

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, FEBRUARY 10, 2022
IN-PERSON AND VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

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

MEMBERS PRESENT: Brown, Heath – Town of Thatcher (in-person)
Coxworth, Dan – Cochise County (zoom)
Pauken, Steve – City of Bisbee (zoom)
Perez, Rudy – Town of Clifton – (zoom)
Rapier, Derek – Greenlee County (zoom)

STAFF PRESENT: Curtiss, Dina – Accounting Manager (zoom)
Dennis, Keith – CDBG Program Manager (zoom)
Glenn, Heather – Administrative Assistant (in-person)
Heiss, Randy – Executive Director (in-person)
Merideth, John – GIS Analyst (zoom)
Peterson, Stephen – Economic Recovery Coordinator (zoom)
Vertrees, Chris – Transportation Program Administrator (zoom)
Villa, Laura – AAA Program Director (zoom)

GUESTS: Adam, Kevin – RTAC (zoom)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Blaschke called the meeting to order at 9:04 a.m.

II. MEMBER ENTITIES' DISCUSSION

Caleb asked members on how they are handling larger infrastructure grants; are they looking at pursuing any grants for things like water, wastewater, or utilities and are they in-house or hiring someone to write the grants? Steve Pauken stated Bisbee is seeking a water grant and also one for wastewater. He advised they have a volunteer grant writer and will be doing as much as possible in-house. Caleb stated Willcox is interested in doing that, as well. He shared that the County is helping them get their system up online into GIS so they can look for expansion opportunities in the outlying areas.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 4, 2021 Minutes
 - b. Nomination to the Advisory Council on Aging

Chair Blaschke asked for a motion to approve Item a. from the Consent Agenda; Matt McLachlan made the motion; second by Derek Rapier.

MOTION: Matt McLachlan
SECOND: Derek Rapier
ACTION: Unanimous

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

MOTION: Steve Pauken
SECOND: Derek Rapier
ACTION: Unanimous

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 explained the 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 meet other criteria listed in the cover memo. Entities with more than 100,000 population get an additional PSR. Randy stated that Barbara Richardson has ended her second and final term as a Private Sector Representative on the Executive Board. Randy shared that two nominations came forward: Heather Floyd nominated by Rachel Gray and Dr. Rod Flanagan nominated by Cochise County Supervisor Ann English. Both are very well qualified. He reviewed the qualifications of each nominee and asked for a recommendation on who they wish to nominate.

Dan Coxworth made a motion to recommend to the Executive Board the appointment of Ms. Heather Floyd as a Cochise County Private Sector Representative; second by Matt McLachlan.

MOTION: Dan Coxworth
SECOND: Matt McLachlan
ACTION: Unanimous

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 stated that Dan Valle has served the previous 2 years as a Cochise County PSR and is eligible, and willing, to serve a second term. Randy directed members to the packet memo about Mr. Valle and stated he would be honored to have him serve another term. Derek Rapier advised he has had interaction with Mr. Valle and has found him very impressive and a very good representative.

Derek Rapier made a motion to recommend to the Executive Board the reappointment of Mr. Dan Valle to a second term of office as a Cochise County Private Sector Representative on the Executive Board; second by Steve Pauken

MOTION: Derek Rapier
SECOND: Steve Pauken
ACTION: Unanimous

4. Discussion and possible action to recommend approval of an update to SEAGO's Procurement – Purchasing Policy

Randy Heiss explained that SEAGO staff seem to be writing purchase orders for just about everything we are purchasing these days because of inflation. The current policy has not been updated since 2011. He spoke with staff and they agreed that raising the purchase order threshold would reduce work for all staff. The proposed changes are in the packet; there is a mark-up copy showing the changes and a clean copy. Derek Rapier stated they recently went through a similar action in Greenlee County and supports the action.

Derek Rapier made a motion to recommend approval of an update to SEAGO's Procurement – Purchasing Policy to the Executive Board; second by Steve Pauken.

MOTION: Derek Rapier
SECOND: Steve Pauken
ACTION: Unanimous

5. Discussion and possible action to recommend approval of an update to Section 5.1 of the SEAGO Policy Manual

Randy Heiss explained that SEAGO is doing what it can to attract and retain employees. He advised that the Strategic Plan has this as an Objective. In the past, SEAGO has never offered funds towards health insurance for other than SEAGO employees and the changes in this section present a start to partially cover health insurance for spouses and families. SEAGO wants to pay up to 50% of the cost towards a spouse or family health insurance option. There are four health insurance options. Sustainability was also an important factor to consider and this is covered in the policy where the Executive Director has the discretion to terminate this benefit if the budget can no longer support it.

Caleb Blaschke stated he highly supports the efforts of SEAGO to take steps to attract and retain good employees. Dan Coxworth asked if Randy had the percentage of what this would cost. Randy responded that Dina had run the numbers and that there was pretty extensive conversation about it at the Program Manager's meeting. Steve Pauken stated that once implemented, it may not be possible to ever take it back, although reducing the employer contribution portion is possible.

Steve Pauken made a motion to recommend approval of an update to Section 5.1 of the SEAGO Policy Manual to the Executive Board; second by Rudy Perez.

MOTION: Steve Pauken
SECOND: Rudy Perez
ACTION: Unanimous

6. Discussion and possible action to recommend approval of an update to SEAGO's Classification Plan

Keith Dennis provided overview of the history of SEAGO's involvement with addressing homelessness and how SEAGO agreed to take the lead in the Continuum of Care (C of C) program run by ADOH. 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. These ADOH-chartered coalitions accomplish exactly what is prescribed in Goal 2, Tactic B of SEAGO's Strategic Plan. 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.

Stephen Peterson stated he came into SEAGO as the Economic Recovery Coordinator position, which will be expiring at the end of the fiscal year; however, the responsibilities of that position are accelerating with ARPA and the infrastructure bill. This Community Coordinator position would really help both CDBG and Economic Development to have the capacity to help member efforts. He stated the position would be a great facilitator in building capacity for the SEAGO region.

Caleb asked how this position is being funded. Randy stated that by the time this position is filled, SEAGO will be well into their next fiscal year budget cycle and can review the numbers to adequately fund the position, provided it gets approved by the Administrative Council and Executive Board. Some funding will come from the existing Economic Development funding and some will come from the CDBG budget and he feels confident they will find adequate funds to cover the position.

Matt McLachlan made a motion to recommend approval of an update to SEAGO's Classification Plan to the Executive Board; second by Steve Pauken.

MOTION: Matt McLachlan
SECOND: Steve Pauken
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy advised that he sends out invites a year in advance so that it can be put on your calendars so conflicts can be avoided. He reminded the officers that there is a Joint Committees meeting scheduled for March 31st and there will be items to discuss. He stated that Chris has an IGA with Benson related to route efficiency study and the new TIP that will be on the upcoming agenda and possibly other items. The next Administrative Council meeting is May 5, 2022.

B. Strategic Plan Progress Report

Randy explained that normally, SEAGO, the Administrative Council and the Executive Board convene a retreat every two years to review progress made and update SEAGO's Strategic Plan. However, at the November meetings, 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 the November meetings, 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 was discussed. The SEAGO staff retreat is scheduled for June 17, 2022 and Melanie Greene has tentatively been secured as facilitator. Once ideas are solidified in writing, we will bring them to the Admin Council and Board. After the staff retreat has been held, a report of findings will be prepared for the Administrative Council and Executive Board. Randy provided an update on progress made toward key objectives and tactics in the Strategic Plan, encouraged members to review the document themselves and to contact him with any questions.

C. Quarterly Finance Report

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

D. Community Development Report

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

E. SEAGO Economic Development District Report

Stephen Peterson provided an update on Economic Development and responded to questions.

F. AAA Updates

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

G. Transportation Program Updates

Chris Vertrees provided an update on Transportation Programs and responded to questions. Caleb asked what the costs would be for those who want access to the road pavement assessment data. Chris responded that it would be free to members for at least 4 years to those in the SEAGO jurisdiction. Rudy Perez asked who responded to RFP. Chris advised that members could review the RFP results once they have been opened and processed.

VI. RTAC REPORT

Kevin Adam was called into a meeting so could not present his report.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy stated that SEAGO got hit by Covid, but everyone has come through it just fine. He advised that there has been no funding commitment yet from ADEQ on the water quality management planning funding in fiscal years 2023 and 2024. He thanked John Merideth and Heather Glenn for their support in running the AC meetings smoothly.

VIII. FUTURE AGENDA ITEMS

Randy advised the following upcoming agenda items: the annual Executive Director performance review (Executive Board meeting); Administrative Council election of officers; presentation of SEAGO's FY 2021 audit (Executive Board meeting); recommendations on items related to and approval of the FY 2023 budget.

IX. ADJOURNMENT

Chair Blaschke adjourned the meeting at 10:34 a.m.