unitization of assets into RUS accounting. Extensive research of engineering projects to finalize documentation and acceptance from Member Cooperatives. Worked closely with engineering and transmission operations and maintenance personnel.

- **Administrative Secretary** 4/1996-9/2006

Managed day to day activities for a group of 30 field workers, included scheduling, work orders, reconciliation of credit cards, and making travel arrangements. Also worked with executives taking minutes for technical group meetings and board meetings.

EDUCATION

- **Bachelor of Science – Business Marketing**, University of Phoenix 2002
- **Associate of Arts – Advertising**, The Art Center of Tucson 1991

Additional Training

- **Arizona Center for Rural Leadership/Advocacy**, Project Centrl 2014

The Center for Rural Leadership (Project CENTRL) is all about cultivating passionate educated leaders who provide a voice for and serve rural communities in Arizona. Project CENTRL is an intensive one-year educational program that gives selected individuals an exceptional personal and professional leadership development.

- **Certificate of Leadership**, Pima Community College 2006

Onsite succession management training provided by Arizona's G&T Cooperatives. Topics covered included: leadership skills, effective coaching, presentation skills, finance and ethics. Covey courses included: The Speed of Trust and Great Leaders, Great Teams, Great Results. Communication courses: Crucial Conversations and Crucial Confrontations.

VOLUNTEER EXPERIENCE

- Benson Chamber of Commerce – President – 3 years, tenure on the board 7 years
- Arizona Center for Rural Leadership – Alumni Chair – 2 years, tenure on the board 7 years
- Benson Butterfield Rodeo – President – 20 years
- Support Benson School Political Action Committee – Chairman – 4 years

SEAGO Admin Council Mtg 2-10-2022

Rod L. Flanigan, Ph.D.

Prepared for the 2019 Cochise College President's Leadership Academy

Dr. Flanigan has been the Dean of Business and Technology (B & T) at Cochise College since August, 2018. As Dean of B & T, he is responsible for the vision and direction of a wide range of programs such as Computer Science, Welding, Cyber Security, Automotive, Business Management, Culinary, Networking, Building trades programs, Economics, and others. Prior to joining Cochise College, Dr. Flanigan was a tenured faculty member at the University of Nebraska, where he taught courses in business leadership, managing business relationships, and others. While at the University of Nebraska, Dr. Flanigan also conducted research on leadership related topics, including the impact of transformational leadership on small business and sustainability as a competitive advantage in industry. He has published several leadership articles in peer reviewed journals, including the *Creighton Journal of Interdisciplinary Leadership* and the *Journal of Business and Industrial Marketing*, among others.

Dr. Flanigan spent over 25 years in the fluid power and power transmission industries prior to joining the ranks of academe. With experience as President/CEO, General Manager, Engineer, Board Member, City Council member, volunteer, and other professional and civic positions, he has experienced leadership (and followership) at all levels of organizations; small and large, public and private. His greatest source of joy in life are watching his children and grandchildren grow, learn, develop and find their own success in life.





ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: FEBRUARY 3, 2021

SUBJECT: REAPPOINTMENT OF DANIEL VALLE AS A COCHISE COUNTY
PRIVATE SECTOR REPRESENTATIVE

Pursuant to Article V., Section D., Private Sector Representatives serve at the will of the Executive Board and serve an initial two-year term, with the option of being appointed to a second two-year term.

Mr. Daniel Valle, who is currently serving as one of two Private Sector Representatives (PSRs) for Cochise County, is reaching the end of his first term of office. I have spoken with Mr. Valle and he wishes to continue serving in this capacity if the Administrative Council and Executive Board are willing to consider his reappointment. For those unfamiliar:

Mr. Valle is the founder and owner/President & CEO of DCV & Associates, LLC, a general business consulting firm in Sierra Vista since 2005. Dan is internationally accredited (2005) by the Institute for Independent Business (IIB) located in Watford (London), UK in 40 countries around the world. Under contract with the Tucson Hispanic Chamber of Commerce (THCC), Dan serves as the Regional/International Director of the Southeast Arizona Hispanic Chamber of Commerce (SAHCC) with responsibility for Cochise, Graham and Greenlee Counties plus Northeast Sonora. Dan works very closely and is connected with all economic development organizations in Cochise County and also with most all Chambers of Commerce in Cochise and Graham Counties. He is also is well-connected with many cities in Cochise County which are Members of the SAHCC including Sierra Vista, Tombstone, Bisbee, Douglas. Dan's passion is to continue helping small and medium businesses, the backbone of the U.S. economy, succeed.

I would be honored to have Mr. Valle continue in his current role if it is the will of the Administrative Council and Executive Board.

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

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to recommend the reappointment of Mr. Daniel Valle to a second two-year term as a Cochise County Private Sector Representative.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: FEBRUARY 3, 2021

SUBJECT: PROPOSED PROCUREMENT – PURCHASING POLICY UPDATE

Our existing Procurement – Purchasing Policy was last updated in 2011 – more than eleven years ago. Since that time inflation has driven costs upward, which in turn has triggered additional administrative activity around procurement and purchasing in general such as issuing purchase orders, gathering telephone or internet quotes, and when required, putting goods and services out to formal bidding.

With the exception of some minor edits and formatting changes, the intent and purpose of the updated policy remains the same. The increased purchasing thresholds are intended to reduce the administrative burden associated with the procurement of many common items allowing Central Administration staff to focus on more pressing needs and issues.

SEAGO's Five-Year Strategic Plan FY 2021 – FY 2025, Goal 1 for all programs is: "Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents." Objective A under Central Administration is to "Enhance Capacity of Central Administration Staffing". While there is no specific tactic relating to updating our procurement policy, it could be argued that reducing the level of effort involved in procurement activity would improve Central Administration capacity to enhance services and resources in order to address the sustainability of our communities and constituents.

For your convenience, I've attached a track changes version of the proposed update so that the changes can easily be identified, as well as a clean, easier to read version with the changes accepted.

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

Attachments: Proposed Procurement – Purchasing Policy Update - 2.25.2022.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed Procurement – Purchasing Policy Update to the Executive Board as presented by staff.

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

PROCUREMENT - PURCHASING POLICY



Revised February 2022

SEAGO PROCUREMENT - PURCHASING POLICY

I. General Procurement Standards

- A. The agency standards prohibit soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or any other enterprise which does business with SEAGO. Any non-compliance by a SEAGO employee shall result in disciplinary action to include immediate termination.
- B. All procurement transactions shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. The agency must be alert to organizational conflicts of interest or non-competitive practices among contractors, which may restrict or eliminate competition or otherwise restrain trade.
- C. The agency at all times will avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
- D. Solicitations for supplies or services shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrain competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement, and when so used the specific features of the named brand which must be met by bidders should be clearly specified.
- E. Whenever practical, the agency shall utilize small business and minority-owned business sources of supplies and services.
- F. Except as specified in Section II below, SEAGO will maintain adequate internal controls with the procurement of any goods or services by utilizing a purchase order system and segregation of duties.

II. Purchases Made Without a Purchase Order

The following purchases may be made without a Purchase Order:

- A. Purchases valued under \$~~500~~1,000.
- B. Travel expenses.
- C. Occupancy costs (rent, utilities, etc.).
- D. Contractual obligations.
- E. Legal and personnel advertising.

F. Purchases over \$20,000 put out to bid pursuant to Section III. C. below.

III. Procurement Thresholds

All service, supply, material, equipment, or furniture purchases must be made as follows:

A. \$1 to ~~\$3,000~~ 5,000

Items required:

1. ~~Items Purchases~~ valued more than ~~\$500~~ 1,000 **MUST** have **PRIOR** approval from the Executive Director ~~for purchases~~.
2. ~~Items Purchases~~ valued more than ~~\$500~~ 1,000 **MUST** have a completed Purchase Order number.
3. Purchases under \$5,000 should be conducted with as much competition as practicable, but formal quotes are not required.
34. The ~~Submit~~ invoice or /receipt and signed purchase order must be submitted to the SEAGO Accounting Manager ~~Finance Director in a timely manner immediately after completing the purchase.~~

B. ~~\$3,001~~ 5,001 to ~~\$10,000~~ 20,000

Items required:

1. Purchases valued more than \$5,000 **MUST** have **PRIOR** approval from the Executive Director ~~for purchases~~.
2. Purchases valued more than \$5,000 **MUST** have a completed Purchase Order number.
3. ~~Department~~ A minimum of ~~—MUST solicit at a minimum,~~ three (3) documented competitive telephone or Internet quotes **MUST be solicited** for all purchases, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required.
4. ~~Include a~~ A detailed description of all items ~~needed~~ shall be included in the solicitation.
5. ~~The~~ Submit invoice or /receipt for the purchase and the signed purchase order, and the telephone or Internet quotes must be submitted to the SEAGO Accounting Manager ~~Finance Director in a timely manner immediately after completing the purchase.~~

C. ~~\$10,001~~ 20,001 and Over

Items required:

1. Purchases valued more than \$20,001 **MUST** have **PRIOR SEAGO** Executive Board approval to go to bid.
2. Purchases valued more than \$20,001 **MUST** ~~have a written competitive BID be~~ published in local paper pursuant to SEAGO's Request for Proposals Procedurestwice before opening.
3. ~~Bid-s~~Specifications and formal bid documents must be provided to prospective bidders.
4. ~~Formal bid documents will be prepared.~~
5. ~~Should it be necessary to amend bid specifications, such amendments will be handled in the same manner as original bid or~~ through an addendum when discussed at the pre-bid conference or through written responses to questions submitted by prospective bidders. No verbal changes will be recognized.
6. ~~No verbal changes will be recognized.~~
7. ~~Purchase Orders are NOT required for purchases put out to bids.~~

Purchases Made Without a Purchase Order

~~The following purchases may be made without a Purchase Order:~~

1. ~~Purchases valued under \$500.~~
2. ~~Travel expenses.~~
3. ~~Occupancy costs (rent, utilities, etc.).~~
4. ~~Postage for postage meter.~~
5. ~~Contractual obligations.~~
6. ~~Legal and personnel advertising.~~

More Stringent Grant Regulations

~~If a particular granting source has more stringent purchasing regulations, those grantor's regulations will be followed.~~

IV. Competitive Bidding Purchasing

The following internal procedures shall apply to the actual purchasing process and shall be considered a permanent portion of the overall procurement / purchasing policies until such time as they are amended or revised by the Executive Board:

1. ~~It is suggested that quotations be requested for purchases under \$3,0005,000 be put out for bid.~~

~~2~~B. It is mandatory that written quotations be solicited for all purchases between ~~\$3,000~~5,000 and ~~\$10,000~~20,000 ~~be let for bid~~, except when items are available from vendors on the approved State Bidder's list, in which case three ~~quotations~~bids are not required. In most cases, three telephone or Internet bids are adequate but consideration should be given to the nature of the purchase and the dollar amount. In those instances, three written bids should be obtained.

~~3~~C. Written bids or proposals must be solicited and obtained for all purchases over ~~\$10,000~~20,001.

~~4~~D. For purchases over ~~\$10,000~~20,001 the ~~SEAGO~~ Executive Board's approval is required and formal bidding procedures will be followed.

V. Exceptions

More Stringent Grant Regulations

A. If a particular program funding source has more stringent purchasing regulations, those regulations shall be followed.

Special Conditions

B. When special conditions arise that require expedited procurement of goods for services, render the processes outlined in this policy impracticable, or for which no specific process outlined in this policy is applicable, the Executive Director shall have the discretion to utilize ARS Title 41, Chapter 23, Arizona Procurement Code for such procurement. The Executive Director shall notify the Administrative and Executive Committees as soon as possible whenever the Arizona Procurement Code is utilized.

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

PROCUREMENT - PURCHASING POLICY



Revised February 2022

SEAGO PROCUREMENT / PURCHASING POLICY

I. General Procurement Standards

- A. The agency standards prohibit soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or any other enterprise which does business with SEAGO. Any non-compliance by a SEAGO employee shall result in disciplinary action to include immediate termination.
- B. All procurement transactions shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. The agency must be alert to organizational conflicts of interest or non-competitive practices among contractors, which may restrict or eliminate competition or otherwise restrain trade.
- C. The agency at all times will avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
- D. Solicitations for supplies or services shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrain competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement, and when so used the specific features of the named brand which must be met by bidders should be clearly specified.
- E. Whenever practical, the agency shall utilize small business and minority-owned business sources of supplies and services.
- F. Except as specified in Section II below, SEAGO will maintain adequate internal controls with the procurement of any goods or services by utilizing a purchase order system and segregation of duties.

II. Purchases Made Without a Purchase Order

The following purchases may be made without a Purchase Order:

- A. Purchases valued under \$1,000.
- B. Travel expenses.
- C. Occupancy costs (rent, utilities, etc.).
- D. Contractual obligations.
- E. Legal and personnel advertising.
- F. Purchases over \$20,000 put out to bid pursuant to Section III. C. below.

III. Procurement Thresholds

All service, supply, material, equipment, or furniture purchases must be made as follows:

A. \$1 to \$ 5,000

Items required:

1. Purchases valued more than \$1,000 **MUST** have **PRIOR** approval from the Executive Director.
2. Purchases valued more than \$1,000 **MUST** have a completed Purchase Order number.
3. Purchases under \$5,000 should be conducted with as much competition as practicable, but formal quotes are not required.
4. The invoice or receipt and signed purchase order must be submitted to the SEAGO Accounting Manager immediately after completing the purchase.

B. \$5,001 to \$20,000

Items required:

1. Purchases valued more than \$5,000 **MUST** have **PRIOR** approval from the Executive Director.
2. Purchases valued more than \$5,000 **MUST** have a completed Purchase Order number.
3. A minimum of three (3) documented competitive telephone or Internet quotes **MUST** be solicited for all purchases, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required.
4. A detailed description of all items shall be included in the solicitation.
5. The invoice or receipt for the purchase the signed purchase order, and the telephone or Internet quotes must be submitted to the SEAGO Accounting Manager immediately after completing the purchase.

C. \$20,000 and Over

Items required:

1. Purchases valued more than \$20,000 **MUST** have **PRIOR** Executive Board approval to go to bid.

2. Purchases valued more than \$20,000 **MUST** be published in local paper pursuant to SEAGO's Request for Proposals Procedures.
3. Specifications and formal bid documents must be provided to prospective bidders.
4. Should it be necessary to amend bid specifications, such amendments will be handled through an addendum when discussed at the pre-bid conference or through written responses to questions submitted by prospective bidders. No verbal changes will be recognized.
5. Purchase Orders are **NOT** required for purchases put out to bid.

IV. Competitive Purchasing

The following internal procedures shall apply to the actual purchasing process and shall be considered a permanent portion of the overall procurement / purchasing policies until such time as they are amended or revised by the Executive Board:

- A. It is **suggested** that quotations be requested for purchases under \$5,000.
- B. It is mandatory that written quotations be solicited for all purchases between \$5,000 and \$20,000 except when items are available from vendors on the approved State Bidder's list, in which case three quotations are not required. In most cases, three telephone or Internet bids are adequate but consideration should be given to the nature of the purchase and the dollar amount. In those instances, three written bids should be obtained.
- C. Written bids or proposals must be solicited and obtained for all purchases over \$20,000.
- D. For purchases over \$20,000 the Executive Board's approval is required and formal bidding procedures will be followed.

V. Exceptions

- A. If a particular program funding source has more stringent purchasing regulations, those regulations shall be followed.
- B. When special conditions arise that require expedited procurement of goods for services, render the processes outlined in this policy impracticable, or for which no specific process outlined in this policy is applicable, the Executive Director shall have the discretion to utilize ARS Title 41, Chapter 23, Arizona Procurement Code for such procurement. The Executive Director shall notify the Administrative and Executive Committees as soon as possible whenever the Arizona Procurement Code is utilized.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: FEBRUARY 3, 2021

SUBJECT: PROPOSED UPDATE TO SECTION 5.1 OF THE SEAGO POLICY MANUAL

In most ways, SEAGO is a great place to work. With few exceptions, employees enjoy a great deal of self-determination in their program work, a supportive, harmonious, team environment, meaningful opportunities to make a difference in the lives of people across the region, and significant flexibility in schedules and the location from which they perform their work. Compensation levels are becoming more competitive and management works to implement cost of living increases to help combat the impacts of the recent surge in inflation.

In SEAGO's Five-Year Strategic Plan FY 2021 – FY 2025, Goal 1 for all programs is: "Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents." Goal 1, Objective B for Central Administration is: "Enhance Employee Services." Tactic 2 under this objective is to "Investigate and offer improved, affordable group health insurance options". In response to our Strategic Plan's guidance, we have improved the variety and quality of our group health insurance options over the past few years, and for many years have covered 100% of health insurance coverage for our employees. Yet with the considerable expense of quality health insurance, most employees remain unable to afford purchasing family health insurance for their families through SEAGO.

This past November, SEAGO was awakened to a reality: Our group health insurance policy is uncompetitive with other employers seeking to attract young, hard-working professionals with a passion for public service, seeking to advance their careers, and provide for their growing families. Because of the above, we lost a hard working professional, experienced a loss of capacity in our ability to address housing affordability and homelessness in the region, lost capacity in our economic development program that we have worked hard to build, and lost some of the momentum we had gained toward visioning and possibly rebuilding a housing program at SEAGO.

This experience was a tough lesson and is now the impetus for us to examine ways to assist, to the extent possible, employees seeking to provide health care coverage for their families. The proposed update to Section 5.1 of SEAGO's Policy Manual will not make our group health insurance policy as competitive as we would like – many public and private employers across the region contribute toward a much greater share of the costs of coverage for dependent(s) of their employees. But this proposal takes us a step in the

right direction by offering an employer contribution of up to 50% of the cost of the employee's premium toward the cost of covering an employee's dependent(s). Based on the number of current employees who are likely to take advantage of this policy update, we believe the fiscal impact is manageable at current funding levels.

The update also provides the Executive Director the discretion to lower the amount of SEAGO's contribution toward employee or dependent premiums in the event funding reductions make current employer contribution levels unsustainable. In turn, if a fiscal analysis indicates future funding levels can support increased contribution levels, the Director would have the discretion to approve an upward adjustment in the contribution toward the costs of coverage for employee dependent(s). If changes in employer contribution levels are approved by the Director, the employee and employer percentages and associated cost share examples will be updated administratively and distributed to employees.

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

Attachments: Proposed Update to Section 5.1 of the SEAGO Policy Manual - 2.25.2022.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed update to Section 5.1 of the SEAGO Policy Manual to the Executive Board as presented by staff.

5.1. Group Health Insurance

Quality health insurance benefits are critical to maintaining a vibrant and healthy workforce and also serve as an important recruitment and retention tool. SEAGO will strive to offer competitive group health insurance benefits to its employees and their dependents subject to funding availability. Administration will annually evaluate the cost of offering such benefits versus current revenue sources. Based on this analysis, the Executive Director will have the discretion to change plan options offered to employees and their dependents, modify the amount of SEAGO's contribution toward premiums paid on behalf of employees and their dependents, or provide Medicare eligible employees a stipend to use toward purchasing their own health insurance benefits in lieu of offering a SEAGO sponsored group health insurance plan.

A. Regular, full-time employees may elect to be covered under the group health insurance ~~program~~ plan furnished by the agency. Except as noted in paragraphs D. and E. below, 100% of the employee's cost is paid by SEAGO; ~~dependent's coverage may be available at the employee's own expense.~~

B. Employees who have successfully completed their initial probationary period may request coverage for dependent(s) under the SEAGO's group health insurance plan. In the event such coverage is requested, SEAGO will contribute an amount equal to 50% of the cost of the employee's premium toward the cost of covering an employee's dependent(s). The remaining cost of coverage for an employee's dependent(s) will be at the employee's own expense (through payroll deduction) as shown in the example below.

Example Monthly Premiums:

<u>Employee Only –</u>	<u>\$ 750</u>
<u>Employee + Spouse –</u>	<u>\$ 1,500</u>
<u>Employee + Child(ren) –</u>	<u>\$ 1,462.50</u>
<u>Family –</u>	<u>\$ 2,475</u>

<u>Cost Share Examples</u>	<u>Employee Cost</u>	<u>SEAGO Contribution</u>
<u>Employee Only –</u>	<u>\$ 0</u>	<u>\$ 750 (100% Emp)</u>
<u>Employee + Spouse –</u>	<u>\$ 375 (50% Dep)</u>	<u>\$ 1,125 (100% Emp + 50% Dep)</u>
<u>Employee + Child(ren) –</u>	<u>\$ 356.25 (50% Dep)</u>	<u>\$ 1,106.25 (100% Emp + 50% Dep)</u>
<u>Family –</u>	<u>\$ 1,350 (50% Dep)</u>	<u>\$ 1,125 (100% Emp + 50% Dep)</u>

C. Employees who have not completed their initial probationary period may also request coverage for their dependents under the agency's group health insurance plan 100% at the employee's own expense (through payroll deduction).

D. Employees who elect to be covered under the group health insurance ~~program~~ plan and who choose to use tobacco products shall be required to bear 20% of the cost of the employee's monthly premium through payroll deduction.

E. Employees scheduled for fewer than 20 hours per week are not eligible to be covered under the group health insurance program. Regular, part-time employees that meet the requirements of the healthcare ~~insurance~~ provider may participate in this group health insurance. The employee will be responsible for a ~~prorated~~ portion of the cost of their coverage.

F. New employees are eligible to enroll in ~~this the~~ group health insurance plan immediately upon entering employment with SEAGO. Employees who wish to enroll will be provided enrollment materials on the

first day of work and informed as to their eligibility. Enrollment is subject to the conditions of the insurance carrier. Coverage begins on the first of the month after the employee's hire date.

G. Insurance coverage will be terminated at the end of the month in which the employee terminates his or her employment with SEAGO.

~~Employees who wish to enroll will be provided enrollment materials on the first day of work and informed as to their eligibility. Enrollment is subject to the conditions of the carrier.~~

5.1. Group Health Insurance

Quality health insurance benefits are critical to maintaining a vibrant and healthy workforce and also serve as an important recruitment and retention tool. SEAGO will strive to offer competitive group health insurance benefits to its employees and their dependents subject to funding availability. Administration will annually evaluate the cost of offering such benefits versus current revenue sources. Based on this analysis, the Executive Director will have the discretion to change plan options offered to employees and their dependents, modify the amount of SEAGO’s contribution toward premiums paid on behalf of employees and their dependents, or provide Medicare eligible employees a stipend to use toward purchasing their own health insurance benefits in lieu of offering a SEAGO sponsored group health insurance plan.

- A. Regular, full-time employees may elect to be covered under the group health insurance plan furnished by the agency. Except as noted in paragraphs D. and E. below, 100% of the employee's cost is paid by SEAGO.
- B. Employees who have successfully completed their initial probationary period may request coverage for dependent(s) under the SEAGO’s group health insurance plan. In the event such coverage is requested, SEAGO will contribute an amount equal to 50% of the cost of the employee’s premium toward the cost of covering an employee’s dependent(s). The remaining cost of coverage for an employee’s dependent(s) will be at the employee’s own expense (through payroll deduction) as shown in the example below.

Example Monthly Premiums:

Employee Only –	\$ 750
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- E. Employees scheduled for fewer than 20 hours per week are not eligible to be covered under the group health insurance program. Regular, part-time employees that meet the requirements of the healthcare insurance provider may participate in this group health insurance. The employee will be responsible for a prorated portion of the cost of their coverage.
- F. New employees are eligible to enroll in the group health insurance plan immediately upon entering employment with SEAGO. Employees who wish to enroll will be provided enrollment materials on the

first day of work and informed as to their eligibility. Enrollment is subject to the conditions of the insurance carrier. Coverage begins on the first of the month after the employee's hire date.

- G. Insurance coverage will be terminated at the end of the month in which the employee terminates his or her employment with SEAGO.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS AND STEPHEN PETERSON, COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM MANAGERS
DATE: FEBRUARY 3, 2022
SUBJECT: CLASSIFICATION PLAN UPDATE – COMMUNITY COORDINATOR

SEAGO's Community and Economic Development Programs are proposing an update to our employee Classification Plan, to include a new position called Community Coordinator to support both programs. In this memo we will demonstrate the need, and strategic benefits, of creating and filling this position.

In SEAGO's 2017 Strategic Plan, our member communities directed us to take a regional leadership role in addressing homelessness. Specifically, Goal 2 Tactic B called for SEAGO.....

“to explore a role in addressing homelessness. There is considerable overlap and duplication of efforts among service providers addressing homelessness in the region. Participants cited a lack of communication and coordination among the providers and felt that resources could be used better and more effectively with regional coordination and active participation in the Continuum of Care. In the short-term, bringing the agencies together could provide an opportunity to identify training and tools that could be shared, resulting in lower costs and increased effectiveness. Long-term, the providers might find value in coordinating screening, information, and referrals throughout the SEAGO region.”

The current iteration of our Strategic Plan directs the Community Development Program to “Explore Creating Housing Program Opportunities to Address Homelessness and Housing Affordability” (Goal 1, Tactic B). Resources needed to accomplish this include “funding, human assets; public, private and non-profit partnership and collaboration.” While the 2017 Tactic is much more specific, the above comparison illustrates the continuity of SEAGO member community needs regarding the issue of homelessness.

Since December of 2019 the Community Development Program has been involved with efforts to end homelessness in Cochise County. We were offered a role as the Lead Agency for the Cochise County Continuum of Care (C of C), and explored taking on such a role at the time. In early 2021 the opportunity resurfaced again and in February of 2021 we took on the ADOH Continuum of Care (C of C) contract for Cochise County. SEAGO's previous Economic Development Program Manager Maria Porter, who had a background in C of C, was instrumental in this effort. In the spring of last year ADOH offered Emergency Housing Vouchers to Public Housing Authorities in the Balance of State, including Cochise and Santa Cruz Counties, on the condition that these PHA's be actively involved in ADOH-sanctioned C of Cs. This was the catalyst for Santa Cruz to develop its own C of C. We are pleased to report that last month we submitted the Charter for Santa Cruz's coalition.

This is significant for several reasons. First and most important, the housing vouchers provided by ADOH are already working as intended, reducing homelessness in Santa Cruz. Second, there is now a framework for stakeholders such as social workers, community health and housing providers, non-profits and government entities like the Nogales Housing Authority to work together on this

issue. Finally, it should be mentioned that all Arizona Counties have an active C of C, with SEAGO's region providing the only exceptions. Santa Cruz forming its own coalition this year means Graham and Greenlee are the remaining two Counties without such a coordinating body.

Lead Agencies enter into annual funding agreements with ADOH to manage the C of C in a given area. This means facilitating meetings for the local coalition; attending statewide Balance of State coordinating meetings; helping organize Point In Time counts to determine the number of homeless individuals regionally and state wide; keeping meeting minutes and other records including robust quarterly reporting; holding "By Name List" meetings in which service providers come together to coordinate client services; and implementing strategic plans and policies for measuring success. Simply put, these ADOH-chartered coalitions accomplish exactly what is prescribed in Goal 2, Tactic B above. Since each group is chartered at the county level, implementing SEAGO's Goals and Tactics on a regional scale means running four C of Cs at the same time. Additional staff support is needed to accomplish this, and the Community Coordinator would provide that support.

Meanwhile, the Economic Development Program has over the last year grown to provide additional resources for our region, only to contract again with the departure of Ms. Porter. This program also needs staff support in order to maintain and grow that increased level of service. Specific objectives in this regard are development and implementation of our Resiliency Toolkit; the enhancement of Jurisdictional Opportunities to attract industry; and expanded outreach and marketing. These program-specific objectives can be fulfilled with the support of the Community Coordinator, providing technical assistance and enhancement of services SEAGO provides to stakeholders, as identified in Goal 1 of the SEAGO strategic plan.

For these reasons, Community and Economic Development Programs are requesting that the Executive Board update our Classification Plan to create the Community Coordinator position.

Attachments: Classification Plan Update - 2.25.2022.

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.

SEAGO Classification Plan – Position Classification by job series

Job Code	Job Families and Job Classes	Current / FLSA	Incumbent
Management			
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	Stephen Peterson
105	Housing Program Manager	Exempt	Vacant
106	Transportation Program Administrator	Exempt	Chris Vertrees
Administrative Services			
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
Area Agency on Aging			
210	Management Analyst I	Non-Exempt	Vacant
215	Care Coordinator	Non-Exempt	Karen Enriquez
220	Case Management Coordinator	Non-Exempt	Carrie Gibbons
225	Case Manager I	Non-Exempt	Elizabeth Casteallanos
230	Health Insurance Assistance Program Coordinator	Non-Exempt	Elsa Centeno
235	Health and Nutrition Program Coordinator	Non-Exempt	Shira Martin (1/4 PT)
236	Health and Nutrition Program Coordinator II	Non-Exempt	Cynthia Meyers
240	Ombudsman Program Coordinator	Non-Exempt	Shira Martin (3/4 PT)
290	Office Specialist II (FT)	Non-Exempt	Brenda Schumacher
295	Office Specialist I (PT)	Non-Exempt	Vacant
Community Development			
305	Planner II – Community Development	Non-Exempt	Vacant
310	Planner I – Community Development	Non-Exempt	Vacant
315	Community Coordinator	Non-Exempt	Vacant
390	Senior Planning Specialist – CDBG (FT)	Non-Exempt	Susan Bronson
395	Planning Specialist – CDBG (PT)	Non-Exempt	Vacant
Economic Development			
405	Planner II – Economic Development	Non-Exempt	Vacant
410	Planner I - Economic Development	Non-Exempt	Vacant
415	Economic Recovery Coordinator	Non-Exempt	Vacant
Housing			
505	Senior Housing Program Specialist	Non-Exempt	Vacant
590	Housing Program Specialist	Non-Exempt	Vacant
595	Housing Assistant (PT)	Non-Exempt	Vacant
Transportation			
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

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: FEBRUARY 3, 2022
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
May 5, 2022	May 20, 2022 - Graham County
August 4, 2022	August 19, 2022 - Greenlee County
November 3, 2022	November 18, 2022 – Santa Cruz County
February 9, 2023*	February 24, 2022 - Cochise County*

*Moved to avoid possible 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)
March 31, 2022 – 9:00 a.m.
June 2, 2022 – 9:00 a.m.
September 29, 2022 – 9:00 a.m.
December 1, 2022 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: FEBRUARY 3, 2022
SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS

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. Normally, we convene a retreat every two years to review progress made and update our Strategic Plan. However, at our November meeting, there was consensus to defer this year's strategic planning retreat for 12 months (until February 2023). In the meantime staff will continue to work toward accomplishing established goals, objectives and tactics in the current version of the Plan.

Also at our November meeting, we discussed the idea of holding an all-staff retreat as a means to brainstorm ideas for improved objectives and tactics that may be used to accomplish our Strategic Plan goals. As a reminder, the idea is to front load some recommendations for more effective objectives and tactics that will prime the discussion at our February 2023 Strategic Planning Retreat. We have scheduled our staff retreat for June 17, 2022 and have tentatively secured the services of Melanie Greene as a facilitator. Once the staff retreat has been held, we will prepare a report of findings for the Administrative Council and Executive Board.

Since we did not present a detailed progress report at our November 2021 meetings this update covers August 2021 – January 2022. Below is a brief program-by-program update on the progress staff has been able to make during this timeframe (see highlighted tactics – yellow = progress; green = complete):

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)**

At their meetings on February 11th and 28th (respectively) the Administrative Council and Executive Board reviewed and approved updated STBG Project Programming Procedures that included population-based programming caps, a cap on the maximum amount of STBG that can be programmed for Right-of-Way acquisition for a given project, and the maximum amount of STBG that could be programmed per county for active projects (regardless of sponsor) during the four-year TIP period. With these updated procedures now adopted by the Executive Board, this Tactic has been accomplished ahead of schedule.

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)

Utilization of the HURF Exchange Program was designated as a primary programming strategy for use of SEAGO STBG Program funds and was part of the updated procedures approved as discussed above.

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

See Tactic 1.a. above. While a possible STBG funding rotation was considered by the TAC in their review, this was not included in the new Project Programming Procedures approved as discussed above (the TAC was unable to reach agreement on this).

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)

As you know, we have engaged in a partnership with NADO to provide support and technical assistance in the development and implementation of this project through a USDA grant. SEAGO, NADO and key partners met on February 4th to draft a preliminary Scope of Work for the project. A project Technical Advisory Committee (TAC) has been formed consisting of NADO, SEAGO Transportation, ADOT, the San Carlos Apache Tribe, National RTAP, the Western Transportation Institute, and Easter Seals Blake Foundation. Other key partners include the United Way of Graham and Greenlee Counties and the Arizona Taxi Cab Club. We believe all the appropriate partners to bring this project to fruition are now in place so **we consider this Tactic complete.**

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

The study TAC has met on a monthly basis since September 2021. An on-line survey has been developed, reviewed by the TAC, deployed to key stakeholders, and the survey data collected and analyzed. SEAGO has used the survey data and current ridership data provided by Easter Seals Blake Foundation (ESBF) Community Transportation Project to identify high demand route originating locations. Those locations have been heat mapped through GIS. With that data, draft fixed-route options, maps and schedules have been completed and will be reviewed by the TAC at their March meeting.

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

ESBF has stepped forward as a lead applicant in the next round of FTA Section 5311 grant cycle (FY23). SEAGO is working closely with ESBF to develop budget models for consideration by their management team and Executive Board. The process will help identify cost demands and potential non-ADOT funding sources.

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

No progress since our August meeting.

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

The feasibility study is near completion (anticipated April/May 2022) and will include recommendations of needs from local jurisdictions. SEAGO will present the study and recommendations to local jurisdictions following its completion.

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 since our August meeting.

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

No progress since our August meeting. 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 since our August meeting. See also Central Administration Goal 2, Objective A, Tactic 3 below.

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)

Ms. Melissa Hartman, recruited as a temporary, part-time employee to assist our CDBG program, has shifted much of her focus to administration of the SEAGO CARES program. Senior Planning Specialist, Susan Bronson, was hired last year to take over labor standards monitoring, environmental reviews, and eventually, other aspects of the CDBG program so that Keith can focus on expanding funding opportunities to benefit our member entities. This Tactic was **completed well ahead of schedule.**

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 for Colonias and SSP funds is ongoing and has proven to have its own salutary effect – thus the need to expand capacity on the CDBG team as described above. The **City of Tombstone recently resubmitted their previous application for a shovel ready project involving the renovation of their Senior Center in this year's SSP funding round.**

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

Technical assistance was provided to the City of Tombstone for their recent SSP application. Work continues to implement and administer the Nogales (\$840,000) and Bisbee (\$376,474) Colonias projects awarded last year.

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)

As mentioned in the August report, SEAGO has assumed responsibility for coordinating Cochise County Continuum of Care (COC) under a contract with ADOH. Our work with the Cochise County COC involving emergency housing vouchers has accelerated the expansion our COC role. ADOH has contracted with SEAGO to perform COC activities in Santa Cruz County for the remainder of the year. This raises the expectations that this will lead to expanding our role through the remainder of the region as we develop the partnerships, networking, knowledge, experience, and operational framework to do so.

SEAGO's application for \$750,000 in CDBG CV 1 and 2 funding was awarded to assist COVID-19 impacted families and individuals with mortgage payments, rent, utilities, food and clothing. The vast majority of the funds awarded to the SEAGO CARES program are used to assist those in arrears on their mortgage payments, and approximately \$72,994 has been distributed to families in Cochise, Graham and Greenlee Counties to date. With the American Rescue Plan Act's appropriation of approximately \$787 million to ADES and ADOH for utility assistance, mortgage and rental assistance, homelessness, supportive services, and other programs, we anticipate there will soon be additional opportunities for SEAGO to assist with addressing affordable housing and homelessness within the region.

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

No progress since our August meeting. Our primary partners include HUD, ADOH, and ADES as they offer a range of potential resources to address these needs. In addition, the Cochise Continuum of Care committee includes agencies such as the City of Sierra Vista, the Housing Authority of Cochise County, Good Neighbor Alliance, Arizona Complete Health and Community Partners. Some of these organizations not only work to meet homelessness and affordable housing needs in Cochise County, they do so throughout the SEAGO region. Through our work with ADOH and the Cochise COC, our partnerships have expanded into Santa Cruz County to include Mariposa Community Health Center, Nogales Housing Authority, the Arizona Housing Coalition, Against Abuse Inc., and other organizations. We will continue building partnerships and opportunities to expand and support our efforts throughout the SEAGO region.

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

As programs are identified and applied for, service delivery plans are typically required as part of the application process. Each program, whether it be the housing rehabilitation program we've recently developed or the rapidly expanding Continuum of Care model we are building, requires a TA service delivery plan in one form or another. Accordingly, we feel this Tactic is accomplished on an ongoing basis.

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

At the behest of the City of Sierra Vista, and consistent with this Strategic Plan Objective, SEAGO assumed the contract to coordinate COC activities in Cochise County. And as previously discussed, our COC coordination efforts have since expanded to Santa Cruz County. As expressed in Tactic 3 above, technical assistance delivery is ongoing and continuous as we work with our member entities to plan and implement their projects and initiatives. For example, SEAGO provided technical assistance to the City of Bisbee in their efforts to acquire the Hillcrest property, develop a request for proposals, and develop the property to address the community's affordable housing needs.

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

No progress since our August meeting. This objective is currently being re-evaluated due to ADEQ's lack of vision and funding commitment for the WQM program in future fiscal years.

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)

As stated in our August report, this is an ongoing effort that will continue over the term of our Strategic Plan.

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

Notices about the SEAGO CARES program were widely disseminated notices on SEAGO's AAA, Economic Development, and Public Transit social media pages, as well as SEAGO's website. Short radio spots announcing the program were broadcast throughout Cochise, Graham and Greenlee Counties. In addition, the following newspaper articles mentioned the SEAGO CDBG program:

August 30, 2021 – Sierra Vista Herald/Review article about Huachuca City CDBG project and project administration by SEAGO on behalf of the Town:
https://www.myheraldreview.com/news/community/huachuca-city-contracts-with-eps-group-for-park-improvements/article_18496fba-082e-11ec-93ec-cbb3cd371612.html

November 22, 2021 – Eastern Arizona Courier article about the City of Safford's CDBG project public hearing and presentation by SEAGO: https://www.eacourier.com/news/safford-starting-discussion-on-spending-federal-grant-money/article_bcc54be4-2ba7-11ec-b8bd-1f5f610fd52c.html

November 26, 2021 – Eastern Arizona Courier/Copper Era article SEAGO being contracted to take over administration of Town of Duncan CDBG project:
https://www.eacourier.com/copper_era/news/seago-to-oversee-duncans-community-development-block-grants/article_6a7049a2-2f99-11ec-af94-93232682c1ac.html

December 27, 2021 - Sierra Vista Herald/Review article about the City of Bisbee's Hillcrest affordable housing project with SEAGO mentioned as a potential partner in managing the project:
https://www.myheraldreview.com/news/bisbee/bisbee-hillcrest-apartments-opened-for-bids-proposals/article_3c06c114-6418-11ec-8738-dbf047d4bc8d.html

December 31, 2021 - SEAGO CARES Program mentioned in Eastern Arizona Courier News Briefs:
https://www.eacourier.com/news-briefs/article_b688283a-48c8-11ec-bcc5-c7f3c732df42.html

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

No progress since the August meeting. 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)

Internal discussions about how to better communicate AAA services have increased advocacy for the needs of the elderly and disabled in our region. New tools have been deployed to keep the public engaged such as the SEAGO AAA Stay Connected mobile phone app and the rollout of the Trualta platform. Outreach and advocacy materials, and videos viewed on the AAA's Facebook page, use of the AAA app, and other online resources have continued to increase. Our Summer quarterly newsletter has been delayed due to preparing, distributing and managing the subaward agreements for the new fiscal year, and once the newsletter resumes, we are confident that readership will continue to increase as it has in the past. Since the inception of this Tactic, the AAA team has engaged in an ongoing effort to identify opportunities to increase efficiency, service delivery, outreach and advocacy through the reallocation of staff duties. By implementing an ongoing process of seeking continuous improvement, **we believe this Tactic substantially complete.**

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

Cross-training and information sharing continues on an ongoing basis. The AAA team conducts weekly zoom meetings to share updates and program information and offer staff the opportunity to share accomplishments and barriers to success. These meetings allow each staff member to learn from each other, brainstorm solutions to problems encountered by members of the AAA team, and understand the workings of their associates' programs. **The shared knowledge helped smooth the transition to Elsa Centeno after Amalia Marin resigned from her position as SHIP-SMP Coordinator last year.** The LTC Ombudsman and SHIP-SMP programs continue collaborating to address elder abuse in long-term care settings and our communities through scam jams and developing strategic partnerships that include Adult Protective Services, Long Term Care facilities, Public Fiduciaries, senior adult homes, first responders, financial institutions, and more to address regional elder abuse challenges and identify potential future resources and needs.

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)

The purchase of a vapor sorption analyzer was approved by the Executive Board in February and the new technology is helping facilitate the development of Food Safety Plans (FSPs). Freeze dryers and water activity meters had previously been deployed to our nutrition sites. Video trainings were developed to train our sites as soon as the pandemic has abated enough for them to fully reopen. **Recently, Cochise County and Santa Cruz County Health Departments were given a READI Meals presentation and both Health Departments permitted the Area Agency on Aging to test batches of freeze-dried food. The data collected will be used to build the FSPs for the project.** The AAA continues to seek a health department certified kitchen in the Bisbee area to use for program development activities. **Due to the pandemic challenges, supplemental funds were made available through ADES to help move the READI Meals program forward. Nogales, Patagonia, Bisbee, Safford, and Clifton will receive funds to hire a contractor or pay a current staff member to run the freeze dryers and package food. A portion of the funds may also be used to make any modifications needed at the sites to run READI Meals.**

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)

The SEAGO AAA met with the Santa Cruz County Public Fiduciary's office in May to discuss taking over the case management duties in that county. The discussion resulted in an agreement for the County to continue performing case management through September 30th, at which point SEAGO AAA took over these responsibilities. The County will continue to provide funding and office space to support the case manager position at the AAA into the future. In September, the AAA recruited

Elizabeth Castellanos for the SCC case manager position and she's now well oriented to her new job and making a huge difference. **We consider this Tactic complete.**

Tactic 2. Transition to in-house case management

Carrie Gibbons completed her training, and transitioned into her new role of Case Management Coordinator. In addition to coordinating case management region wide, Carrie is performing case management for AAA clients in the Bisbee area. See also Tactic 1 above. **We consider this Tactic complete.**

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)

Since our August meeting, the AAA received significant coverage in the local media:

September 20, 2021 – the Eastern Arizona Courier/Copper Era published an article about a national database that was established for living wills: https://www.eacourier.com/copper_era/news/new-database-set-up-for-living-wills/article_63bb1144-fad0-11eb-9aa6-3f8a1642b107.html

November 11, 2021 – Nogales International's news briefs mentioned new funding the SEAGO-AAA had received through the ARPA for home and community based services: https://www.nogalesinternational.com/news/briefs-redistricting-commission-plans-virtual-town-hall-for-southern-arizona/article_7e3b4454-4340-11ec-9ce4-0f1938ffa616.html

November 25, 2021 – Nogales International published an article about Santa Cruz County's Promoting Healthy Students Initiative, at which the SEAGO-AAA was a participant: https://www.nogalesinternational.com/community/event-promotes-connections-for-benefit-of-students/article_269cee4a-4d87-11ec-8b1e-c3a39a520114.html

November 26, 2021 – Eastern Arizona Courier news briefs highlighted SEAGO-AAA's availability to assist local residents explore their insurance options for 2022 through our Medicare counselling program: https://www.eacourier.com/news-briefs/article_91989270-2dd5-11ec-8f64-23a27a913f7b.html

December 20, 2021 – Eastern Arizona Courier news briefs highlighted new funding SEAGO-AAA had received through the ARPA for home and community based services: https://www.eacourier.com/news-briefs/article_c4c54020-41a9-11ec-9be9-83bf46183651.html

Our sincere thanks to Kim Smith, the editor of the Eastern Arizona Courier for following through on her offer to feature SEAGO AAA program announcements and stories as a public service in Graham and Greenlee Counties. The SEAGO-AAA website also substantially increased visibility metrics.

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

No progress since our August meeting. 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 since our August meeting. However, we continue to 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. A new AAA partner in this effort includes public libraries across the region who will share Trualta resources within their respective communities. See also Central Administration Goal 2, Objective A, Tactic 3 below.

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)

SEAGO Economic Development continues to work with NAU's Economic Policy Institute to design and develop an economic recovery toolkit and to deliver technical assistance and capacity building to member entities, local businesses and other stakeholders impacted by COVID-19. It's anticipated the toolkit will be ready for release in the next several months. In addition, on October 20, 2021, SEAGO EDD submitted a funding application to EDA to procure a consultant who will perform a region-wide broadband study. The study would identify gaps in broadband service across the region and prepare preliminary design concepts for construction activities to address those gaps. Such a study should position SEAGO to access funding to complete design and the ultimate construction of system improvements needed to improve broadband access in the SEAGO region.

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)

No progress since our August meeting. Now that the 2021 – 2025 CEDS has been updated and transmitted to EDA, we are in a better position to re-engage with communities and identify those who may be interested in a target industry study.

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

SEAGO participated in the REDI Grant planning process which identified and developed potential regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plans. The final work products include a non-compete pledge to be considered by Graham and Greenlee counties, a joint marketing website (<http://thecopperduoaz.com/>), and a proposed organizational plan for the Graham County Economic Development Corporation (GCEDC). The ownership of the joint marketing website has been transferred to Graham County so that it can be updated and managed locally, and the GCEDC Board will consider strategies and targets for Graham County before proceeding with any organizational changes. We will continue to support the implementation of the Graham and Greenlee target industry strategic plans as needed and desired. But until such time as other communities complete target industry studies, we consider this Tactic substantially complete.

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)

No progress since our August meeting. We will investigate how branding and marketing campaigns may be included in the economic development and recovery toolkits being developed by NAU (see

Objective A, Tactic 1 above).

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

No progress since our August meeting. However, we will investigate how ‘Shop Local’ campaigns may be included in the economic development and recovery toolkits being developed by NAU (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)

December 10, 2021 – Eastern Arizona Courier/Copper Era featured an article on SEAGO’s application for a broadband study: https://www.eacourier.com/copper_era/seago-hoping-to-study-county-broadband-internet-capacity/article_a1ebbad8-39d5-11ec-94de-3ba61c45c167.html

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)

In September 2020, the Asset Inventory on the SEAGO Economic Development website (<https://southeastarizonaeconomy.com/>) was updated to include current detailed data on our region’s Counties and Municipalities. In addition, the Asset Inventory includes links to the economic development pages for each community that has developed one. **We consider this tactic complete to the extent of our capabilities** unless our assistance is requested. It is now up to the member entities to create links on their websites to the economic development resources offered on the SEAGO EDD website.

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)

No new progress since our August meeting. 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 is ongoing, and a progress in developing an IT manual continues as time permits. Now, with Heather Glenn’s upcoming retirement this coming July, it will be time to begin cross-training the individual who is selected to replace her.

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)

No progress since our August meeting. As discussed above, the transfer of the WQMP responsibilities is now on hold until we can determine ADEQ’s vision and funding intentions for the program in future fiscal years.

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)

Beginning November 1st, discussions with COGs, MPOs, and state agency personnel revealed significant frustration with the current travel reimbursement rates contained in the State of Arizona Accounting Manual. It was discovered that ADOA had not been bringing requested changes to the reimbursement rates before the Joint Legislative Budget Committee for consideration. It was also revealed that a provision in federal law (2 CFR Part 200) requires the use of Arizona's travel rates unless Arizona law provides for reimbursement at the federal rates. In discussing this with Representative Andrea Dalessandro, she graciously volunteered to sponsor a bill this legislative session that would allow vendors performing business on behalf of the State of Arizona to be reimbursed at the federal travel rates for meals, incidentals, lodging and mileage. We are waiting to review of a draft of this legislation and will keep you posted as it moves forward.

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

As previously reported, Central Administration now offers a full menu of plan options for our employees and we consider this Tactic substantially complete for this policy year. However, we are presently in our open enrollment period and are reviewing our plan options to identify opportunities to enhance coverage options for the SEAGO team.

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

Our internal policy for cell phone reimbursements for employees using their personal cell phones to conduct SEAGO business has been implemented and this Tactic is complete.

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)

The Executive Board approved our request to purchase the modular office building at their February meeting, and we consider this Tactic complete.

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)

The Executive Board approved our request to purchase a modular office building at their February 2021 meeting. Since that time, the building has been purchased, transported to our Highway 92 campus, and reassembled. Soils testing and engineering for the foundation support system has been completed. Plan review comments from the ADOH Office of Manufactured Housing have been addressed. The City of Bisbee has reviewed and approved our plans, issued our permit, and performed inspections for the foundation, underground water and sewer connections, static drain tests, exterior lathe for stucco, intermediate electrical and tile backing. APS has approved our plans for the meter panel and service entrance installation, payment has been issued for the service connection, and meter has been installed. Our internet service provider (SparkLight) and our phone system service provider (BlackPoint) have provided their infrastructure requirements to serve the new building and associated materials have been purchased and installed in underground conduit running to the new building. A local contractor has completed the stucco on the exterior of the building, built handicap access ramps, sidewalks and a handicap parking space. An electrical contractor has installed the meter panel, service has been established and the building is electrified. Network wiring is installed, connections to the individual work stations have been completed, network equipment has been installed and the building is connected to our Main Office IT network

which is now served by direct fiber internet (installed in December). Interior repairs and improvements have been completed (interior sheetrock repaired, retextured, repainted, floor coverings installed and other minor improvements). Ductwork has been upgraded and reconfigured for improved airflow efficiency; a new HVAC unit has been purchased and is scheduled for installation. Hand railings have been installed along the handicap ramp, entry landing, and stairs. Outstanding items to complete the project include:

- Build and install skirting around the exterior of the building (50% complete)
- Install metal roofing, trim, gutters and downspouts (already purchased)
- Connect the phone system to the AAA office (BlackPoint)
- Pave parking area to meet City of Bisbee parking requirements

We requested to use carryover funding from fiscal year 2021 to complete the remaining improvements to the building and pave the parking area and ADES has since approved that request. There's an excellent possibility the remaining improvements can be accomplished with the fiscal year 2021 carryover funds; if not we will use funding from our fund balance to complete the project. We will continue to report progress on preparing the new office for occupancy under this Tactic as the project moves forward.

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)

The Executive Board approved our request to purchase the modular office building at their February meeting, and we consider this Tactic complete.

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 Community Development Goal 2, Objective A, Tactic 2, Economic Development Goal 2, Objective A, Tactic 1, and Area Agency on Aging Goal 2, Objective A, Tactic 1.

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)

No progress since our August meeting. Central Administration hopes 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 we should better understand any potential impact pursuing this Tactic might have on existing and future contracts or subaward agreements with our funding agencies. We intend to contact our funding agencies for guidance on this matter before proceeding.

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 since our August meeting. Absent contact information for the specific individuals who manage our member entities' social media and website pages and direction from management to inspire such a collaborative effort, making progress on this Tactic has been challenging. Thus far, only Greenlee County has volunteered to assist us with this tactic.

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)

No progress since our August meeting. Managing the AAA office renovation has been a significant effort that has kept the Executive Director in Bisbee (See Central Administration Goal 1, Objective C., Tactic 2. above). COVID-19 has restricted in-person attendance of public meetings of our member entities.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: FEBRUARY 3, 2022
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending December 31, 2021 will be distributed via email prior to the meeting.

Colby & Powell is currently working on the FY 2021 audit and will have it ready to present at the next Executive Board meeting on May 20, 2022.

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

Attachment: Statement of Revenues and Expenditures, Quarter Ending 12/31/2021

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: FEBRUARY 3, 2022
SUBJECT: CDBG AND COMMUNITY DEVELOPMENT UPDATES

CDBG Updates

The Regional Account CDBG round for 2022 has begun. This year Clifton, Safford, Benson and Santa Cruz County will be funded, and the public process required for these grants is underway. We will provide updates on the exact funding amounts, as well as the projects selected by this year's applicants as the year progresses. After the applications are submitted ahead of the August 1st deadline, we will bring forward a request to approve Technical Assistance Contracts for SEAGO's administration of these grants.

The State Special Projects CDBG funding round recently closed, and Tombstone re-submitted an application for improvements to its Senior Center. SEAGO and Tombstone partnered to submit this application during the 2020 round, and while we did not succeed, we did succeed in developing a "shovel-ready" application for SSP funds, and as such Tombstone is in a position to try again with minimal effort and, apart from CDBG public notice requirements, no up-front costs.

Along these lines, the Colonias Set-Aside funding round will open soon. We anticipate a March NOFA with a July deadline. We have interest from several communities in participating, and will provide updates once more is known. Like the SSP, Colonias applications must be "shovel-ready," meaning environmental reviews, permits, plans and specifications, and sound cost estimates are required as part of the submittal.

SEAGO CARES

The SEAGO CARES program continues doing what it was built to do: saving mortgages around the region. Beneficiaries include households in Cochise and Graham Counties. So far, SEAGO CARES has benefitted some 39 persons in 14 households, with total payments of approximately \$73,000. The program expires in May of this year.

CONTINUUM OF CARE

As you are aware, a year ago SEAGO entered into a funding agreement with ADOH to

become the Lead Agency for the Cochise Continuum of Care/Local Committee to End Homelessness. Last week we submitted the Local Governance Charter to ADOH, inaugurating Santa Cruz County's C of C. As discussed earlier on today's agenda, our strategy is to establish SEAGO as the lead agency for Continuum of Care efforts throughout the SEAGO region. The Arizona Department of Housing is making real effort to address homelessness in rural Arizona, and we are pleased to report the new Director of that agency has conducted personal outreach to the COGs and other stakeholder groups to hear and address the concerns of rural Arizona, including the SEAGO region. Meanwhile, in December of 2020, the Governor's office announced a \$40 million plan to address homelessness throughout the state. There is, in other words, increasing awareness and willingness to tackle this critical issue at the highest levels of Arizona government. SEAGO's goals in this regard are therefore not only in alignment with the state as a whole, but also the long term goals of our own Strategic Plan.

The Point in Time Count is an annual "census" of homeless individuals conducted statewide. The Local Continuum of Care groups are charged with making sure this happens each year, and SEAGO's involvement with these coalitions means we are actively assisting in making sure the count is conducted across our region. The PIT Count will take place the final week of February.

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: FEBRUARY 3, 2022
SUBJECT: RECENT ECONOMIC DEVELOPMENT ACTIVITY

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

Recent Activity

1. Broadband

Background: Telecommunications Technology such as broadband internet, continues to be a priority for all four counties of the region as a substantial way to improve resiliency. The “tool” in this case is the strategic planning capacity SEAGO is able to provide to the region’s stakeholders currently involved in broadband expansion.

Current Status: SEAGO has received 6 letters of support from stakeholders and signed off on 5 directly to Internet providers seeking funding for several projects in Graham, Cochise, and Santa Cruz counties. SEAGO’s recently submitted Technical Assistance grant through the EDA is currently under review and will add additional capacity building for future projects if awarded.

Currently there are project proposals for Southern Sierra Vista, Douglas, Tombstone, Huachuca City, Willcox, Sonoita, Patagonia, Elgin, Bryce, Eden, and Ft. Thomas – a significant effort towards a strong broadband presence for our region. These are outside of the I-19 project directed from South Tucson to Nogales.

More recently, SEAGO has been asked to participate in a regional approach to improve broadband internet adoption for underserved/unserved community members, especially the aging population. SEAGO was also asked to participate in the MAG-based SunCloud project, developing broadband asset layers as part of a transportation GIS tool.

2. Resiliency Toolkit 2022

Background: The goal of the EDA CARES Act grant is to develop a resiliency toolkit that supported the region’s ability to withstand and overcome economic shock events such as the COVID-19 pandemic. The ED Staff are working with Northern Arizona University to develop the public platform of the Resiliency Toolkit (RTK). The platform will incorporate information on Emergency Management, Broadband, Affordable Housing, Tourism, and Workforce development/entrepreneurship.

Current Status: Jobzology, as noted in the previous memo, has been successfully procured for the Resiliency Toolkit as part of the workforce development component. A powerful talent sourcing application, it will support job applicants, employers, and workforce development organizations such as Arizona@Work-SouthernArizona. Being able to demonstrate real growth opportunities to job-

seekers, especially the youth, adds to resiliency.

Several other tools are in que to be procured by NAU. You can review the homepage of the Resiliency Toolkit at: <https://southeastarizonaeconomy.com/toolkit>

3. Economic Advisory Council

The EAC is a continuation of the CEDS Committee and will act as a community coalition to foster economic development collaboration with regionally strategic initiatives. The EAC is a platform, and acts as a hub of information to share resources and updates on economic development initiatives throughout the region.

Current Status: Most recently, our council meeting to kick off the New Year discussed:

- 2021 Year-end Review
- 2022 Priorities
- Any ask for SEAGO to support stakeholder project implementation

4. New Initiatives

The Economic Development and Community Development departments continue to find ways to support each other's programs. One such endeavor was supporting Willcox Theater and Arts with an Environmental Review study for their tourism grant. As noted during the council meeting, a shared Community Coordinator position would help transcend the overlap of initiatives between the two departments, including affordable/workforce housing projects, pre-development capabilities that support construction projects and grant-writing efforts of stakeholders, and the region's continuum of care needs to end homelessness.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: FEBRUARY 3, 2022
SUBJECT: AAA PROGRAM UPDATES

Administrative Updates:

- **Direct Care Worker Funding:** All five home and community based service providers collaborated to provide incentives to out SEAGO-AAA DCW throughout Region VI. The service providers will identify those DCWs who have dedicated their time and devotion to the AAA clients during the most difficult times of the pandemic: June 2020 to December 21, 2021. Payments are issued to subcontracted service providers for them to disburse to the DCW's. Those same individuals, and new ones who meet the point-based tier, will qualify to receive a bonus payment every two months until the end of June 2022. Our DCWs are the engine that keeps the Area Agency on Aging alive; because of them, we can meet the needs of our most vulnerable adults. The AZ4A and State continue to advocate and address the wage disparity within the workforce.
- **Contract Compliance Review:** Last October, DES-DAAS performed their 3-year program monitoring on 7 of the 8 Area Agency on Aging regions. The DAAS team designed the monitoring virtually and we uploaded all the supporting documents into a database they provided to us. With excellent guidance from the team, we had only two findings in the family caregiver support program and seven recommendations in general. The AAA team responded to the findings and recommendations which DES-DAAS accepted and they closed the monitoring in December.
- **Santa Cruz County Transportation:** SEAGO AAA and the SEAGO transportation mobility team partnered to address the increased need for reliable transportation in SCC. During our first taskforce meeting we had representation from Adult Protective Services, Nogales Chamber of Commerce, AZ Complete Health, a volunteer driver from Patagonia Rides, Valley Assistance Services and Senator Rosanna Gabaldon. There was much interest and support towards identifying the barriers and challenges our seniors face with their transportation needs. The Seniors Sin Ruedas Taskforce will meet again on **Tuesday, March 1, 2022** and we will continue to invite new members.
- **Case Management:** SEAGO AAA is servicing 823 clients in case management for home and community-based services. Our 7 Case Managers and the Case Management Coordinator, handle 80 to 130 clients each. Over the last few months, Case Managers reported that their call volume increased for information and referrals for services. SEAGO AAA has implemented a new monthly report that will help us track the number and type of calls Case Managers are receiving; the number of referrals, new clients, and closed clients. This data will help identify patterns and anticipate future needs for case management as we prepare to bring in additional in-house case managers. Now that Santa Cruz Case manager Liz Castellanos has settled in, her focus is to increase her visibility in Santa Cruz County. She has participated in several outreach events and is forming partnerships with Santa Cruz Safe Home Coalition, Santa Cruz home health agencies, and other local resources. Her

efforts have increased the number of referrals she receives from community resources as they become aware of SEAGO AAA's services. All Case Managers continue to operate under COVID Precaution.

- **READI Meals Program:** Due to the pandemic challenges, supplemental funds were made available through DES to help Move the READI Meals program forward. Nogales, Patagonia, Bisbee, Safford, and Clifton will receive funds to help hire a contractor or current staff member to run the freeze dryers and package food. A portion of the funds may also be used to make any modifications on-site needed to run READI Meals. Both the Cochise County and the Santa Cruz County Health Departments were given a READI Meals presentation and both Health Departments permitted the Area Agency on Aging to test batches of freeze-dried food. The data collected will be used to build the Health Safety Plan.

End Of Life-Thoughtful Life Conversations: Our Outreach Program continues to serve residents via the libraries, and we continue to interact with our community members through Health Fairs such as the Sierra Vista Senior Expo in February. These activities often result in people calling to get help with their advance care planning, and 1:1 assistance is provided to them and any adult in the service area who wants help. We provided a Thoughtful Life Conversations (TLC) workshop to 1st year nursing students at Cochise College in November, with 77 participants. We are scheduled to do a more advanced session for the graduating nurses this spring. Our next TLC is for a retirement community, and we continue to promote TLC's to churches and business organizations. Additional training to AAA staff is being conducted to help case managers bring this important information to the clients they serve. The AZ Healthcare Directives Registry is now operational in Arizona and adults can have their Advance Directives quickly accessed and updated through their digital medical records at hospitals, etc. This is a great step forward in having people's wishes easily accessible to healthcare providers and improving having wishes honored. but only if people use it and get their directives into the Registry. AAA can assist people in accomplishing this.

Family Caregiver Support Program:

Outreach

- **FCSP Facebook/Social Media Outreach** - offers daily Caregiver tips and resource links on the SEAGO AAA Facebook page, with monthly updates in the SEAGO AAA newsletter and email marketing campaigns. FCSP events and services are promoted in newsletters through partnerships with the Bisbee Senior Center and Benson Community Resource Center.
- **Senior Connect Library Partnership** – offers a monthly email share of upcoming events, services, and resources for distribution at the public library sites to educate seniors and caregivers.
- **Caregiver Reassurance Program-** offers caregivers FCSP and SEAGO AAA information, flyers, and resources to educate caregivers regarding services, programs, and support via monthly emails.

Community Education and Information Zoom presentations are utilized to educate caregivers and community partners by introducing AAA and FCSP program services and supports. Caregivers are offered self-directed learning by providing Individualized introduction, on-boarding, and navigation of the Trualta caregiver training portal. FCSP Coordinator participation on Graham County Alzheimer's Community Forum, Social Connection Network-Digital Inclusion Forum, AZ Respite Network Quarterly Meetings promotes partner education of SEAGO AAA/FCSP services

Hello Neighbor Community Education and Information Events

- Live Hello Neighbor Event - "Who Cares," Winterhaven Senior Community
- Live Hello Neighbor Event - promotion of "National Family Caregiver Month" Bisbee Senior Center
- Virtual Hello Neighbor Event - ADES/DAAS Statewide Virtual Caregiver Celebration, Introduction to SEAGO AAA and FCSP programs

- Live/Virtual Event - Family Caregiver Appreciation Mingle in support of all informal family caregivers, co-hosted with AARP and Cochise Health and Social Services.
- Live Hello Neighbor Event - "Hello Neighbor Fair," Vista View Senior Resort, Sierra Vista. Introduction to FCSP and SEAGO AAA programs and services. Presenters included Karen Enriquez, Family Caregiver Support Program Coordinator, Veronica Squyres, Community Coalition for Advance Care Planning, Carrie Gibbons, SEAGO AAA Case Management Coordinator, and SHIP/SMP Coordinator, Elsa Centeno

Peer Support: Pinkie's Up-Caregiver Mingle FCSP Coordinator facilitates weekly Virtual Caregiver Support Group meetings to share caregiver journeys, challenges, and successes. Resources and services are shared. Presenters included Duet Caregiver training Information by Alex Rivera, Cochise County, and AARP Events and promotions by Maria Ramirez-Trillo.

Trualta - Caregiver Training Total number of caregivers utilizing portal: 26
 Number of lessons completed: October – 48 November – 21 December – 67

Top Lessons	Top Courses
Introduction to Grief and Loss	Grief and Loss
Stages of Grief	Personal Care
Alz Music - Country	Featured Content
Introduction to Aging and Dementia	Brain Health
Teepa Snow: Normal, Not Normal	

SHIP-SMP: SHIP/SMP currently has four fully-trained, active volunteers who helped counsel for Medicare Open Enrollment. A volunteer is helping with the prescription cost, and one volunteer is currently completing training. The SHIP/SMP receives an average of 10-12 calls per day. The Huachuca City Senior Center walk-in day provides in-person counseling one day every week. SHIP has partnered with SEACUS in Graham / Greenlee counties to counsel clients in those rural areas. The SHIP/SMP coordinator continues outreach to provide information and help prevent Medicare fraud and identity theft with updated flyers in Spanish and English. In October, the Coordinator completed ten Hello Neighbor outreach visits to facilities in Santa Cruz County, Willcox, Huachuca City, and Sierra Vista. Outreach efforts in October led to a new partnership in Vista Village Resort in Sierra Vista. SHIP/SMP coordinator attended a Presentation in Vista Village Resort on November 18 with 19 attendees. The SHIP/SMP coordinator and volunteer provided information about Medicare open enrollment, fraud & scams, and how to save money on prescription medication. In November, records show 154 beneficiary contact forms and a total of \$4,081.98 saved for 2022 Medicare plans. Of those 154 beneficiary contacts, 78 needed assistance with the Medicare Savings Plan and applying for extra help benefits. Sixty-eight of the beneficiaries fell below the Federal Poverty Level (FPL).

To schedule a telephone appointment for assistance with Medicare Issues: Call: 520-432-2528 ext. 222 or Email: shiphelp@seago.org. Or go to: <https://www.seago.org/state-health-insurance-assistance-program> and fill out a questionnaire or request an appointment online.

Long Term Care Ombudsman Program: The Ombudsman continues to visit long term care sites and respond to complaints. We have two new fully trained LTCO Volunteers awaiting designation from the SLTCO. The October abuse task force voted to call themselves Southeastern Arizona Elder Abuse Taskforce (SEAEAT). At the December SEAEAT meeting, Shelly Ward from Mesa Police Dept. gave an excellent presentation on abuse later in life. In preparation for World Elder Abuse Awareness Day (WEAAD) on June 15th, Billy Cloud, supervisor of the exploitation investigation team for Arizona, agreed to be the speaker. We have invited financial institutions, area Senior Centers and SEAGO and Banner case managers to our next WEAAD meeting scheduled for February 21, 2022 at 10 am.

Health Promotion and Disease Prevention:

- **Tai Chi** – In October, the HPDP Coordinator completed the Tai Chi for Arthritis and Falls Prevention training with a new volunteer in Yuma. HPDP Coordinator participated in the Sierra Vista Sunrise Rotary Club Run at the beginning of November. Participants were able to get information on SEAGO AAA services, and as a result of the outreach, two new volunteers were recruited to teach AMOB.
- **A Matter of Balance (AMOB)** – In the second quarter of the year, our focus was on getting the A Matter of Balance class back in person. Classes were held in Bisbee, Willcox, and Huachuca City in January. All three classes registered full and had people on the waiting list. Another set of AMOB classes will be offered in Bisbee and Wilcox in the spring. The Huachuca City Senior Center is interested in adding Tai Chi after AMOB.

The re-introduction of the Chronic Disease Self-Management Program will launch at the end of March in Sierra Vista.

SEAHEC- Covid-19 Vaccine access: During the past three months, SEAHEC has covered many events thru our COVID-19 Education and Vaccine Hesitancy outreach events where we design and create our own English and Spanish education materials such as flyers with prevention education, vaccine information, vaccination sites in their area along with QR code for registration, individually packed face mask, hand sanitizer, etc. Santa Cruz & Cochise County have joined forces on various events in collaborations with U of A Mobile Unit, Mexican Consulate in Nogales, AZ, and Douglas. SEAHEC staff started a wonderful alliance with The Brothers and Sister of Charity in Nogales, Arizona - a local group providing produce boxes to community members. We collaborate once a week, where SEAHEC provides COVID-19 education material created by our Youth health Leader Club from Nogales High School. During the holidays, Nogales High School YHL Club distributed the Baskets for the elderly and their caregivers to assisted living seniors in Nogales (Bowman Senior Residences, Casitas de Santa Cruz, Cimarron Assisted Living, Karla's Home Care). Baskets included COVID-19 PPE, smart pill dispenser, winter gloves, board games, hot cocoa, tea, cookies, flu education material, along with vaccination site information where they can register with QR codes, phone numbers, texting options. Caregivers received tote bags with the same information, stress balls, opioid prevention information. SEAHEC attended Amado Chili Cook-Off, Randy & Rose Estes Classic Car & Motorcycle Show as a vendor. The festive SEAHEC booth provided COVID-19 education material, PPE and vaccination resource guides. SEAHEC is looking forward to teaming up with our existing partners in Safford, Clifton, Morenci, Willcox, Patagonia for future events to reach the elderly and share the importance of COVID prevention and education on the vaccine.

Other: A SEAGO-AAA staff retreat has been scheduled at the Amerind Foundation in Dragoon for February 10 and 11, 2022 and AAA has contracted with Waterfall-Kanter Consulting to facilitate. The retreat aims to revitalize the mission of the Area Agency on Aging, create goals to achieve during the next five years and to prepare for the SEAGO staff strategic planning retreat that is scheduled in June.

The AAA Facebook page is updated daily with verified, objective information to keep our followers up to date on the latest news and information that could impact their lives. Please follow us at <https://www.facebook.com/seagoareaagencyonaging>

Attachments: Direct Care Worker thank you letter; [SEAGO-AAA winter newsletter](#) (click link to view)

Action Requested: Information Only Action Requested Below:



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972



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**
- **Community and Economic Development**
- **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

December 21, 2021

Subject: Direct Care Workforce endurance payment

Dear Sir/Madam,

Thank you, SEAGO-Area Agency on Aging Direct Care Workers. During the most difficult time in decades, the Area Agency on Aging has not stopped providing services to those individuals in greater need. This is made possible because of your hard work, dedication, and passion for the valuable work you do daily. Through continued advocacy from our Association of Area Agencies on Aging network, Department of Economic Security, Division of Adult and Aging Services, and your specific organization we are pleased to offer you a token of our appreciation and devotion to your hard work.

Your work has been integral in ensuring that our operations run fluidly without any undue impediments. SEAGO-Area Agency on Aging will be issuing endurance payment to all eligible DCW's, to be issued soon. Please accept this endurance payment for helping us through the pandemic, stay well, and keep our seniors safe in their own homes. Further, the Area Agency on Aging and your organization will provide a further incentive-based program to thank for the work completed over the next six months continuously. The basic premise of this program will entail a contingent distribution of bonuses available to all who work a minimum of 15 hours a month for two months. Details will be articulated further by your respective organization heads. Your organization will instruct on what is needed to earn an additional incentive and how you could optimize your time to receive said bonuses.

SEAGO- Area Agency on Aging wishes you A Merry Christmas and A Happy New Year.

Sincerely,


Laura Villa

SEAGO-Area Agency on Aging Director

SEAGO Admin Council Mtg 2-10-2022



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: FEBRUARY 3, 2022
SUBJECT: TRANSPORTATION PROGRAM UPDATES

The following is a brief update regarding the Transportation and Transit planning projects that SEAGO is currently involved in:

Regional Transit Emergency Coordination Plan: On December 30, 2020, SEAGO received notice from ADOT that it received an \$80,000 FTA Section 5305(e) Transit Planning Grant. During the initial outbreak of COVID-19, we found that many of our FTA Section 5311 and FTA Section 5310 providers lacked emergency planning tools and protocols to not only address pandemic issues, but lacked basic procedures to address a variety of potential internal and external emergencies. The grant provides funding for the development of a Regional Transit Emergency Coordination Plan. **SEAGO began work on this project in August with a series of four County-specific stakeholder meetings. Meetings were attended by 33 emergency preparedness professionals. SEAGO held advisory committee meetings with our regional transportation providers in October and early November. Working Paper #1 has been completed and is available on www.azmobility.org.**

Fixed Route Public Transit in Graham County: A public transit feasibility study is a requirement by ADOT to access FTA Section 5311 (Rural Public Transit) funding. In general, those studies are good for a 5-year period. In 2015, a Public Transit Feasibility Study was completed for Graham County. The study's useful life has expired and an update of the plan is required. SEAGO has partnered with the National Association of Development Organizations (NADO) to update the study. NADO secured a USDA grant for this project. This has brought national transit planning organizations to the table that SEAGO would not normally have access to. This includes Western Transportation Institute and the National Rural Transit Assistance Program. **The study TAC has met on a monthly basis since September. A transit needs survey has been completed and data analyzed. SEAGO has used the survey data and current ridership data provided by Easter Seals Blake Foundation Community Transportation Project to identify high demand route originating locations. Those locations have been heat mapped through GIS. With that data, draft fixed-route options, maps and schedules have been completed and will be reviewed by the TAC at our March meeting.**

FTA Access and Mobility Partnership Grant: 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 for rural Cochise County. 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. Due to COVID-19 and requirements to access the FTA transit management and billing systems the project was delayed. **SEAGO secured Federal Authorization for the project on September 27, 2021. We have begun the steps necessary to kick-off the project. We have 20 months to spend the funding (through September 30, 2023).**

SEAGO Road Pavement Assessment Project. The SEAGO Administrative Council and Executive Board approved this project in August for the amount of \$200,000 Federal (STBG). This project will utilize new artificial intelligence road assessment technologies that convert a cell phone into a data collection device that can conduct pavement assessments, pavement marking assessments, road condition inventories, as well as traffic sign inventories, and sign condition assessments for SEAGO member jurisdictions. SEAGO staff will perform the ground work of driving local roadways and collecting roadway data. The data will be sent to a vendor that will analyze the data, establish a roadway inventory, and assign condition assessments to multiple segments of roadway. The data will be made available to all of our jurisdictions through a licensed database. All public roads not on the State system will be evaluated (approximately 4,000 miles). ***SEAGO secured Federal Authorization for the project in October. An RFP was developed and advertised. The RFP closed on January 28, 2022. Two responses were received. The SEAGO TAC will be ranking the RFP responses in early February. We expect to have a contractor selected by March 1, 2022, and the project kicked-off by April 1, 2022.***

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 2019, 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 our current economic and transportation climate. As a result of that meeting, SEAGO is developing an updated list of potential projects. ***Due to COVID-19 and the public participation demands of this project it was delayed until the SFY22. The project has been forwarded to our FY22/23 ADOT Work Plan. We will have until June 30, 2023 to complete the project. We are currently identifying project TAC members and expect to reboot this project in March.***

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

Attachments: None.

Action Requested: Information Only Action Requested Below