

**MINUTES OF
THE EXECUTIVE BOARD MEETING
9 A.M., FRIDAY, FEBRUARY 25, 2022
IN-PERSON AND VIA ZOOM
TOWN OF HUACHUCA CITY
500 GONZALES BLVD., HUACHUCA CITY, ARIZONA**

OFFICERS PRESENT: Garino, Arturo – City of Nogales (Chair) (In-Person)
Gomez, David – Greenlee County (2nd Vice-Chair) (Zoom)
Ortega, Richard – City of Safford (Vice-Chair) (In-Person)

MEMBERS PRESENT: Ahmann, Stephen – PSR, Greenlee County (Zoom)
Barlow, Bill – Councilmember, City of Tombstone (In-Person)
Budd, David – PSR, Santa Cruz County (Zoom)
Budge, Ken – Mayor, City of Bisbee (Zoom)
Carlton, Eddy – Councilor, Town of Thatcher (Zoom)
David, Paul – Supervisor, Graham County (In-Person)
English, Ann – Supervisor, Cochise County (Zoom)
Gray, Rachel – Mayor Pro Tem, City of Sierra Vista (Zoom)
Lopez, Ed – PSR, Graham County (Zoom)
Post, Jean – Councilmember, Town of Huachuca City (In-Person)

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

GUESTS: Adam, Kevin – RTAC (Zoom)
Floyd, Heather – PSR Nominee, Cochise County (Zoom)
Garino, Kathy – City of Nogales (In-Person)
Hayes, Melissa – ADEQ (Zoom)
Somoza, Vanessa – City of Nogales (In-Person)
Valle, Dan – PSR Nominee, Cochise County (Zoom)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chair Garino called the meeting to order at 10:04 a.m.

II. MEMBER ENTITIES' DISCUSSION

No discussion items.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 19, 2021 Minutes
 - b. Nomination to the Advisory Council on Aging

Vice Chair Garino asked for a motion to approve the Consent Agenda; Supervisor Paul David made the motion; second by Councilmember Bill Barlow.

MOTION: Supervisor Paul David
SECOND: Councilmember Bill Barlow
ACTION: Unanimous

2. Election of Officers for Calendar Year 2022

Randy Heiss explained the history and by-laws regarding the annual Executive Board election of officers. Following the rotation prescribed in our Bylaws, in calendar year 2022, the Santa Cruz County Executive Board officer will be elevated to the Chair position; the Greenlee County officer to First Vice-Chair; the Graham County officer to Second Vice-Chair; and the Cochise County officer will drop to the bottom of the rotation to the Treasurer position as shown below: Chair: Santa Cruz County Officer (currently Nogales Mayor Arturo Garino) First Vice-Chair: Greenlee County Officer (currently Supervisor David Gomez) Second Vice-Chair: Graham County Officer (currently Safford Vice-Mayor Richard Ortega) Treasurer: Cochise County Officer (currently Willcox Mayor Mike Laws).

Randy advised that he has been able to confirm that Mayor Garino is willing to continue serving as the Santa Cruz County officer, Supervisor Gomez remains willing to continue as the Greenlee County officer, and Vice-Mayor Ortega remains willing to continue serving as the Graham County officer. However, Mayor Laws has expressed he is unable to continue as the Cochise County officer on the Executive Board. Mayor Pro-Tem Rachel Gray nominated Supervisor Ann English to represent Cochise County, but she has respectfully declined the nomination due to ongoing commitments. Supervisor English has confirmed that Bisbee Mayor Ken Budge is willing to accept a nomination for the Cochise County position. However, Mayor Budge did want the Board to be aware that Bisbee elects its Mayor to serve two-year terms and his current term ends December 2022. While the officers named above are those who are willing to continue serving in these positions, it is important to remember that nothing in the Bylaws prevents the Executive Board from nominating and electing an entirely new slate of officers or a combination of existing and new officers, providing the individuals nominated meet the requirements of office at the time of election.

Supervisor Ann English made a motion to elect the nominated slate of Executive Board officers for calendar year 2022; second by Mayor Pro-Tem Rachel Gray, as follows:

Chair: Mayor Arturo Garino, City of Nogales
1st Vice Chair: Supervisor David Gomez, Greenlee County
2nd Vice Chair: Vice-Mayor Richard Ortega, City of Safford
Treasurer: Mayor Ken Budge, City of Bisbee

MOTION: Supervisor Ann English
SECOND: Mayor Pro-Tem Rachel Gray
ACTION: Unanimous

3. 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.

Supervisor Ann English stated this is the first time we've had 2 people interested in serving as PSR. She is willing to withdraw her nomination of Rod Flanagan since she believes that Heather Floyd would be a great candidate for Cochise County Private Sector Representative.

Supervisor English made a motion to approve appoint Ms. Heather Floyd or Dr. Rod Flanagan to serve a two-year term as a Cochise County Private Sector Representative on the Executive Board; second by Supervisor David.

David Budd asked that Supervisor English keep close contact with Rod Flanagan because we value his resume and the expertise he can bring to the SEAGO region.

MOTION: Supervisor Ann English
SECOND: Supervisor Paul David
ACTION: Unanimous

4. 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. Randy advised that Mr. Valle's reappointment was unanimously recommended for approval by the Administrative Council.

Councilmember Bill Barlow made a motion to reappoint Mr. Daniel Valle to a second two-year term as a Cochise County Private Sector Representative on the Executive Board; second by David Gomez

MOTION: Councilmember Bill Barlow
SECOND: Supervisor David Gomez
ACTION: Unanimous

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

Randy Heiss explained that SEAGO staff seems 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.

Supervisor David stated that based on numerous audits and all the related paperwork he's been involved in, he supports increasing the purchasing limits

Supervisor Paul David made a motion to approve the proposed Procurement – Purchasing Policy Update to the Executive Board as presented by staff; second by Vice-Mayor Richard Ortega.

MOTION: Supervisor Paul David
SECOND: Vice-Mayor Richard Ortega
ACTION: Unanimous

6. 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.

Councilmember Bill Barlow asked if any study was done to indicate what impact the added expense would have on the budget and who is going to monitor employees for smoking. Randy Heiss said that smoking was already in the policy. He clarified that the spouse will not take a 20% hit to premium. He explained that a fiscal analysis was done when the topic was being discussed at the program manager level at 50% cost share. Councilmember Barlow wanted to know how often the director reviews healthcare insurance costs. Randy Heiss responded that he reviews them every year starting in December. Accounting Manager Dina Curtiss stated less than 25% of employees are interested in family coverage. Rates may change annually as well as their contribution. Randy Heiss said it is covered in his memo and new employees will have the information up front when hired.

Vice-Mayor Richard Ortega made a motion to approve the proposed update to Section 5.1 of the SEAGO Policy Manual as presented by staff; second by Councilmember Bill Barlow.

MOTION: Vice-Mayor Richard Ortega
SECOND: Councilmember Bill Barlow
ACTION: Unanimous

7. 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.

Councilmember Barlow asked how this position is being funded. Randy Heiss responded that by the time we recruit and fill the position, we will be well into the planning of FY 2023 budget. There is a good chance this position may be funded by several departments. For instance, he explained that Heather is retiring at the end of the FY, and her position can be massaged to include some of the duties of continuum of care, economic development, accounting and possibly AAA. Keith Dennis explained that ADOH contracts provide a portion of funds; the more contracts, the more funding. There are other sources that will come into play during the budget process. Randy Heiss doesn't see a scenario where we come back to the board for funding.

David Budd asked for more details on what duties the position would have. Randy Heiss responded that the duties will include Continuum of Care; economic development; economic recovery coordinator duties for the resiliency toolkit and outreach for same; economic development administration as the redevelopment planning grant will most likely be approved; the coordinator position could seek grants and apply; managing meetings like the Administrative Council and Executive Board. Randy explained that we're all really busy and the duties for this position need to be similar. Dina needs more help, but that position needs to be more compatible with her accounting needs. There was general discussion about who the position would report to and manage the workload. Randy advised he was the final arbiter for any of those issues.

Supervisor Paul David made a motion to approve the proposed Classification Plan update, as presented by staff, and create the Community Coordinator position; second by Mayor Ken Budge.

MOTION: Supervisor Paul David
SECOND: Mayor Ken Budge
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. He stated that the March 31st meeting will be needed to discuss next year's transportation plan; an IGA with Benson regarding the road efficiency study will be on the upcoming agenda and possibly other items. The next Executive Board meeting is May 20th.

B. Strategic Plan Progress Report

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

C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions. Supervisor David inquired why only 30% of the budget has been spent and we are at 80% of the year. Dina responded that SEAGO will send out checks before the reimbursement funds are received, such as with AAA providers and transportation programs.

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.

VI. RTAC REPORT

Kevin Adam provided an update and responded to questions. Randy Heiss expressed his gratitude for pivoting on House Bill 2729. Supervisor David represents SEAGO on RTAC and encouraged members to review local projects and use federal funds for those. He stated he is disappointed by Representative Cobb's roadblock not to consider any local projects. Mayor Garino thanked Kevin for his work.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss reported that the first two months of 2022 hit SEAGO pretty hard with Covid. ADEQ was hedging on committing to funding and they announced a week ago that they would be funding SEAGO for the next 2 years. He thanked John and Heather for their help in getting the meetings going.

VIII. FUTURE AGENDA ITEMS

Randy reminded the members that they can always request an item be put on the agenda similar to the amendment to the bylaws revision on today's agenda as example of things to ask to be put on the agenda.

Supervisor David stated that there are funds identified for Federal highway charging stations on the interstates and requested to have Stephen and Chris advocate having some in our rural areas. He also suggested that SEAGO consider a committee or agenda item for succession plan for a SEAGO assistant to shadow Randy. Randy Heiss says he thinks that's an item for the Strategic Plan retreat.

Randy stated other anticipated upcoming agenda items include an Audit presentation, the Executive Director Performance review, Budget items, economic development advisory resolution, and an update to the travel policy based on the outcome of House Bill 2729.

IX. ADJOURNMENT

Mayor Garino called for a motion to adjourn the meeting. Motion was made by Vice-Mayor Ortega; second by Councilmember Barlow. The meeting was adjourned at 12:16 p.m.

MOTION: Vice-Mayor Richard Ortega
SECOND: Councilmember Bill Barlow
ACTION: Unanimous