



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JULY 28, 2022
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, August 4, 2022 at 9 a.m.
In-Person:
Cochise College Benson Center
[1025 Highway 90, Benson, Arizona](#)

Via Zoom:
Zoom Link: <https://us02web.zoom.us/j/85691776701>
Meeting ID: 856 9177 6701
Phone-in Option: +1 346 248 7799 (Houston)

We plan to limit this meeting to 10 individuals or less attending in-person on a first come, first served basis. All remaining Administrative Council members and SEAGO staff may attend via Zoom. 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.** If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

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 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 A.M., THURSDAY, AUGUST 4, 2022
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
1025 HIGHWAY 90, BENSON, ARIZONA

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Coxworth	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Coxworth	
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VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS	Chair Coxworth	N/A
VIII. FUTURE AGENDA ITEMS	Chair Coxworth	N/A
IX. ADJOURNMENT	Chair Coxworth	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 Marisa De La Cruz at (520) 432-5301 extension 211 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 Marisa De La Cruz at (520) 432-5301 extension 211. 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 Marisa De La Cruz al número (520) 432-5301, extensión 211, por lo menos setenta y dos (72) horas antes de la conferencia.

**Draft MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, MAY 5, 2022
VIA ZOOM**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair) (Zoom)
Matt McLachlan – City of Sierra Vista (Secretary) (Zoom)

MEMBERS PRESENT: Batty, Vernon - Town of Pima (Zoom)
Brown, Heath – Town of Thatcher (Zoom)
Cassella, John – City of Safford (Zoom)
Coxworth, Dan – Cochise County (Zoom)
Pauken, Steve – City of Bisbee (Zoom)
Pedroza, Luis – City of Douglas (Zoom)
Perez, Rudy – Town of Clifton (Zoom)
Robinson, Ronald - Town of Patagonia (Zoom)

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

GUESTS: Adam, Kevin – RTAC (Zoom)
Jones, Lindsey- WIFA (Zoom)
Kirkpatrick, Chanel- SV Public Works External Operations Manager (Zoom)
Lemke, Samantha – WIFA (Zoom)
Schumacher, Brenda – AAA Office Specialist (In-Person)
Stein, Richard- Vista Transit (Zoom)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Blaschke called the meeting to order at 9:03.

II. MEMBER ENTITIES' DISCUSSION

Steve Pauken, City of Bisbee, stated the City Hall building construction is up for bid. Bids are due on June 1st with the expectation to award contracts early July. Bisbee is retiring refinancing public safety retirement debt of \$22 million dollars. **Dan Coxworth**, Cochise County, stated old Bisbee High School has a buyer. The proposal was to create 32 market rate apartments. The County has applied for a \$500,000 EPA Brownfields grant. **Luis Pedroza**, City of Douglas, advised they are focused on the construction of a new port of entry. This has been funded by the Federal Government in the infrastructure bill which was approximately \$400 million dollars. They have launched 30% design for water, sewage, and broadband that would be taken to the port of entry site. They have applied for various grants that have been looking promising. Cost to fully design the system will be about \$2.7 million and \$24 million to deliver water, and sewage to the location. They are working closely with GSA for the land donation for the new port of entry. Randy Heiss requested information regarding the status of access road to the port of entry. Luis Pedroza stated ADOT has been funded \$800,000 for design concept report. Chair **Caleb Blaschke**, City of Willcox, stated that Willcox is trying to complete all construction projects at a reasonable cost. Quotes are up 25-50% from original estimates. He discussed that there is a group that is actively seeking to create an AMA (active management area) in the Willcox water basin. There are 5 AMA's in the state of Arizona and 80% of Arizona's population resides in those 5 AMA's. **John Cassella**, City of Safford, stated that the City passed a pension revenue bond for unfunded liability for AZPSRS which provided them

with a consistent payment over time. They received \$4.5 million with a 4.42% bond rate. Their large park construction project has begun which cost about \$2.5 million. Their 20th Avenue project has been put on hold due to cement shortage. **Heath Brown**, City of Thatcher, stated that their CDBG project is going well. They have rebuilt a street, buried the power lines and added a new storm drain. Completion of project is anticipated in about a month. **Ronald Robinson**, Town of Patagonia, discussed their CDBG project, renovating McKeown Ave. and Quiroga Lane in downtown Patagonia. They are using ARPA funds to renovate and replace galvanized and steel water lines in the northeast part of the town. They were granted \$500,000 by the North American Development Bank Grant to refurbish their wastewater treatment plant, but bids were twice the amount of the grant so they are re-evaluating. **Rudy Perez**, Town of Clifton, stated they have submitted a request for congressional spending to replace their library. Demolition has been completed and rehabilitation phase of the wastewater treatment plant is underway funded with a WIFA loan.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PRESENTATION – Water Infrastructure Finance Authority will provide information about IIJA appropriations and uses

Lindsey Jones gave a presentation on the behalf of Water Infrastructure Finance Authority providing information about IIJA appropriations and uses. Randy Heiss thanked Lindsey Jones and Samantha Lemke for the presentation.

V. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 10, 2022 Minutes
 - b. Nomination of Duncan ACOA representative

Chair Blaschke called for a motion to approve the February 10, 2022 meeting minutes. Steven Pauken made the motion; second by Matt McLachlan.

MOTION: Steve Pauken
SECOND: Matt McLachlan
ACTION: Unanimous

Steve Pauken made a motion to recommend approval of Mr. Valadee Crofts' nomination to fill the vacant position representing the Town of Duncan on the Advisory Council on Aging. Second by Heath Brown.

MOTION: Steve Pauken
SECOND: Heath Brown
ACTION: Unanimous

2. Election of Officers

Randy Heiss reminded members that a change in the Bylaws was passed in August 2021 changing the makeup of the Administrative Council. The Administrative Council will now have 4 officers that represent each county and allows for diversity on the Council. Officers will rotate each fiscal year starting with the Cochise County officer being Chair for the 2023 fiscal year; the Santa Cruz County officer elevating to Chair for the 2024 fiscal year, the Graham County officer becoming Chair in fiscal year 2025, and Greenlee moving to the Chair position in 2026. For the 2023 fiscal year Dan Coxworth was nominated to serve as the officer for Cochise County, Heath Brown was nominated for Graham County, Jesus Valdez and Ronald Robinson were

nominated for Patagonia by Jennifer St. John., and Derek Rapier was nominated for Greenlee County. Rudy Perez stated that he would also be willing to represent Greenlee County if Derek could not.

Steve Pauken made a motion to elect Dan Coxworth as Chair of the Administrative Council for Fiscal Year 2023. Second by Matt McLachlan.

MOTION: Steve Pauken
SECOND: Matt McLachlan
ACTION: Unanimous

Steve Pauken made a motion to elect Ronald Robinson as Vice-Chair of the Administrative Council for Fiscal Year 2023. Second by Caleb Blaschke.

MOTION: Steve Pauken
SECOND: Caleb Blaschke
ACTION: Unanimous

Steve Pauken made a motion to elect Heath Brown as Secretary of the Administrative Council for Fiscal Year 2023. Second by Caleb Blaschke.

MOTION: Steve Pauken
SECOND: Caleb Blaschke
ACTION: Unanimous

Rudy Perez made a motion to elect Derek Rapier as Treasurer of the Administrative Council for Fiscal Year 2023. Second by Ronald Robinson.

MOTION: Rudy Perez
SECOND: Ronald Robinson
ACTION: Unanimous

3. Fiscal Year 2023 Budget Items

a. Sustainability of Fund Balance (discussion only)

Randy Heiss directed members to the informational item on page 10 of their packet. This item shows that there are \$1.9 million in fund balance. This is the highest amount that SEAGO has ever had in its fund balance. The Executive Board passed the fund balance use policy in 2015 and we are well above the policy's minimum level. The only use of fund balance in this year's budget is a contingency line item so that if something comes up that they did not budget for they can use this money for that expenditure. A few examples of potential uses of the fiscal year contingency funds include matching funds for the EDA-funded broadband study, paving to meet the City of Bisbee's parking requirements at the new AAA office, and miscellaneous unbudgeted expenditures that were't anticipated in the budget process.

b. Discussion and possible action to recommend approval of the FY 2023 Assessment Schedule

Randy Heiss stated there is no change to the prior year's fees charged by SEAGO. However, there will be an increase in the per capita of Rural Transportation Advocacy Council of about \$1,556 increase.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2023 Assessment Schedule to the Executive Board. Second by Matt McLachlan.

MOTION: Steve Pauken

SECOND: Matt McLachlan
ACTION: Unanimous

- c. Discussion and possible action to recommend approval of Resolution 2022-01 EDA Grant Authorization

Stephen Peterson stated that EDA requires resolution for commitment of matching funds for our Partnership Planning Assistance Grant to continue the ability of SEAGO to administer the Economic Development District program.

Steve Pauken made a motion to recommend approval to the Executive Board of Resolution 2022-01 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities. Second by Matt McLachlan.

MOTION: Steve Pauken
SECOND: Matt McLachlan
ACTION: Unanimous

- d. Discussion and possible action to recommend approval of the proposed FY 2023 SEAGO Budget

Dina Curtiss directed members to the budget worksheet. With exception of RTAC assessments, the assessments remain unchanged. The budget was developed with the assumption that with the exception of Covid relief funds, Congress will continue funding current programs at or above current levels. The Administrative Council and Executive Board will be notified if there is a need to use contingency funds.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2023 Budget to the Executive Board. Second by Matt McLachlan.

MOTION: Steven Pauken
SECOND: Matt McLachlan
ACTION: Unanimous

Note: Chair Blaschke left the meeting; Matt McLachlan stepped in as chair.

4. Discussion and possible action to recommend approval of the proposed FY 2023 AAA Subaward Recommendations

Laura Villa provided an overview of the Subaward recommendations.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2023 AAA subaward recommendations to the Executive Board. Second by Ronald Robinson.

MOTION: Steve Pauken
SECOND: Ronald Robinson
ACTION: Unanimous

VI. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss stated that SEAGO will likely host the Executive Board meeting on August 19, 2022. The next Administrative Council meeting will be on August 4th, 2022. Randy Heiss reviewed how joint committees

meeting are held and when they are held. He asked officers to mark their calendars for those dates in case a meeting is needed.

B. Strategic Plan Progress Report

Randy Heiss stated that the last couple of weeks have been pretty exciting. SEAGO is in the process of getting AAA moved out of their current offices and moved into their new building. AAA needs to be out of the offices owned by the City of Bisbee by June 7th, 2022. They are hoping the City will give some additional time for paving due to current costs of asphalt. They are preparing for the SEAGO Staff retreat and have secured a facilitator. Randy advised that House Bill 2729, that allows Council of Governments and Metropolitan Planning Organizations to be reimbursed at the federal travel rates is waiting for a third read and final vote in the Senate.

C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions. Colby and Powell will be at the next Executive Board meeting to provide a presentation on the fiscal year 2021 audit.

D. Community Development Report

Keith Dennis provided an update on Community Development Programs and responded to questions. Melissa Hartman gave an update on the SEAGO Cares program.

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.

VII. RTAC REPORT

Kevin Adam provided an update on Rural Transportation Advisory Council and responded to questions.

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss acknowledged the difficulty to reach him lately due to the AAA move into their new building. He extended his apologies and to be persistent. He hopes to have a grand opening in conjunction with the August Executive Board meeting after staff gets settled into their new offices.

IX. FUTURE AGENDA ITEMS

A Title VI plan update for transportation and the SEAGO travel reimbursement policy may be on agenda. Randy Heiss thanked everyone for their attendance.

X. ADJOURNMENT

Secretary McLachlan adjourned the meeting at 11:08 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR
DATE: JULY 28, 2022
SUBJECT: NOMINATIONS TO ACOA – GRAHAM COUNTY VACANT SEATS

On July 21, 2022, the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Mrs. Lisa Lane to represent Graham County unincorporated seat and Mr. Bob Rivera to represent the Town of Thatcher on the ACOA.

Ms. Lisa Lane expressed an interest in serving on the ACOA representing the unincorporated seat in Graham County. Ms. Lane has dedicated more than 40 years to volunteering for numerous causes. She is the co-founder of the Gila Valley Veteran Services, served in the Transit Coordination Committee to bring transportation to Graham County, and currently works as the manager of the Arizona@Work job center in Safford. She wishes to be part of the SEAGO-Area Agency on Aging to increase her knowledge of the resources available in Graham County. Lisa firmly believes in giving back to her community and providing them with tools to help them remain active.

Mr. Bob Rivera is a retired former mayor of the Town of Thatcher. As a former mayor, he represented the Town of Thatcher in the SEAGO-Executive Board for more than 15 years. Mr. Rivera has been involved with the Area Agency on Aging for a very long time. He understands the agency's functions and, most importantly, the value it brings to our region. Mr. Rivera volunteers his time as a board member of Graham and Greenlee United Way, board member of the Eastern Arizona Hispanic Heritage Corporation, and Graham County substance abuse coalition. Mr. Rivera wants to be a volunteer on the ACOA to serve the pioneers that went before him and represent the Town of Thatcher.

These nominations were in response to adjustments to the Graham County ACOA membership. Mrs. Royce Hunt, representative for Safford, had not participated in the ACOA for almost a year due to her obligations. Mr. Arnold Lopez offered to take her seat in **Safford** and former Mayor, Bob Rivera was nominated to represent Thatcher. Mr. Rivera is interested in filling the seat of **Thatcher** and awaits the Executive Board decision. Mr. David Morse changed his membership to represent the **Town of Pima**, where he resides. Lisa Lane is now interested in representing **Graham County unincorporated** and also awaits the Executive Board decision.

There are currently two (2) vacant positions in Cochise County – one representing the unincorporated area and one representing Sierra Vista. There are also two (2) positions in Santa Cruz County – one representing the unincorporated area and one representing the Town of Patagonia.

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion recommending approval of Mrs Lisa Lane to represent Graham County unincorporated and Mr. Bob Rivera to represent the Town of Thatcher on the Advisory Council on Aging.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JULY 28, 2022
SUBJECT: PROPOSED UPDATE TO THE SEAGO TRAVEL POLICY

As some of you may have heard, HB 2729 failed in the Senate for lack of a third reading and final vote. As I understand it, the reason the bill was not heard was because the bill's sponsor, Representative Andrea Dalessandro, did not support the budget package proposed by the majority party. Representative Dalessandro is not running for reelection, and as a result, we will need to find a sponsor for similar legislation next year to address the badly outdated State mileage reimbursement rate.

Meanwhile, I'm not content to let the issue lie unaddressed until we are able to convince the Department of Administration or the Legislature to update the State of Arizona Accounting Manual. SEAGO's employees deserve better. We do not own a fleet of vehicles for employees to use, but instead expect our employees to maintain reliable transportation so they can carry out the State's business. There are few employees who never need to travel on SEAGO business, and in many cases employees are required to travel several days per week in order to effectively discharge their duties. For them, travel is neither a privilege, nor an option, but is a mandatory part of their jobs. And these travel requirements are eating away at their wages because the State mileage reimbursement rate of 44 ½ cents per mile does not cover the costs of operation, maintenance, and ultimately, the replacement of their vehicles. Here are a few facts for you to consider:

- Arizona's mileage reimbursement rate was last increased in November 2006 - nearly 16 years ago.
- Arizona's mileage reimbursement rate of 44.5 cents per mile is worth only 28 cents in today's economy.
- The average price of a gallon of gasoline in 2006 was \$2.23. Today the price of a gallon of gas is hovering around \$4.50 per gallon. That's an increase of almost 102%.
- The average cost of a new car in 2006 was \$22,600. Today, the average cost of a new car is almost \$47,100 – an increase of 108%.
- The annualized inflation rate jumped from 8.6% in May to 9.1% in June, the highest level since 1981.
- The Federal government recently increased its mileage reimbursement rate from 58.5 cents to 62.5 cents per mile due to inflation and the rising costs of fuel (see attached IRS bulletin IR-2022-124, June 9, 2022).
- The Tax Cuts and Jobs Act of 2017 suspended itemized deductions for un-reimbursed employee expenses such as business-related travel, so our employees are no longer able to deduct the difference between the State and Federal mileage reimbursement rate on their income taxes.
- Based on the difference between the State and Federal reimbursement rates, in fiscal year 2022, SEAGO employees involuntarily shouldered \$10,696 in unreimbursed costs from the use of their vehicles to operate programs for the State of Arizona.

I could go on, but by now, I'm sure you can understand why I feel it's unfair to expect our employees to continue shouldering unreimbursed travel costs on behalf of the State of Arizona. Strategic Plan Objective B for Central Administration is to "Enhance Employee Services". Tactic 1 is to "Advocate to increase the State mileage reimbursement rate to match the Federal rate." I will continue working diligently to identify a champion to bring forward legislation to enact a long-overdue increase in the State mileage reimbursement rate, but the next session of the Legislature is more than six months distant. So what I would like to propose at this time is an update to SEAGO's travel policy that would give the Executive Director the authority to allow employees to be reimbursed for their mileage above the State rate. The policy update would provide that any time the Federal mileage reimbursement rate is 10 cents or more higher than the State rate, the Executive Director would have the authority to increase SEAGO's mileage reimbursement rate up to the amount of the federal rate (see attached).

In order to perform a fiscal impact analysis, I asked our accounting staff pull travel vouchers for all employees for the entire fiscal year 2022 and record the total miles traveled. Total miles travelled (76,401) were multiplied by the State and Federal mileage reimbursement rates to find the difference (or impact) of increasing the current State rate to match the Federal rate. Assuming travel mileage will be similar in fiscal year 2023, this would result in an impact of \$10,696. I then ran the same calculation with a 10 cent increase to the current State mileage reimbursement rate. This would result in a fiscal impact of \$7,640 in fiscal year 2023 – an amount we believe to be manageable considering our current budget resources (see attached).

We would pay for the proposed increase through unrestricted funds earned by the Area Agency on Aging (MIPPA program), CDBG (contract administration), unobligated Agency Response funds, and if needed, unrestricted fund balance. In addition, any unrestricted funds used on travel reimbursements can be counted as matching funds for our federal pass-through grants.

To summarize, if the Travel Policy update is approved, it is my intention to increase the SEAGO mileage reimbursement rate 10 cents to 54 ½ cents per mile for the remainder of fiscal year 2023. If miles travelled in 2023 are similar to what we experienced in fiscal year 2022, employees would still shoulder approximately \$3,056 of unreimbursed travel costs, but at least their burden will be significantly reduced. In budget planning for the fiscal year 2024, we would update our fiscal analysis to determine if we can afford to further increase the SEAGO rate, or alternatively, determine that we need to reduce the travel reimbursement rate in order to balance the budget.

I'll be happy to answer any questions you may have at our meeting.

Attachments: Proposed Travel Policy Update_8.19.2022; IRS bulletin IR-2022-124, June 9, 2022; Fiscal Impact_Fed v. State_7.15.2022.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed update to the SEAGO Travel Policy to the Executive Board.

10.5 Application and Exceptions

A. Application

Except as provided in paragraph B. below, All authorized SEAGO travel expenses must comply with A.R.S. §38-621 through §38-627, Reimbursement for Expenses, and with the State of Arizona Accounting Manual, Section 5025, Meals and Incidentals, Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, Section 5065, Vendor and Other Non-employee Travel, and Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates, as it currently exists or as it may be amended in the future. The rules relating to travel expenses and the instructions contained therein apply to all, except where other express statutory authority governs. The guidelines set forth below are intended to be consistent with guidelines established and used by the State of Arizona. The guidelines used by SEAGO shall be considered updated as the state guidelines are updated, regardless of whether the written guidelines of this policy manual have been updated.

B. Exceptions

When the Federal mileage reimbursement rate for use of a Privately-Owned Automobile as established by the United States Internal Revenue Service is 10 cents per mile or more than the mileage reimbursement rate set forth in the State of Arizona Accounting Manual, Section 5095, the Executive Director shall have the authority to allow SEAGO employees to be reimbursed at an amount up to the Federal mileage reimbursement rate in effect on the date such travel occurred. Whether or not the Federal mileage reimbursement rate is authorized for SEAGO travel, employees are expected to make every reasonable effort to car pool with their counterparts attending common meetings, trainings, conferences, and other events whenever possible.

10.6 Amount Allowable

Except as provided in Section 10.5 paragraph B. above, The amounts allowable by statute for travel are the maximums that may be claimed. In no event may any claim be for more than actual expenses incurred, or allowed, as set forth. Receipts shall be required as documentation of actual expenses incurred.



IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in Announcement 2022-13 [PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from January 1 through June 30, 2022, taxpayers should use the rates set forth in Notice 2022-03 [PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

Page Last Reviewed or Updated: 13-Jun-2022

FISCAL YEAR 2023 IMPACT OF PROPOSED MILEAGE REIMBURSEMENT RATE

EMPLOYEE	July	August	September	October	November	December	January	February	March	April	May	June	Total	Unreimbursed
														Cost
Aguayo	1,361.20	958.60	1,143.20	971.10	566.80	146.20	132.00	426.30	806.50	1,168.00	1,898.30	2,371.40	11,949.60	1,672.94
Becerra											59.40	279.10	338.50	47.39
Bronson	146.80	203.60	107.80	314.10				160.12	220.00	675.60		624.20	2,452.22	343.31
Centeno			29.40	334.70	282.50	92.40	228.00	1,185.20	1,170.70	171.60	502.90	1,031.00	5,028.40	703.98
Curtiss												177.00	177.00	24.78
DeLaCruz											189.40	273.60	463.00	64.82
Dennis	283.20	602.20	333.90	1,206.20	183.90	428.70			760.90	253.00	261.80	801.00	5,114.80	716.07
Enriquez	232.70	258.90	737.70	280.30	52.30			172.00	318.00	378.60	608.00	390.50	3,429.00	480.06
Gastelum	735.90	1,237.50	251.40	1,623.70	1,329.10	983.40	1,614.00	443.20					8,218.20	1,150.55
Gibbons	103.00	62.30	168.40						60.15				393.85	55.14
Glenn		447.30			261.50			185.90			243.90	138.50	1,277.10	178.79
Hartman		204.50											204.50	28.63
Heiss	356.50	570.90		458.50	275.40	87.60	87.80	604.70	484.20		251.80	167.40	3,344.80	468.27
Martin	442.60	221.00	859.00	567.40	211.00	112.60	255.00	100.60	770.60			708.40	4,248.20	594.75
Merideth		236.00	272.20	367.80	401.40					201.80	283.60	773.10	2,535.90	355.03
Meyers	211.60	20.00		736.00	116.60	348.80	133.30	243.30	676.50			893.00	3,379.10	473.07
Porter		180.20											180.20	25.23
Robles									121.70	36.40		10.05	168.15	23.54
Peterson		174.30		382.50	91.60		58.40	381.50	31.90			103.40	1,223.60	171.30
Schumacher	255.40			39.50			425.70	389.30	392.10	551.18	201.80	273.20	2,528.18	353.95
Vertrees	1,044.00	2,049.80	1,141.40	1,271.70	922.30	880.00	868.80	795.70	958.90	941.60	976.90	1,944.60	13,795.70	1,931.40
Villa	614.10	637.90	406.20	449.10	613.70	585.30		626.20	456.00	547.10	350.00	665.70	5,951.30	833.18
Total	5,787.00	8,065.00	5,450.60	9,002.60	5,308.10	3,665.00	3,803.00	5,332.52	7,577.75	4,956.78	5,827.80	11,625.15	76,401.30	10,696.18

Federal Rate: 0.585
State Rate: 0.445
Difference 0.14

Total miles 76,401.30

Cost @ Federal Rate: \$ 44,694.76
 Cost @ State Rate: \$ 33,998.58
Difference/Impact \$ 10,696.18

Proposed: 0.545
 Cost @ Proposed 41,638.71
 Cost @ State \$ 33,998.58
Difference/Impact \$ 7,640.13



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: JULY 28, 2022
SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-02

In response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title VI Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time this iteration of the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 19th meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated July 18, 2022.

Due to the volume of paper the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan is available for your review or download at any time by clicking the following link:

<http://www.keepandshare.com/doc12/view.php?id=255129&da=y>

I'll be pleased to answer any questions you may have at your meeting.

Attachments: Resolution No. 2022-02

Action Requested: Information Only Action Requested Below

A motion to recommend approval of Resolution No. 2022-02 to the Executive Board.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2022-02

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2022

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

WHEREAS, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

WHEREAS, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

WHEREAS, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region; and

WHEREAS, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby approves the SEAGO Title VI Implementation and Public Participation Plan dated July 18, 2022.

Passed and adopted by the SEAGO Executive Board on this 19th day of August 2022.

Arturo Garino,
Executive Board Chair

Randy Heiss,
Executive Director

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 Dev.
Transportation**

1403 W. Hwy 92
Bisbee, AZ 85603
520-432-5301
520-432-5858 Fax

Area Agency on Aging Office

1403 B Hwy 92
Bisbee, AZ 85603
520-432-2528
520-432-9168 Fax

www.seago.org



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: JULY 28, 2022
SUBJECT: LOCAL TECHNICAL ASSISTANCE PROGRAM AGREEMENT

SEAGO annually programs \$10,000 in STP funding to The Arizona Local Technical Assistance Program (AZ LTAP). The \$10,000 covers the membership costs for all of our member agencies. The membership covers access to training for 100 employees annually. If we did not fund the program, the cost to each agency would be \$100 per transportation employee. An agency with 12 employees dedicated to transportation would pay \$1,200 per year to be a member of LTAP. As a member we have access to the following services:

- No fee access to any LTAP training provided at any location in the State.
- The ability to request localized on-demand training for any course offered by AZ LTAP.
- No fee access to their equipment loan program (retroreflectometer and turning movement counters).
- No-fee access to their technical assistance program. Upon request, LTAP will provide a subject matter expert to assist local agencies with road construction, maintenance, and administrative issues.
- Participation in their certificate programs: LTAP offers three certificate programs:

Level I Road Scholar: Training courses are targeted for entry-level transportation employees, or those with no or limited experience (i.e., up to five-years of experience in the transportation field).

Level II Road Scholar: Training courses are targeted for employees working within transportation industry, motivated to advance their knowledge, skills and abilities to excel their career. Level II training is in the beginning supervisory level and management course work. (Up to 10 years field experience).

Level III Road Scholar

Aimed at employees working in supervisory level and management positions (traditionally

up to 15 years or more of experience).

The attached Agreement documents and clarifies SEAGO's and AZ LTAP's responsibilities under the program. I will be glad to answer any questions you may have concerning the Agreement at our meeting.

Attachments: SEAGO/State of Arizona AZ LTAP Training Agreement

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the FY22-26 SEAGO/State of Arizona AZ LTAP Training Agreement to the Executive Board.

ADOT CAR No.: 21-0008414-I
AG Contract No.: P001 2022 000153
Project Location/Name: AZ LTAP
Type of Work: Training Resources
ADOT Project No.: RLTA
TIP/STIP No.:
Budget Source: FHWA

AGREEMENT

BETWEEN
THE STATE OF ARIZONA
AND
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

THIS AGREEMENT (“Agreement”) is entered into this date _____, pursuant to the Arizona Revised Statutes (“A.R.S.”) § 28-334 and A.R.S. § 28-367, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the “State” or “ADOT”) and the SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION (SEAGO), acting by and through its BOARD OF DIRECTORS and SEAGO MEMBER AGENCIES (the “SEAGO”). The State and the SEAGO are each individually referred to as a “Party” and are collectively referred to as the “Parties.”

I. RECITALS

1. The State is empowered by A.R.S. § 28-334 and A.R.S. § 28-367 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The SEAGO is empowered by its Articles of Incorporation, Arizona Revised Statutes 11-952 and 23 C.F.R. § 450.104 to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the SEAGO.
3. The Arizona Local Technical Assistance Program (AZ LTAP) helps local agencies use existing resources more efficiently and to cope with transportation problems by increasing their expertise through technical and management materials, training and assistance. The AZ LTAP brings together governmental, academic and private resources and information to ensure a safe, effective and efficient transportation system in the state of Arizona. The AZ LTAP delivers new concepts and ideas, training, technical assistance and disseminates research results and new technologies for both transportation providers and users. The AZ LTAP is paving the way as a leader in transportation information exchange.
4. Many local agencies within Arizona are contributing members of AZ LTAP based on funding provided through their Associations of Government or other planning organizations. The SEAGO will contribute \$10,000.00/fiscal year (FY) of federal-aid to cover the membership costs of 100 transportation employees who participate in AZ LTAP from FY 2022 through FY 2026 (the “Project”).

THEREFORE, the Recitals set forth above are incorporated into this Agreement and in consideration of the mutual terms expressed herein, it is agreed as follows:

II. SCOPE OF WORK

1. The Parties agree:
 - a. After this Agreement is executed, the SEAGO will contribute SEAGO federal-aid in the amount of \$10,000.00 for the Project, per FY from FY 2022 through FY 2026.
 - b. The State will accept the SEAGO contribution of \$10,000.00 for the Project.
 - c. The SEAGO will provide contact information for transportation employees and request desired courses.
 - d. The State will send training notices, FHWA and industry bulletins and other up-to-date transportation information to the transportation employees provided by the SEAGO.

III. MISCELLANEOUS PROVISIONS

1. Effective Date. This Agreement shall become effective upon signing and dating of all Parties.
2. Duration. The terms, conditions and provisions of this Agreement shall remain in full force and effect for five years after signing.
3. Cancellation. This Agreement may be cancelled at any time up to 30 days before the federal-aid funds are collected, so long as the cancelling Party provides at least 30 days' prior written notice to the other Party. It is understood and agreed that, in the event the SEAGO terminates this Agreement, the State shall in no way be obligated to complete or maintain the Project.
4. Indemnification. The SEAGO shall indemnify, defend, and hold harmless the State, any of its departments, agencies, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the SEAGO, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The SEAGO's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the SEAGO which may be legally imputed to the State by virtue of the State's ownership or possession of land. The SEAGO's obligations under this paragraph shall survive the termination of this Agreement.

5. Title VI. The SEAGO acknowledges and will comply with Title VI of the Civil Rights Act Of 1964.
6. Governing Law. This Agreement shall be governed by and construed in accordance with Arizona laws.
7. Conflicts of Interest. This Agreement may be cancelled in accordance with A.R.S. § 38-511.
8. Inspection and Audit. The SEAGO shall retain all books, accounts, reports, files and other records relating to this Agreement which shall be subject at all reasonable times to inspection and audit by the State for five years after completion of the Project. Such records shall be produced by the SEAGO, electronically or at the State office as set forth in this Agreement, at the request of ADOT.
9. Non-Discrimination. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated by reference regarding “Non-Discrimination.”
10. Non-Availability of Funds. Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.
11. Arbitration. In the event of any controversy, which may arise out of this Agreement, the Parties agree to abide by arbitration as is set forth for public works contracts if required by A.R.S. § 12-1518.
12. E-Verify. The Parties shall comply with the applicable requirements of A.R.S. § 41-4401.
13. Anti-Israel Boycott Act. The Parties shall certify that all contractors comply with the applicable requirements of A.R.S. §35-393.01.
14. Other Applicable Laws. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.

15. Notices. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered electronically, in person, or sent by mail, addressed as follows:

For Agreement Administration:

Arizona Department of Transportation
Joint Project Agreement Group
205 S. 17th Avenue, Mail Drop 637E
Phoenix, AZ 85007
JPABranch@azdot.gov

SouthEastern Arizona Governments Organization
Attn: Randy Heiss
Executive Director
1403 W Hwy 92
Bisbee, AZ 85603
520.432.5301
rheiss@seago.org

For Financial Administration:

Arizona Department of Transportation
Attn: Rebecca Mayher, AZ LTAP &
Operations Program Manager
1130 N 22nd Avenue, Mail Drop 069R
Phoenix, AZ 85009
602.712.4252
rmayher@azdot.gov

SouthEastern Arizona Governments Organization
Attn: Dina Kukulya-Curtiss
Accounting Manager
1403 W Hwy 92
Bisbee, AZ 85603
520.432.5301
dcurtiss@seago.org

16. Revisions of Contacts. Any revisions to the names and addresses above may be updated administratively by either Party and shall be in writing.

Remainder of this page intentionally left blank.

(Signatures on the next page)

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective upon the signing and dating of all Parties.

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

By _____ Date _____
RANDY HEISS
Executive Director

ATTEST:

By _____ Date _____
DINA KUKULYA-CURTISS
Accounting Manager

I have reviewed the above referenced Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION, an Agreement among public agencies which, has been reviewed pursuant to the Articles of Incorporation, Arizona Revised Statutes 11-952 and 23 C.F.R. § 450.104, and declare this Agreement to be in proper form and within the powers and authority granted to the SEAGO under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement. Approved as to Form:

By _____ Date _____
SEAGO Attorney

ARIZONA DEPARTMENT OF TRANSPORTATION

By _____ Date _____

STEVE BOSCHEN, PE

Division Director, Infrastructure Delivery and Operations Division



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: STEPHEN PETERSON, ECONOMIC DEVELOPMENT PROGRAM MANAGER
DATE: JULY 28, 2022
SUBJECT: RESOLUTION NO. 2022-03

Attached for your consideration is SEAGO Resolution No. 2022-03. This Resolution is for an adjustment to the cash match provided by SEAGO for an Economic Development Administration (EDA) partnership planning and local technical assistance grant to develop a regional broadband expansion master plan covering the four counties within SEAGO. SEAGO has received award notification in the amount of \$197,144 in federal funding and requesting a Non-Federal match totaling \$131,429.33 consisting of \$78,047.80 from in-kind contributions (as described below) and \$53,381.53 in cash.

The Regional Broadband Plan will prepare SEAGO and its participating community stakeholders for the next phase of strategic broadband internet expansion – a regional broadband network engineering and design plan. The first phase, which the application of this technical assistance grant is for, will include a final report to illustrate additional funding sources, functional public and private partnerships for the implementation of broadband infrastructure, and an engineering and design cost analysis – all requirements for the second phase of the broadband expansion project management process, supporting the expansion of high speed internet for the region.

Cochise County's commitment to a partnership with SEAGO, as well as the other regional stakeholders' continual participation, as demonstrated by signed MOUs or letters of commitment, are clear signs that broadband internet is a necessary component for improving the quality of life for local residents. We'd like to be able to continue providing this level of support and leadership for the other counties of the SEAGO region.

The Resolution commits up to \$53,381.53 to allow SEAGO EDD to meet the subject grant's matching requirements. This amount is an increase from previous Resolution No. 2021-05 due to two constraints emergent from the time of the original resolution and the current one. At EDA's request, SEAGO has reduced an in-kind match participant's hourly salary, which significantly reduced the total in-kind match secured for the grant. Second, one of the in-kind match participants bowed out, further reducing the total in-kind match to \$78,047.80. The in-kind match is funded through commitments of staff time and program deliverables from Cochise County, Arizona Regional Economic Development Foundation, City of Sierra Vista, Northern Arizona University, Greenlee County, and SEAGO.

The requested cash match in Resolution 2022-03 is represented in the table below, and would go toward Travel, Supplies, and Contractual. The amounts for Personnel and Fringe in the Non-Federal column comprise the in-kind match from our partners:

	<u>Federal</u>	<u>Non-Federal</u>	<u>Total</u>
Personnel	\$38,102.40	\$62,176.41	\$100,278.81
Fringe Benefits	\$14,303.52	\$15,871.39	\$30,174.91
Travel	\$4,320.00	\$1,360.00	\$5,680.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$11,923.20	\$9,876.80	\$21,800.00
Contractual	\$125,384.48	\$42,144.73	\$167,529.21
Other	\$0.00	\$0.00	\$0.00
Total Direct	\$194,033.60	\$131,429.33	\$325,462.93
Indirect	\$3,110.40	\$0.00	\$3,110.40
Total	\$197,144.00	\$131,429.33	\$328,573.33

SEAGO has been an aggressive advocate on the importance of broadband internet for rural southeastern Arizona. Lack of broadband to homes and commercial locations is a significant barrier to industry sector migration and expansion in the area, students' ability to cope with the technology requirements of modern schooling, and the aging population being able to stay connected to friends, family and care providers. An investment like this towards critical infrastructure planning has and will continue to contribute to SEAGO being a leader in supporting a resilient southeastern Arizona economy.

Attachment: Resolution No. 2022-03

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of Resolution 2022–03 committing a cash match of up to \$53,381.53 for an EDA Partnership Planning and Local Technical Assistance Grant, and authorizing the Executive Director to execute all documents for the receipt and use of the grant funds.



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 Dev. Transportation

1403 W. Hwy 92
Bisbee, AZ 85603
520-432-5301
520-432-5858 Fax

Area Agency on Aging Office

1403 B Hwy 92
Bisbee, AZ 85603
520-432-5301
520-432-9168 Fax

www.seago.org

RESOLUTION NO. 2022-03

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION REAFFIRMING THE SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2022 PARTNERSHIP PLANNING AND LOCAL TECHNICAL ASSISTANCE GRANT FUNDS FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION AND AUTHORIZING MATCHING FUNDS

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, SEAGO is desirous of continuing and expanding activities to advance the economic development of these four counties; and

WHEREAS, the COVID-19 pandemic has highlighted the need for broadband expansion in the region; the economic shock waves of the pandemic have caused a re-orientation for many industry sectors to allow for remote work and for students of all ages to perform classwork and/or pursue their educational goals; and

WHEREAS, SEAGO, in partnership with the Economic Policy Institute at Northern Arizona University and Arizona Commerce Authority, have performed extensive research and have determined the broadband capacity in the rural parts of the SEAGO region is insufficient to stimulate economic growth and provide resiliency in the event of future pandemic disasters; and

WHEREAS, on August 20, 2021 the Executive Board authorized SEAGO's application to the Economic Development Administration's (EDA) FY 2022 partnership planning and local technical assistance grant program to improve regional economic development capacity and resiliency by developing a regional broadband expansion master plan covering the four counties within the SEAGO region; and

WHEREAS, the Regional Broadband Plan will improve SEAGO's ability to accurately assess the local digital divide and wealth gaps within regional urban and rural communities and develop actionable insights to close them; and

WHEREAS, said Regional Broadband Plan will prepare SEAGO and its community broadband stakeholders for the next phase of strategic broadband expansion – a regional broadband middle-mile network engineering and design plan; and

WHEREAS, EDA has since awarded said technical assistance grant in the amount of \$197,144; and

WHEREAS, said EDA award requires 40% matching contribution equaling \$131,429.33 from a combination of cash and in-kind resources; and

WHEREAS, in-kind resources pledged by regional broadband stakeholders are expected to be \$78,047.80 and a cash contribution of \$53,381.53 is necessary to meet said grant's matching requirements.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby reaffirms its support for SEAGO's application to the U.S. Department of Commerce, EDA for a Fiscal Year 2022 planning and local technical assistance grant and authorizes the acceptance of EDA's award in the amount of \$197,144; and

THAT, up to \$78,047.80 is hereby committed to assure that SEAGO meets the in-kind matching requirement for the EDA grant, funded through an in-kind match of staff time and program deliverables paid by community broadband stakeholders; and

THAT, up to \$53,381.53 is hereby committed to assure that SEAGO meets the cash matching requirement for the EDA grant, and these matching funds will be committed, available as needed, and not conditioned or encumbered in any way that will preclude their use; and

THAT, the SEAGO Executive Director is hereby authorized to sign and execute all agreements, contracts, or documents for the receipt and use of the EDA grant funds.

Passed and adopted by the SEAGO Executive Board on this 19th day of August, 2022.

Arturo Garino,
Executive Board Chair

Randy Heiss,
Executive Director



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JULY 28, 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
November 3, 2022	November 18, 2022 – Santa Cruz County
February 9, 2023*	February 24, 2023 - Cochise County*
May 4, 2023	May 19, 2023 - Graham County
August 3, 2023	August 18, 2023 - Greenlee County

*Moved to avoid possible conflict with the ACMA Winter Conference.

Also, please find the tentative schedule for our combined telephonic Administrative and Executive Committee meetings in the upcoming 12 months below:

Combined Administrative and Executive Committee Meetings (telephonic)
September 29, 2022 – 9:00 a.m.
December 1, 2022 – 9:00 a.m.
March 30, 2023 – 9:00 a.m.
June 1, 2023 – 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: JULY 28, 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. As you know, we normally convene a retreat every two years to review progress made and update our Strategic Plan. However, at our November 2021 meeting, there was consensus to defer this year's strategic planning retreat 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 holding an all-staff retreat to brainstorm ideas for improved objectives and tactics that may be used to accomplish our two 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 held our staff retreat on June 17, 2022 as scheduled. Melanie Greene did a stellar job serving as our facilitator and has prepared the attached report of the strategic priorities and an internal chart of objectives, tactics and activities for the review of the Administrative Council and Executive Board. While the chart of objectives is still in draft form, we hope that you will take some time to review it between now and our November meetings where we present a more refined version and seek your feedback as we move toward our February 2023 retreat.

And finally, as I did in May, instead of preparing a comprehensive progress report on the implementation of all of our strategic plan goals, I will instead focus on only two objectives and tactics pertaining to Central Administration in this quarter's report:

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 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)

Representative Andrea Dalessandro, sponsored HB 2729 that would allow COGs and MPOs performing business on behalf of the State of Arizona under contracts with ADOT to be reimbursed at the federal travel rates for meals, incidentals, lodging and mileage. As you now know, the bill failed for a lack of a third reading and final vote on the Senate floor. After the November election we will seek a new champion for a bill that allows State vendors performing business under contracts with the State that are funded with federal pass-through dollars to be reimbursed at the federal travel rates instead of the badly outdated rates in the State of Arizona Accounting Manual Section 5095.

Objective C: Secure Adequate, Affordable, Long-Term Facilities for the Area Agency on Aging (By 7/1/2022)

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, reassembled, and all improvements to the building have been completed. The final inspection was completed by the City of Bisbee on April 27th and we finished moving staff into their new workspace the week of May 16th. We met with the City of Bisbee to turn in our keys and perform a final walk-through of the former AAA offices on June 6th. We truly appreciate the City hosting the SEAGO AAA as a tenant for the past fifteen years and thank them for everything they were able to do in response to our facility needs.

At this time, the only outstanding item is to pave the parking area to meet City of Bisbee code requirements. Once that item is completed, we anticipate that a Certificate of Occupancy will be issued by the City of Bisbee. Since the paving will be completed with funding from our fund balance, we hope to wait until the cost of asphalt normalizes before proceeding. Meanwhile, we consider this Tactic substantially complete and at this time, we are inviting you to an open house to be held in conjunction with the August 19th Executive Board meeting (see flyer in the AAA update included in your packet).

Attachments: Staff Strategic Priorities Report 07.2022_final; DRAFT SEAGO staff Strategic Plan Objectives 2022_ALL_7.26.2022

Action Requested: Information Only Action Requested Below:

STAFF STRATEGIC PRIORITIES REPORT – July 2022

Introduction

On June 17, 2022, the Executive Director, and staff of SEAGO met at the [Amerind Museum](#) meeting and research facility for a full-day strategic priorities session. The goal of this session was three-fold:

1. Broaden the knowledge, understanding, and interest among all staff in the larger organizational structure and departmental missions;
2. Integrate and engage all staff in defining departmental objectives and priorities for the coming two years; and
3. Prepare an internal chart of objectives, priorities, and schedules for departmental efforts over the next two years that can be useful to the Administrative Council and Executive Board members in developing an update to the SEAGO Strategic Plan in February 2023.

Attending the event were all SEAGO staff representing each program department along with executive and administrative staff. The meeting was facilitated by Melanie Greene, a professional consultant to non-profit organizations as a planner and resource developer. Ms. Greene also facilitated the Strategic Planning session for the Administrative Council and Executive Board in February 2020 and is slated to facilitate the February 2023 update. All participants remained throughout the day, and most were highly engaged throughout the process.

Attendees

AAA – 8 employees, Laura, Liz, Elsa, Brenda, Shi, Karen, Cynthia, and Carrie;

Transportation – 3 employees, Chris, Jessica, and John;

Community Development – 3 employees, Keith, Susan, and Marisa

Economic Development – 1 employee, Stephen

Administration – 4 employees, Randy, Dina, Diane, and Heather

Total employees present – 19

Agenda

Because departments have, historically, had few opportunities to work together and to get to know other SEAGO staff members, the agenda was designed to broaden the knowledge and interest among staff members in each of the SEAGO departments. To that end, the agenda included activities and exercises that would promote cross-department collaboration and engagement.

The day was broken up into three major foci:

1. Understanding personal dynamics and strengths among staff regardless of position or department.

2. Utilizing strengths across the organization in formulating departmental priorities
3. Finalizing strategic priorities within departments

Departments initially segregated with their staff members to quickly identify primary objectives, challenges, or projects for the upcoming year or two along with barriers, resources needed, and opportunities for partnerships.

After an exercise to self-identify their appointed role in their professional position and their preferred role in their personal life, they were asked to make selections for both personal and professional roles using a travel metaphor.

Visionary – Idea Person – This person is the big picture person. Sees an issue, a problem, an opportunity, and has a pioneering idea or question that needs an answer. Travel metaphor: Determines the destination.

Planner – This person can take any vision and quickly see the path to solving the problem or addressing the issue. Travel metaphor: Maps the route, stops, and best restaurants

Operator – Worker bee – This person gets the job done. They make the vision and plan a reality. Travel metaphor: Driver

Cross-over – This person is not content to be or do one thing and has some skill and capacity to cross between responsibilities in any given program or project. Travel metaphor: navigator, mechanic, back-up driver,

They then worked as a department in an exercise to construct a tower using spaghetti, marshmallows, string, and tape; evaluating their role selection and monitoring how they worked as a departmental team.

After the exercise, they broke into teams unrelated to their departments with an emphasis on selecting people so that the team was well-rounded based on self-selected roles and strengths. As a team, each was assigned a departmental list of objectives (established earlier) to review, comment on (in terms of completeness, tactics, resources, etc.) and to make suggestions on other constructive ways to pursue the organization's common goal.

They were asked to answer the following questions:

1. Based on what you know of this department, might there be any additional goals/projects/challenges not currently listed? You can base this on what you think you know, what you have heard, public perception, personal impact.
2. Are there other potential barriers and/or opportunities that are not listed for these goals?
3. List any additional resources, partners, stakeholders, possible tactics, and solutions, you can offer. Consider how they can be planned and implemented. What are the perspectives from all the team members? Is this plannable? Does the Operator see any problems in carrying out the plan? What does the Cross-over person think?
4. If someone on your team is from this department, determine if your ideas seem feasible. If not, why not? What are some other feasible ideas that might be workable in achieving the listed goals?

After a lunch break, departments reconvened to review the notes left by the review team, discuss how the department staff might reframe their objectives, strategies, barriers, opportunities, resources, partners and stakeholders, and timeframe for completion of strategies.

Each department was asked to finalize their strategies in an excel spreadsheet that would be commonly used (attached) to describe their priorities for the coming two years and would serve as a discussion point for the Administrative Council and Executive Board of SEAGO.

Each department reported out on its conclusions and discussed insights into the process and outcomes.

Summary

The staff worked diligently and successfully in determining and then finalizing their strategic priorities for the coming two years.

Comments worthy of sharing include:

“It is okay to state your limits and offer your strengths to the team.”

“Departments with cross-training are better able to flex between roles.”

“Most staff members listed different roles from a personal perspective than from an employee perspective.”

“Planning helps.” (a response to the spaghetti tower exercise)

“Trust and collaboration among team members is essential.”

“Acknowledging strengths and skills helps move the process forward.”

“Having input from outsiders (not our department) can be useful.”

“Resources are limited. What is going on to increase them?”

“Need more opportunities to engage across departments/programming.”

“My staff is smart!”

“We can’t do this alone. We must work as a team within the organization.”

“There are personnel resources within SEAGO that are untapped.”

“We learned a lot about other departments.”

“Improved service in HR will help coalesce staff – things like onboarding and orientation.”

Overall, the process met the intended goals and provides the Administrative Council and Executive Board of Directors with informed and carefully crafted objectives for consideration in developing the 2023 – 2028 Strategic Plan for SEAGO. It also introduced departments and their missions to one another or created a greater understanding of what each department does and how it functions. Finally, it created an interest in determining how collaborations may develop between departments and how, as an organizational team, it can best serve SEAGO’s member entities and stakeholders.

TRANSPORTATION

Objective 1: Expand and Complete the SEAGO Regional Road Pavement Assessment Project

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 1 Year	Within 18 Months	Within 2 Years	Ongoing	Required Resources
1. Advertise, select and hire a technical assistant	Develop job description, hire staff	SEAGO Member agencies	X						Advertising
2. Data Collection Plan	Develop assessment	SEAGO Member agencies	X						None
3. Training (internal/external)	Train internal and external data collectors; enroll users in contractor training portal; train on data export	SEAGO Member agencies; ADOT; software vendor						X	Software vendor
4. Reporting	Coordinate data collection w/TAC	SEAGO TAC						X	Software vendor
5. Traffic counting	Incorporate traffic counting program to support road assessment	SEAGO TAC; ADOT sub-contractor						X	Counting equipment/software
6. Safety identification	Identify unsafe roadways and support with crash data; Identify safety projects on local road networks	SEAGO TAC; ADOT						X	ADOT Crash data
7. Data Collection	Identify TAC priorities; collect a minimum of 167 miles/mo.	SEAGO TAC						X	Fixed and mobile broadband internet
8. Project report to ADOT	Develop an ADOT reporting template; Review project for successes, challenges and gaps.	ADOT					X		None

Objective 2: Expand public transportation service in Santa Cruz County

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Develop public participation plan	Host 2 public info. meetings; develop project TAC; host quarterly TAC mtgs	Area Agency on Aging; ADOT; Santa Cruz County; City of Nogales; Patagonia Senior Center; Santa Cruz Training Program; Valley Assist; South 32, Private transportation providers; Santa Cruz County Chamber of Commerce; Business Community; Health & Social Service Agencies		X					AAA Staff/funding
2. Data collection surveys	Develop survey instrument (English/Spanish); conduct survey outreach			X					Existing transportation programs
3. Transit needs report	Utilize survey data and demographic data to develop a transit needs report				X				Ridership/service data
4. Apply for ADOT Transit Planning funds	Identify funding sources					X			ADOT
5. Secure planning funds	Apply for funding grants					X			County; MAG Demo data
6. Identify partner agencies	Identify potential transit partners; Identify preferred provider		X						
7. Conduct feasibility study	Develop study scope of work; conduct feasibility study; conduct public meetings to present feasibility study results							X	TRCP Planning tools; phone data providers; software for electronic service
8. Develop implementation plan	Finalize and submit to ADOT								X

TRANSPORTATION (continued)									
Objective 3: Analyze current business processes to integrate new technology to streamline data collection and reporting									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Identify transportation processes that can be digitized	data output; AAA monitoring	Area Agency on Aging; SEAGO TAC; SEAGO Member Agencies; ADOT; Software vendors		X					Existing collection tools
2. Prioritize those processes	Listing of digital priorities					X			Identify those that will be digitized
3. Create digital templates	Eliminate and identify duplication					X			Equipment and software
4. Implement collection portals	Secure necessary software and storage subscriptions							X	Hot spots; software subscriptions; staff

COMMUNITY & ECONOMIC DEVELOPMENT

Objective 1: Create a responsive Housing program that includes home ownership support services, housing rehabilitation, and new construction

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Build relationships with Federal, State, and Local agencies, Developers, Non-Profits, and SEAGO Departments	Meet with 5 potential partners	USDA, ADOH, La Frontera, Habitat for Humanity, Tierra Del Sol, NALCAB, RCAC, CPLC, Member Entities				X		X	Zoom; Phones; Travel; Marketing Outreach Materials
2. Evaluate other COGs' Rural Housing Programs in CA, AZ, and NM	Internal SEAGO writeup of best practices and possible challenges of Councils of Government Housing Programs	COGS	X						See above
3. Apply for OOHR with CDBG Funds	Letter of Award	SEAGO Member Entities & ADOH						X	SEAGO CDBG Staff Time; Possible Matching fund contribution
4. Re-establish SEAGO as a Community Housing Development Organization (CHDO)	ADOH Certification	Partners and stakeholders from SEAGO region						X	SEAGO CD Staff time; recruitment and professional development

Objective 2: Maintain and Expand SEAGO's Regional Leadership in Continuum of Care Efforts

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Establish/Charter a CoC for Graham/Greenlee Counties	Local Governance Charter and Coordinated Entry Procedures in place	Community Partners Inc., AZ Complete Health, Mt. Graham Safe House, SEABHS, local governments and law enforcement		X					SEAGO staff time, outreach and existing relationships with partners and stakeholders
2. Lead the Point In Time Count region-wide.	10% increase in PIT Count survey response rate over 2022	Regional CoC Partners		X			X		See above, plus use of CoC funds for incentives for survey respondents
3. Collaborate with Partners on grants to help end homelessness	Letter of Award	Regional CoC Partners				X	X	X	See above.

COMMUNITY & ECONOMIC DEVELOPMENT (continued)									
Objective 3: Expand Broadband Infrastructure & Digital Navigator Services									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Leverage awarded Technical Assistance Grant to support regional broadband expansion efforts	Complete grant workplan, use entire \$300K award	ACA; NDIA; NTIA; Member Entities; COGS; AAA; Transportation					X		Broadband Coalition; Outreach Materials;
Get approval by Board to establish code									
2. Implement ACP Pilot Program Delivery at Designated Libraries	Complete 5 campaigns at 5 different Library Locations; At least 1 Library in each of the 4 SEAGO Counties	Public Libraries; Connect-Arizona; NDIA; AAA; Transportation				X			Marketing Campaign Strategy; Campaign Tracking Process; Staff support
Objective 4: Maximize existing funding sources and tap into potential funding sources, e.g.: Colonias, Brownsfield, HOME and State Housing Trust Funds									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Support member entities in competing for State special projects and Colonias CDBG Grant Applications	Letter of Award	Member Entities, ADOH				X		X	SEAGO Staff Time; Outreach to member entities
2. Apply for Re-development/Brownfields Grant	Letter of Award	EPA, procured consultant, Member Entities				X			SEAGO Staff Time; Outreach to EPA, member entities; successful award and consultant procurement
3. Pursue additional funding source (e.g. DOE, HOME, SHTF, RCB)	Receive successful award and or formal partnership	(Will vary depending upon funds sought)						X	SEAGO Staff Time; Outreach to partners and funders
Objective 5: Create a business development service delivered by SEAGO to serve regional businesses									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Distribute a functional budget, CEDS alignment, Time study, and plan of execution associated with an enterprising model proposal to SEAGO staff to receive buy-in	1 Draft Budget & Proposal; 1 Complete Budget & Proposal assimilated from SEAGO staff input	SEAGO Staff; Executive Board	X						Pull a recent budget and model the format
2. Provide workshops that introduce the concepts that drive business value	Develop 1 Stellar VBS Introduction; 1 Business Owner Package	Innovation Center; SBDC; Chambers of Commerce; Realtors; Economic Development Managers	X						Completed Slide Deck and Printed Resource Packages
3. Develop strategic partnerships with organizations with an audience that could benefit from Enterprising Services	1 Strategic Partnership Package	Accountants; Lawyers; Tax Advisors; Financial Professionals;		X					Template MOU for Strategic Partners; Printed Materials
4. Successfully sell Enterprising services to prospective clients	Sell \$10,000 worth of Enterprise services to Regional Business Owners	SEAGO Staff; Strategic Partners; NPO Legal Council				X			Template Terms of Service Agreement

COMMUNITY & ECONOMIC DEVELOPMENT (continued)									
Objective 6: Support regional entrepreneurship and workforce incubation programs									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Create an Incubator Coalition with regional organizations currently working to build incubators	Develop a Coalition Engine that includes Campaign Management, Project Management, Hosting Meetings/Workshops stations	Atelier Tomorrow; Northern Computing; AREDF;	X						Zoom; SEAGO Staff Time
2. Facilitate concept and grant development through the Coalition	Bring in 10 members		X						Zoom; SEAGO Staff Time
3. Apply for an Incubator grant	Target 1 incubator grant that has had 3 additional inputs from other departments	Atelier Tomorrow; Northern Computing; AREDF;				X			Board Approval
4. Identify funding source(s) to procure Bi-National Workforce Program study	Procure consultant to deliver on Scope of Work	AREDF; SEAGO; EDA; Hispanic Chamber of Commerce				X			Board Approval; MOU/IGA of core coalition members
Objective 7: Support regional industry expansion efforts into the Future 8 Industries									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Support Industry expansion efforts which enhance regional economic productivity	Coordinate with EAC and other economic development practitioners to elevate industry-specific projects into the 2023 CEDS update	Regional Community and Economic Development Practitioners		X					Zoom; SEAGO Staff Time
2. Facilitate the development of industry-specific briefings that pertain to developmental projects EAC and other ED practitioners are engaged in	1 Energy Efficiency Briefing; 1 Water Infrastructure Briefing; 1 Business Climate Briefing	Regional Community and Economic Development Practitioners					X		Zoom; SEAGO Staff Time
3. Investigate resource and capacity requirements for regionally-ranked Water Infrastructure projects	Follow research and analyses processes to isolate problems, stakeholders, and necessary resources, along with milestones to hit	Environmental Engineers						X	Zoom; SEAGO Staff Time
ADMINISTRATION									
Objective 1: Executive Director Leadership (Preserve institutional knowledge, trust & commitment to excellence)									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Meet with Executive Board/Committee a) Create Pros/Cons matrix b) Schedule Meeting(s) c) Receive direction from Board	Meeting of Executive Board/Committee held	Executive Board/Member Entities				X			Meeting space, Commitments from Board members (quorum), Human assets, money
2. Continue documentation of Administrative tasks/duties a) Parse out essential, trainable, delegable, outsourceable b) Execute Plan	Chart of tasks/duties identifying essential, trainable, delegable, outsourceable	Departments Vendors					X		Time, Video Documentation, Money for outsourcing
3. Begin recruitment a) Update job description/posting b) Schedule interviews with internal/external candidates	Job Description, advertisements, candidate hired	Media, Board/Member entities					X		Media, Recruiters (if external), money, human assets

ADMINISTRATION (continued)									
Objective 2: Enhance financial services to our programs									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Timely (monthly), accurate & understandable financial reports	Managers interviewed, staff trained on duties, delegation of duties to finance staff, accurate reports generated on time	Staff, External CPA, Abila tech support				X			Staff, time, training manuals/materials, CPA expertise
2. Upgrade financial reporting software	Research most beneficial modules, additional modules activated	Abila tech support, IT staff, External CPA					X		Crystal reports, Excel, Tech support, Human assets
3. Develop strategies to keep billing current and on-time	Managers interviewed, Billing out by 15th for previous month	Staff, program managers, funding sources				X			Program Managers, ADOT ADES/DAAS, Providers
4. Procure external CPA services	Scope of work, Published RFP, Review qualifications, CPA engagement document	Colby & Powell (auditors), Staff, Media		X					Colby & Powell, time, media, money
Objective 3: Improve operational efficiencies									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Maintain/improve employee morale through continuing education and training: a) Formal post-secondary education (CPA, Fund Accounting, MPA) b) Leadership training c) Time management training d) Personnel management/Supervisory training	Degrees and certifications earned, informal training delivered, time use efficiently, improved productivity, improved personnel management practices	Staff, Universities, Program Managers, Professional Development organizations.						X	Time, Money, Family support (caregivers)
2. HR Enhancements a) Improved on-boarding b) Improved evaluation tools c) Employee recognition d) Exit interviews	On-boarding protocols, evaluation tools, exit data collected, employee satisfaction tool	HR/professional development organizations, staff						X	Time, money, training materials
3. IT Enhancements a) Paperless b) Troubleshooting checklist c) Dedicated IT person d) Online Software: Office 364, Splashtop, DocuSign	Checklist created, IT person hired, online software purchased, paperless protocols in place	TechSoup, Member entity IT partnership						X	TechSoup, Staff time, Member entity staff, money

AREA AGENCY ON AGING

Objective 1: Expand Awareness with Education & Information Outreach

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 1 Year	Within 18 Months	Within 2 Years	Ongoing	Required Resources
1. Identify & expand partnerships	Increase the # of units reported to DES DAAS by 25%	Senior living communities, Senior centers, Library network, Healthcare providers/ doctor's offices, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks					X		ACL, ADHS, ADES, USAging, Partners social & marketing reach, Brochures/ Flyers/ Pamphlets/ Social media
2. Participate in community events	Show uptick in community presentations by adding 4 new locations in each service area: Cochise, Santa Cruz, Graham & Greenlee	Senior living communities, Senior centers, Library network, Healthcare providers/ doctor's offices, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks					X		ACL, ADHS, ADES, USAging, Partners social & marketing reach, Brochures/ Flyers/ Pamphlets/ Social media
3. Enhance marketing	A boost in overall referrals by 20%	Senior living communities, Senior centers, Library network, Healthcare providers/ doctor's offices, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks					X		ACL, ADHS, ADES, USAging, Partners social & marketing reach, Brochures/ Flyers/ Pamphlets/ Social media

Objective 2: Education

Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. Join task forces, committees, coalitions & community groups. Participate in public education and awareness with community partners, Care transitions, Organizational sharing, Staff education	Expand Chronic Disease Self-Management Program in service community by offering 3 workshops in Cochise, Santa Cruz, Graham & Greenlee	Senior living communities, Senior centers, Library network, Healthcare providers/ doctor's offices, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks						X	ACL, ADHS, ADES, USAging, Community partners, Webinars, conferences, online certified educational tools
2. Participate in public education and awareness with community partners	A boost in overall referrals by 20%							X	ACL, ADHS, ADES, USAging, Webinars, conferences, online certified educational tools
3. Care transitions	Increase the # of units reported to DES DAAS by 25%							X	ACL, ADHS, ADES, USAging, Community partners, Webinars, conferences
4. Organizational sharing, Staff education	Staff education - 12 CEU's (to include mental health, state requirements & health equity							X	ACL, ADHS, ADES, USAging, Community partners, Webinars, conferences

AREA AGENCY ON AGING (continued)

Objective 3: Outreach									
Strategy / Tactics	Performance Measure	Partners & Stakeholders	Within 90 Days	Within 6 Months	Within 9 Months	Within 1 Year	Within 18 Months	Within 2 Years	Required Resources
1. CDSMP/ Caregiver Support /SHIP & SMP/ Case Management/ Ombudsman programs, Community partnerships, events, workshops, presentations, media outlets	I & R through website inquiry increased by 10%	ADHS, ADES, Senior living communities, Senior centers, Library network, Healthcare providers/ doctor's offices, clinics, hospitals, Churches, VFW's, Salvation Army, Food banks						x	ACL, ADHS, ADES, USAging, Community partners, Providers, marketing & media
	Facebook and social media "post reach" elevated by 15%							x	ACL, ADHS, ADES, USAging, Community partners, Providers, marketing & media
	Show uptick in community presentations by adding 4 new locations in each service area: Cochise, Santa Cruz, Graham & Greenlee								x



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, ACCOUNTING MANAGER
DATE: JULY 28, 2022
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending June 30, 2022 will be distributed via email prior to the meeting.

I look forward to answering any questions you may have regarding the Statement of Revenues and Expenditures at our meeting.

Attachments: None.

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: JULY 28, 2022
SUBJECT: CDBG AND COMMUNITY DEVELOPMENT UPDATES

CDBG UPDATES

The Regional Account CDBG round for 2022 is complete. Here are the results:

- Benson: \$498,872
- Clifton: Flood Control Gate Improvements: \$100,000
- Safford: Sidewalk Improvement: 281,440
- Santa Cruz County: Historic Nogales Courtroom Improvements: \$425,638
- Total Regional Account CDBG for this round: \$1,305,950.

This is slightly down from last year's \$1,336,517. However, the trend over the last several years has been an increasing share of the state's CDBG allocation for the SEAGO region.

As SEAGO will be administering the grants for Santa Cruz, Benson and Safford, we will be asking for Board permission to enter into technical assistance contracts with these communities in accordance with SEAGO's bylaws. We will bring that request forward as an action item at our November meeting.

COLONIAS NEWS

We are pleased to report that the Arizona ADOH Colonias list now includes two new entries: the Saginaw and Zacatecas Canyon neighborhoods in Bisbee. As you are aware, SEAGO's Community Development Program identified the Colonias Set-Aside as a great source of supplemental CDBG funds to bring into our region. Though it is competitive, SEAGO has a strong competitive advantage in seeking these funds. As such, it makes sense to expand the number of Colonias in the region, so as to maximize our opportunities to capture these funds.

To this end, we have been working with Bisbee and Willcox since 2020 to research and gather the and documentation necessary to demonstrate the historic problems with water, wastewater, flooding and housing infrastructure. These are the categories that Colonias Set-Aside funds must address. Making the state's Colonias list grow with new entries in the SEAGO region is something we are proud of. Look for Willcox to be next! In the meantime, we are embarking on another long-term goal, namely Owner-Occupied Housing Rehabilitation. Since the Saginaw neighborhood in Bisbee led the way in getting the City committed to securing their Colonias status, we will make our first attempt at Colonias funds for housing rehab in this cycle, which as

of this writing we are told will be announced August 1st.

SEAGO CARES AND THE HOUSING ASSISTANCE FUND

The SEAGO CARES program expired since our last meeting. We did ask for an extension, but not long after we learned that ADOH has a program called the Housing Assistance Fund that was much more expansive, generous and flexible. As such we promptly began referring people to this resource and stopped taking new applications. We are proud of the work we accomplished with SEAGO CARES. ADOH will be meeting with stakeholders in Graham County this month as they are looking for local partners to help applicants get into the system.

CONTINUUM OF CARE and HUD RURAL UNSHELTERED NOFO

Continuum of Care efforts continue, and our involvement and understanding of how to tackle the problem of homelessness continues. In June we convened a strategic plan retreat for the Cochise Local Committee to End Homelessness, and before the year is over that will come into effect, along with the Santa Cruz LCEH. In the fall of this year we hope to convene a Graham/Greenlee coalition as well.

Recently we learned of an opportunity to assist our partners in their efforts to end homelessness in our region. A Notice of Funding Opportunity to address Rural Unsheltered Homelessness has just been announced. ADOH intends to compete with other state CoCs for these funds, and needs help from local LCEH's and partners in building their application. We are currently working with our partners to help make sure ADOH has what they need. Going into detail would be premature at this point; it is enough to say if ADOH is successful there will be several million dollars available to local agencies around the region to make a real difference. And within this rural focused NOFO, in addition to the main fund, there is a rural set-aside which includes seven Arizona counties, three of which are in the SEAGO region.

BROWNFIELDS ASSESSMENT AND CLEANUP GRANT PROGRAM

Finally, the SEAGO Community Development Program is moving forward applying for one or more types of Brownfield-related grants. We would most likely consider applying for the assessment grants for certain, but may consider other types including those related to cleanup. The inspiration for this was provided by the example of Cochise County, who had a successful experience with the Brownfield assessment grant. If SEAGO is successful, we will follow Cochise County's lead, hiring a consultant to do the work, which would mean a minimal outlay of time and resources from SEAGO staff. As we proceed, we want to hear from our communities in Santa Cruz, Graham and Greenlee Counties. If you want to know more about the possibilities, or if you have potential cleanup sites in mind, please contact myself or Susan Bronson at sbronson@seago.org.

Attachments: None.

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: JULY 28, 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:

- Four Construction awards have been announced for the SEAGO region, in the cities of Safford out of Graham County, Patagonia in Santa Cruz, Wilcox and Douglas in Cochise County.
- SEAGO launched its first pilot enrollment event for the Affordable Connectivity Program (ACP) on July 25th and 27th at the Douglas Public Library. This program is to support the onboarding of regional patrons, into affordable broadband internet service.
- Contingent on being able to meet cash matching requirements, EDA has awarded SEAGO \$197,144 to develop a Broadband Strategic Plan to support the region’s broadband planning efforts in the expansion of broadband infrastructure.
- SEAGO has successfully procured without incurring any expense, Ookla data, which is the highest quality information available for broadband planning and evaluating network performance. This tool will be an incredible asset in supporting the region.

2. Resiliency Toolkit 2022

Background: The goal of the EDA CARES Act grant is to develop a resiliency toolkit that supports 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:

The toolkit's remaining GIS Tourism maps are under development. SEAGO continues to participate in speaking engagements and workshops to demonstrate the usefulness of a career counseling application and an online community at <https://seago.circle.so/home> supporting aspiring professionals entering or transitioning in the workforce, and entrepreneurs looking to grow and scale their businesses.

You can review the homepage of the Resiliency Toolkit at: <https://bit.ly/3OQJDU4>

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:

The next Advisory Council meeting is taking place on August 16th at 2:00 PM. The items on the agenda are as follows:

- Economic & Tourism Data
- Business Incubation
- Broadband Update
- Rural Policy Forum Takeaways

The EAC continues to be a platform for Economic Development practitioners to share their insights, struggles, and opportunities. With Marisa De La Cruz as SEAGO's Community Coordinator, these collaborative meetings will evolve to provide direct support in new and exciting ways.

4. New Initiatives

During the recent SEAGO staff retreat, one of the objectives proposed as a means of building resiliency as an organization, was the prospect of developing a business development service that SEAGO would provide, in order to generate unrestricted funds for future program development and to preserve fund balance. This diversification of revenue strategy will account for the economic shifts currently taking place and expected to further dramatize over the coming months. A rigorous process of feasibility analysis and investigation will be conducted and the results presented at a future Administrative Council and Executive Board meeting.

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: JULY 28, 2022
SUBJECT: AAA PROGRAM UPDATES

Administrative Updates: The SEAGO Area Plan on Aging is once again due for an update. An Area Plan is the document submitted by an Area Agency on Aging to the State Agency on Aging in order to receive subawards or contracts from the State Agency's grant provided under the Older Americans Act, as amended.

The Area Plan on Aging, as a planning document, has three major purposes, as follows:

- 1) The Area Plan serves as the planning document which identifies needs, goals, objectives, and the activities that will be undertaken by the Area Agency on Aging relative to programs for the older persons in the Planning and Service Area.
- 2) The Area Plan represents a formal commitment to the State Agency, which describes the manner in which the Area Agency on Aging plans to utilize the Older Americans Act funds, and how it will carry out its administrative responsibilities.
- 3) The Area Plan is viewed as "the blueprint for action" which represents a commitment by the Area Agency on Aging that it will fulfill its role as the planner/catalyst/advocate on behalf of older persons in the Planning and Service Area.

Conceptually, the plan must represent a process, which translates needs assessment information into the establishment of priorities for funding and services. The Area Agency on Aging Area Plan Committee has revised the Needs Assessment to reflect some of the changes that occurred these past two years. Taking into consideration the designated goals and objectives from the state, SEAGO-AAA will work closely with Mr. Robert Carreira US Economic Research, LLC who is willing to complete the Area Plan Needs Assessment report.

In order for the Area Agency on Aging to have enough time to get the assessments out in our region, we will need to finalize the assessments by the end of July and start sending these out to get at least 600 surveys back by **September 15, 2022**. We will provide more information in the next few meetings before the final Area Plan is presented for approval in May 2023.

Direct Care Workers: In April, SEAGO issued \$17,650 for the direct care worker (DCW) incentive. Ninety-two DCWs were rewarded \$150 to \$200 for their continued dedication to serving our seniors.

Direct Care Worker Bonus						
Provider	Jan-Feb Payment	Number of DCW	Mar-Apr Payment	Number of DCW	Mar-Apr Payment	Number of DCW
Accent Care- SC	\$1,550.00	8	\$1,550.00	8	1350	7
Accent Care- GR	\$350.00	2	\$350.00	2	500	3
Accent Care- CO	\$7,100.00	36	\$6,950.00	36	6500	34
AZCD	\$2,250.00	13	\$2,250.00	13	1200	7
GCHD	\$1,600.00	8	\$1,400.00	7	1600	8
Lutheran- SC	\$1,600.00	8	\$1,600.00	8	2000	10
Lutheran- CO	\$3,000.00	15	\$3,000.00	15	3150	16
SEACUS	\$1,300.00	7	\$1,350.00	7	1350	7
Total	\$18,750.00	97	\$18,450.00	97	\$17,650.00	92

We have a significant DCW shortage in Graham County and Greenlee County. SEAGO-AAA and AZ4A continue to advocate and address the wage disparity within this workforce. In these efforts, HB-2862 grants a \$1m permanent allocation to address DCW provider rates. Stakeholder meetings are scheduled to take place from **August 12 to August 17, 2022** to discuss ways to distribute these funds and help mitigate this disparity. There is a \$2m one-time allocation for Home and Community Based Services (HCBS) due to the ending of the SSBG funding received 2 years ago. Out of these amounts Region VI receives a percentage based on the existing funding formula.

SEAHEC-Covid-19 Vaccine access-expanded efforts: Through the collaboration with South Eastern Arizona Health Education Center (SEAHEC), much has been accomplished by:

- Increasing vaccine confidence/decreasing vaccine hesitancy (e.g., developing materials or resources, group or individual outreach)
- Reaching underserved populations, such as rural, minority, non-English speaking, and other marginalized people (e.g., developing materials or resources, door-to-door campaigns, translation services)
- Public outreach and awareness (e.g., public announcements, targeted marketing push, sharing information on ADRC/NWD website)
- Individual outreach and awareness (e.g., direct calls or in-person visits to individuals who may be eligible)
- Supporting vaccine distribution sites (e.g., staffing, providing a location for distribution sites, including mobile sites, etc.)

During June, SEAHEC completed 1968 public outreach activities; 369 people reached and assisted 128 individuals in 16 events throughout the four-county region. With these results, the Area Agency on Aging is happy to announce an expansion of the current efforts until September 2024. With this expansion, SEAHEC will help our nutritional sites bring education and peace of mind to our congregate site providers, participants, and other professionals in staying informed with the facts. Ultimately, it will increase the participation in our congregate site settings that will help address social isolation due to COVID 19.

To increase the number of public health professionals within the aging and disability networks to support the general health of older adults and people with disabilities, the SEAGO-AAA formalized an additional MOU with SEAHEC to help with the following key points through September 30, 2024:

- ❖ Culturally affirmative and linguistically accessible information
- ❖ Assistance with accessing vaccines (including boosters) and connecting to other AAA services
- ❖ Transition and diversion from high-risk congregate settings to community living
- ❖ Health and wellness programs
- ❖ Activities that address social isolation and social determinants of health
- ❖ Other activities support the public health and well-being of older adults and people with disabilities.

End Of Life-Thoughtful Life Conversations: Our program has raised awareness, provided workshops, conducted talks, and assisted many people in the 4.5 years starting in 2018. Nearly 1,300 people have attended our workshops, and more than 95% found it helpful and increased their knowledge. The impact of the education provided over the last three years to Cochise College Nursing Program and UA South Human Services Program (ACP and Enhanced Communication workshops) will be felt for years as these individuals move into their careers. Nearly 500 students have participated in our lectures, and we got positive feedback about their increased knowledge and comfort in discussing advance care planning topics. We have reached a younger and more diverse population through our work at the colleges.

At this time, there are no plans to continue the Community Coalition for Advance Care Planning as nobody has stepped forward. Area Agency on Aging will continue to train their case managers on ACP and address it with their clients. Carrie Gibbons, the Case Manager Coordinator, and Ronnie Squires gave another training session at the end of June; Carrie will do them in the future. Cochise College will incorporate it into its curriculum and use SEAGO-AAA-provided materials. We have provided the libraries in Cochise, Graham, Greenlee, and Santa Cruz Counties with our 2-page *Advance Healthcare Planning Guide* and have distributed advance directives to them. The AAA website is great for finding advance directives, resource links (including the AZ Healthcare Directives Registry), and videos. You may want to bookmark it: <https://www.seago.org/advance-care-planning>.

Through the Coalition founder's passion and willingness to take action, the momentum started to address ACP issues in our communities. Through the efforts of many and our region's Area Agency on Aging incorporating this initiative into their programs, we have made an impact. There is more work to do, and we see efforts in our state and throughout the nation to improve care for the seriously ill.

World Elder Abuse Awareness Day (WEADD): For the past four years, the World Elder Abuse Awareness Day conference has been hosted by the Department of Economic Security Division of Adult and Aging Services. It has brought together organizations, professionals, and experts in aging to discuss how we can better serve and protect older adults so they can continue to age with dignity. This year, in our efforts to bring awareness to our region, three different events took place in Safford, Sierra Vista and Nogales during June. All three events had speakers from adult protective services, the public fiduciary's office, and Long term Ombudsman program. We had many vendors giving support and information to the community and residents. In Safford and Sierra Vista, a balloon release helped create awareness. Thanks to the help in organizing these events throughout the four-county region, the members of the Southeastern Arizona Elder Abuse Taskforce (SEAEAT) and AAA staff made this possible and raised awareness, and informed the communities of fraud scams, elder abuse, and much more. The last SEAEAT meeting was on June 20, 2022. We had speaker Doug Clark with the Attorney's General's office. He educated the SEAEAT members on some fascinating statistics on elder abuse in the state of Arizona.

USAgging 47th Annual Conference Austin, TX: As a result of the extraordinary work and dedicated efforts by Karen Enriquez, with guidance and support from ADES-DAAS in piloting Trualta in Region VI, SEAGO-AAA was chosen to present at the National Conference. Karen has worked very hard for the past year to bring this new method to life and started a trend that has been adopted throughout the State for caregivers. Karen and Carrie did an outstanding job presenting the material on how the collaboration between our case management team and the Family Caregiver Support Program collaborates to bring great tools to our communities, especially in rural Arizona. Way to go, Karen and Carrie; Region VI is proud of you.

Case Management: SEAGO-AAA posted for recruitment of a case manager to cover HCBS case management needs for the Bisbee and Naco area. The case manager will oversee the client's caseload that the case manager coordinator has managed for a year. As we bring Cochise County Case Management in-house, the AAA wants to cover this gap in preparation for that transition. SEAGO-AAA is having conversations with Cochise Health and Social Services (CHHS) to smoothly transition case management without our case managers or clients being affected by it. CHSS and SEAGO hold the

same goal in keeping the funds in Cochise County to allow the AAA clients to continue receiving the care they deserve. A subaward has been issued to CHSS with a deadline of 10-31-2022.

In Santa Cruz County, Liz Robles, case manager, is learning the process of creating a case management program that will work for her and her community. Liz is now providing one-on-one assessments in people's homes; while still undertaking COVID precautions, connecting with individuals in person provides the case manager with a better understanding of their needs. In-person helps create a much broader holistic assessment to set mutual goals. Liz is also participating in community events that help her meet new partners, show a presence of AAA services, and increase client visibility of their benefits.

READI Meals Program: READI Meals completed equipment installation at the Senior Centers in Nogales and Patagonia. Software updates to the equipment are complete, and both sites are ready to complete READI Meals training and begin to run freeze-dried produce samples.

Family Caregiver Support Program: FCSP has initiated collaborations with inter-professional and cross-sector care teams and social service providers, beginning with the Sierra Vista Canyon Vista Medical Center's Neurological and Discharge departments. This expands our community-based support by identifying families and caregivers at the onset of a Dementia diagnosis when support services such as Trualta and peer support groups are most beneficial.

FCSP is sponsoring additional in-person Caregiver Support Groups and the Virtual Caregiver Mingle:

In-Person Events:

Balancing Wellness Support Group – **When:** First and third Thursdays of each month, 11:00 a.m. -12:30 p.m.; **Where:** Holy Trinity Monastery, St. David; **Who:** For those who have Parkinson's, Alzheimer's, or other dementia and their caregivers. To register, contact Carolyn Fiolek-Winson (520) 276-8343 or complete the Contact Me form at <https://www.balancingwellnessbenson.com/>

Caregiver Alumni Group – **When:** Second and fourth Mondays of each month 12:30 p.m. - 2:00 p.m.; **Where:** Sierra Vista Public Library; **Who:** Open to all current and former caregivers. Registration is not required.

Virtual Events:

Pinkie's Up-Caregiver Mingle: **When:** Every Tuesday at 2:00 p.m.; **Who:** Open to all caregivers. Registration is required - To register, call Karen Enriquez at 520-432-2528 or register on [Facebook](#) – SEAGO Area Agency on Aging/ Events.

State Health Insurance Program-Senior Medicare Patrol: The SHIP/SMP Coordinator has completed 14 outreach presentations and is co-chair of the Southern AZ Elder Abuse Task Force organizing WEAAD presentations throughout Region VI during this reporting period. Outreach efforts with primary care physicians in Sierra Vista have established a direct connection with Canyon Vista Medical Center, and a partnership with the Salvation Army in Sierra Vista. With a targeted outreach to Hispanic communities in Santa Cruz County, SHIP/SMP increased services provided to the Hispanic community demographic by 26%. SHIP/SMP has four active volunteers, and the monthly client contact is at a minimum of 49 client contacts per month. The SHIP/SMP Coordinator has established one-on-one Medicare counseling opportunities at locations throughout Region VI. To schedule a telephone appointment for assistance with Medicare issues call: 520-432-2528 ext. 222; Email: shiphelp@seago.org; or go to: <https://www.seago.org/state-health-insurance-assistance-program> to fill out a questionnaire or request an appointment online.

Long Term Care Ombudsman Program: The Long Term Care Ombudsman (LTCO) and volunteer Ombudsmen continue to see and advocate for residents in nursing facilities and assisted living facilities in Cochise, Graham, and Santa Cruz counties. We have had no new facilities added this quarter,

however two extensive commercial assisted living facilities are being built. One is an extension of Haven of Sierra Vista. The other will be the old Windermere hotel. The addition of these two facilities will significantly increase the beds available in Cochise County. Construction on both is expected to finish in late fall or early winter.

Health Promotion and Disease Prevention:

Tai Chi for Arthritis – The fourth quarter of SFY 21-22 continued with aggressive community outreach in all four counties, getting the word out about Health Promotion Disease Prevention Programming and recruiting volunteers. A Tai Chi class was delivered at the Huachuca City Senior Center from April to June, and a class continued in Willcox through May. Two more Tai Chi classes started in Santa Cruz County in June.

A Matter of Balance – A class was held at the Winterhaven senior living community in Sierra Vista, in May and was a great success.

Chronic Disease Self-Management – The Chronic Disease Self-Management 6-week workshop was launched at the Sierra Vista Public Library at the end of June with 12 registered participants.

Explore the evidence-based programs on our [Facebook](#) page that are proven to help older adults reduce their risk of falling. You can also visit our [webpage](#) to find a program near you! Check our calendar of events for specific class information, or call (520) 432-2528 or email: cmeyers@seago.org to inquire about upcoming classes in your community.

Other:

- A link to the [SEAGO-AAA Summer Newsletter](#) is included in the attachments to this update.
- The SEAGO-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>
- The SEAGO AAA is excited to invite you to celebrate the official opening of our new offices at the SEAGO campus at 1403 B Highway 92, adjacent to our main office building. The open hous will begin at 1:00 p.m. immediately following the Executive Board meeting on August 19th which is also being hosted by SEAGO. If you will be attending, please RSVP as requested in the attached flyer.

Attachments: [SEAGO-AAA Summer Newsletter](#); Open House flier 8-19-22

Action Requested:

Information Only

Action Requested Below:



OPEN HOUSE

FRIDAY
AUGUST 19th
1:00 PM
1403 W HWY 92
Bisbee AZ, 85603

RSVP BY
Phone: 520-432-2528
or
Email: bschumacher@seago.org



SEAGO Administrative Council Meeting 8-4-2022

Please
Join us
In Our
New
Home

All Are
Welcome

Help Us
Celebrate
Light
Refreshments
Will Be Served





ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: JULY 28, 2022
SUBJECT: TRANSPORTATION PROGRAM UPDATES

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

SEAGO Road Pavement Assessment Project. The SEAGO Administrative Council and Executive Board approved this project in August 2021 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). ***Since our last meeting, the SEAGO Data Portal has opened and invitation sent to all member agencies as requested by TAC members. If you would like access to the portal, please submit a request to John Merideth at jmerideth@seago.org . On June 16, 2022, SEAGO and Vaisala conducted, training on the use of the portal. Seventeen (17) staff and eleven (11) agencies participated in the training. Since May 1, 2022, SEAGO has collected over 400 miles of data.***

RTAC Priority Project List: Last year, the SEAGO TAC developed a list of list of local projects for submission by RTAC to the State Legislature for consideration in the FY23 State Budget. The list was approved by the SEAGO Administrative Council and Executive Board last August. Although they were still up for consideration as late as mid-June, most were not included in the final budget.

RTAC has requested that Greater Arizona COGs/MPOs develop tiered project lists of \$100/200/300 million. The following table reflects SEAGO's allocation based upon 2020 population estimates:

COG/MPO	Population*	\$100M	\$200M	\$300M
CAG	80,859	\$ 4,491,051	\$ 8,982,103	\$ 13,473,154
CYMPO	138,652	\$ 7,700,976	\$ 15,401,953	\$ 23,102,929
LHMPO	60,775	\$ 3,375,551	\$ 6,751,101	\$ 10,126,652
METROPLAN	93,679	\$ 5,203,097	\$ 10,406,194	\$ 15,609,290
NACOG	334,400	\$ 18,573,165	\$ 37,146,331	\$ 55,719,496
PINAL (MAG)	312,042	\$ 17,331,363	\$ 34,662,725	\$ 51,994,088
SCMPO	128,720	\$ 7,149,336	\$ 14,298,671	\$ 21,448,007
SEAGO	162,972	\$ 9,051,752	\$ 18,103,504	\$ 27,155,256
SVMPO	71,677	\$ 3,981,067	\$ 7,962,134	\$ 11,943,201

WACOG	181,350	\$ 10,072,499	\$ 20,144,997	\$ 30,217,496
YMPO	235,321	\$ 13,070,143	\$ 26,140,286	\$ 39,210,429
Total	1,800,447	\$ 100,000,000	\$ 200,000,000	\$ 300,000,000

At our July TAC meeting, the TAC voted unanimously that our Tier 1 projects include those that were vetted and approved at our TAC meeting last July and by Administrative Council and our Executive Board at our meetings last August. This will ensure that we have projects available for the Rural Transportation Summit scheduled for September 14th and 15th. The projects approved last year included the following:

RTAC PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION				
Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
Graham County	Safford Bryce Road – Talley Wash Crossing	\$941,669	\$210,462	\$731,207
City of Nogales	Industrial Park Drive Reconstruction Project	\$1,880,177	\$108,880	\$1,566,815
San Carlos Apache Tribe	Peridot Siding Road (BIA Route 103) Pavement Overlay Project	\$785,550	\$75,000	\$710,550
Santa Cruz County	Ruby Road Bridge at Potrero Creek Replacement	\$13,631,315	\$4,500,000	\$1,517,304
Totals		\$17,238,711	\$4,894,342	\$4,525,876

Project sponsors are currently updating their cost estimates to reflect inflation. **We will have \$45,258,760 to develop a Tier 2 (\$200 million) and Tier 3 (\$300 million) project list.** SEAGO has issued a call-for-projects. The TAC will review applications at our September TAC meeting. The project list developed by the TAC will be submitted to our Administrative Council and Executive Board at our November meetings.

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 2021 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 #2 has been completed and is available on www.seagomobility.org. In April, SEAGO was awarded an additional \$90,000 in funding to continue our work. Working Paper #3 was completed this month and is available at the link above.**

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. **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. In May, Easter Seals Blake Foundation expressed a desire to be a lead applicant for an FTA Section 5311 project. The project TAC was paused through July, to allow ESBF to review project cost estimate and pursue Executive Board approval to pursue the project. The first draft of the study is being completed. We anticipate providing the study for stakeholder review in by the end of August. .

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 2020, 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 updating project lists, identifying project TAC members and expect to reboot this project October 1st.***

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

Attachments: None.

Action Requested: Information Only Action Requested Below