



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, November 7, 2024 at 9:00 a.m.

In-Person:

Cochise College Benson Center
[1025 Highway 90, Benson, Arizona](#)

Via Zoom:

Zoom Link: <https://us02web.zoom.us/j/84683138236>

Meeting ID: 846 8313 8236

Phone-in Option: +1 346 248 7799 (Houston)

This meeting will be a hybrid meeting with no limitations on in-person attendance. Any Administrative Council members unable to travel to the meeting will be able 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 kdennis@seago.org.



ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, NOVEMBER 7, 2024
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 Brown	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Brown	
III. CALL TO THE PUBLIC	Chair Brown	
IV. ACTION ITEMS		<u>Page No.</u>
1. Consent Agenda	Chair Brown	4
a. Approval of the August 1, 2024 Minutes		
2. Discussion and possible action to recommend approval of the proposed representatives for appointment to fill Advisory Council on Aging vacancies	Celeste Vasquez	7
3. Discussion and possible action to recommend approval of the proposed revised Advisory Council on Aging bylaws	Celeste Vasquez	10
4. Discussion and possible action to recommend approval of the 2024 CDBG project applications	William Osborne	21
5. Discussion and possible action to recommend approval of the SEAGO Human Resources Policy Manual	Keith Dennis	22
6. Discussion and possible action to recommend approval of the SEAGO Policy Principles for Calendar Year 2025	Keith Dennis	23

V. INFORMATION ITEMS

A. Future Meeting Dates	Keith Dennis	26
B. Quarterly Finance Report	Dina Curtiss	27
C. Community Development Report	William Osbourne	29
D. SEAGO Economic Development District Report	Keith Dennis	36
E. AAA Area Plan on Aging Updates	Celeste Vasquez	40
F. AAA Program Updates	Celeste Vasquez	40
G. Transportation Program Updates	Chris Vertrees	46

VI. RTAC REPORT

Kevin Adam N/A

VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS

Chair Brown N/A

VIII. FUTURE AGENDA ITEMS

Chair Brown N/A

IX. ADJOURNMENT

Chair Brown 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 Diane Becerra at (520) 432-5301, extension 207 at least 72 hours before the meeting time to request such accommodations.

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

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

**DRAFT MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, AUGUST 1, 2024
VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Brown, Heath – Chair, Town of Thatcher **(Zoom)**
Coxworth, Dan – Vice-Chair, Cochise County **(Zoom)**
Rapier, Derek – Treasurer, Greenlee County **(Zoom)**

MEMBERS PRESENT: Fulton, Stephanie – Town of Huachuca City **(In-Person)**
Hinton, Terry – Town of Duncan **(Zoom)**
Kirschmann, Robert – City of Willcox **(In-Person)**
McLachlan, Matt – City of Sierra Vista **(Zoom)**
Vivian, Vicki – City of Benson **(Zoom)**
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Aguayo, Jessica – Regional Mobility Manager **(In-Person)**
Curtiss, Dina – Accounting Manager **(In-Person)**
Dennis, Keith – Executive Director **(In-Person)**
Dumas, Robin – Economic Development Planner **(Zoom)**
Gibbons, Carrie – AAA **(Zoom)**
Merideth, John – GIS Analyst **(Zoom)**
Miller, David – Community Coordinator **(In-Person)**
Osborne, Will – Community Development Program Manager **(In-Person)**
Vasquez, Celeste – AAA Program Director **(In-Person)**

GUESTS: None

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Brown called the meeting to order at 9:04 a.m. At the request of **Chair Brown**, participants on Zoom were introduced first followed by In-person attendees.

II. MEMBER ENTITIES' DISCUSSION

Chair Brown was pleased to announce that there are several new businesses opening in the Town of Thatcher. **Chair Brown** called on **Derek Rapier** for an update on Greenlee County. Mr. Rapier reported the county is undertaking a big capital investment project making improvements to parks and fairgrounds. **Dustin Welker** provided an update on Graham County. Mr. Welker stated that the election had gone well. Mr. Welker also shared that the county has approved the new budget and will be working to get projects started soon. **Vicki Vivian** shared news on the City of Benson. Ms. Vivian was excited to share that the city will be hosting a lantern festival. Ms. Vivian also made the Council aware that the city is currently trying to repair a well to get water to the golf course. The city is also making progress on several projects including the HWY 80 group and a Amtrak platform. Ms. Vivian was pleased that Borderlands Chevrolet will be opening a satellite office in Benson. Ms. Vivian ended by informing the Council that Benson will be holding National Night Out this weekend. **Stephanie Fulton** spoke about what was happening in the Town of Huachuca City. Ms. Fulton informed the Council that the Town had recently held it's Back to School fair and filled 185 backpacks with school supplies. Ms. Fulton mentioned that with the last round of CDBG funding the Town was only able to improve their skate park, but they have recently secured additional funding to improve more recreational spaces. Ms. Fulton was pleased that the HWY 90 project is making continued progress. **Robert Kirschmann** congratulated the Willcox softball all-stars for making it to the Little League World Series. Mr. Kirschmann informed the Council that their CDBG project to Scott Street has been completed. Willcox splash pad and pool are now both open giving the public places to cool off during the

summer. Mr. Kirschmann mentioned the city received a grant to make improvement to the city's transit yard. The City of Willcox is currently looking to hire a Building Inspector. Mr. Kirschmann ended by mentioning a few projects that are still currently ongoing.

III. CALL TO THE PUBLIC

No members of the public were present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 2, 2024 minutes
 - b. Approval of the May 30, 2024 Administrative Executive Committee minutes

Chair Brown called for a motion to approve the Consent Agenda.

MOTION: Derek Rapier
SECOND: Vicki Vivian
ACTION: Unanimous

2. Discussion and possible action to recommend approval of the 2025-2027 CDBG Method of Distribution

Will Osborne presented the Administrative Council with the 2025-2027 CDBG Method of Distribution.

Chair Brown called for a motion to recommend approval of the 2025-2027 CDBG Method of Distribution to the Executive Board.

MOTION: Stephanie Fulton
SECOND: Dustin Welker
ACTION: Unanimous

3. Discussion and possible action to recommend approval of Resolution 2024-01 SEAGO's Title VI Plan

Jessica Aguayo provided the Administrative Council SEAGO's Title VI plan. **Chair Brown** asked if this plan was the same or similar to SEAGO's previous plan. Ms. Aguayo answered that it was with minor changes to administration. **Robert Kirschmann** asked if SEAGO had already spoken to ADOT. Ms. Aguayo answered yes & that the plan has been submitted to ADOT.

Chair Brown called for a motion to recommend approval of Resolution No. 2024-01 to the Executive Board.

MOTION: Robert Kirschmann
SECOND: Derek Rapier
ACTION: Unanimous

V. INFORMATION ITEMS

- A. Future Meeting Dates

Executive Director Keith Dennis informed the Council that at this time there are no combined Administrative Council Executive Board conference calls scheduled. Mr. Dennis also mentioned that SEAGO will be exploring a Zoom only option for future Administrative Council meetings.

B. Quarterly Finance Report

Dina Curtiss provided a quarterly finance report and was available for questions.

C. Community Development Report

William Osborne gave an update on community development and was available for questions.

D. Economic Development Report

Robin Dumas gave an update on economic development and was available for questions.

E. AAA Area Plan on Aging Updates

Celeste Vasquez provided an update to AAA Area on Aging and was available for questions.

F. AAA Program Updates

Celeste Vasquez gave an update on AAA updates and was available for questions.

G. Transportation Program Updates

Executive Director Keith Dennis filled in for Chris Vertrees and gave an update on Transportation and was available for questions.

H. Strategic Plan Update

Executive Director Keith Dennis provided the Administrative Council with a brief overview of SEAGO's Strategic Plan. Mr. Dennis highlighted SEAGO's progress and was available for questions. **Chair Brown** asked what the length of the plan was. Mr. Dennis replied that it was a five year plan and that he would be providing a half way checkup next year.

VI. RTAC REPORT

Kevin Adam was unavailable and did not attend the meeting.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Executive Director Keith Dennis gave a recap of Open Meeting Law training that SEAGO hosted with Arizona League of Town and Cities. Mr. Dennis hopes to offer this training again.

VIII. FUTURE AGENDA ITEMS

Executive Director Keith Dennis mentioned a few items that will be on upcoming agendas that include new Technical Assistance CDBG contracts, updates to SEAGO's HR Manual, Procurement Policy and an IGA with Santa Cruz County.

IX. ADJOURNMENT

Chair Brown called for adjournment of the meeting at 9:55 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: ADVISORY COUNCIL ON AGING NOMINATIONS

Article III of the Advisory Council on Aging's (ACOA) current bylaws provides the structure and composition of the ACOA. The Council consists of 18 members including eight representatives from Cochise County, four from Graham, and three each from Greenlee and Santa Cruz Counties. At least ten of the 18 members shall be age sixty or older and shall include persons in greatest economic or social need, minority individuals, and participants in services funded through the SEAGO Area Agency on Aging. The ACOA forwards their nominees to the SEAGO Executive Board

The Bylaws also state that members appointed by the SEAGO Executive Board shall serve three years. Each member shall be limited to two consecutive terms. However, a previous member can be reappointed if a vacancy cannot be filled in 90 days. The Advisory Council on Aging may submit a member to the Executive Board for reappointment for an additional term.

There are currently six vacant seats, and members are selected to represent incorporated cities, towns, and the unincorporated portions of each county. In Cochise County the current vacancies are with the City of Bisbee, Huachuca City, the City of Willcox, and one County Unincorporated seat. For Graham County the Town of Pima seat is vacant; in Greenlee County, the Town of Duncan seat is vacant.

At their regular meeting of October 17, the ACOA nominated Stephanie Nabor and Wanda Leikam to fill vacant seats for Duncan and Bisbee. Nominated representatives will commence their term on the date once approved and appointed by the SEAGO Executive Board, scheduled for November 22, 2024.

Attachments: Stephanie Nabor's Biography, Wanda Leikam's Biography

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed representatives to the SEAGO Executive Board for appointment to fill Advisory Council on Aging vacancies.

Stephanie Nabor's Biography



I was born and raised in Safford, Arizona, and graduated from Safford High School in 2004. I attended EAC to pursue nursing and have been happily married for the last 10 years, raising two teenagers.

I have been working with the community since 2006, starting as a Caregiver, then moving on to become a Case Manager, and currently serving as the Director of SEACUS. I am also a member of the Lions Club and chair their Eyesight Conservation Program. Additionally, I am involved with the Gila Valley Food Coalition, Senior Advisory Council, and the Foster Care Review Board. I have received training to lead Matter of Balance courses and to facilitate support groups for the Alzheimer's Association. Moreover, I serve on the Graham County Community Partnership Panel for Freeport McMoRan. My passion has always been to help the elderly and disabled and to meet their needs.

Wanda Leikam's Biography



My name is Wanda Lorenia Leikem and I am retired. I am from Bisbee, Arizona and from the Bisbee High School class of 1980, Go Pumas! I had worked as a detention officer, child support debit officer, member service representative, office manager, teller, and secretary to name a few positions. When I was working full time as a secretary at the Cochise County Juvenile Court Services I decided to be a Juvenile Probation officer and needed my degree. During this time I was living in Sierra Vista with my husband, mother and two daughters. I divorced in 1997 and moved back to Bisbee and continued my education and later successfully obtained my desired position as a juvenile probation officer in November of 2000. I received my Bachelors of Arts in Behavioral Science through Western International University at Fort Huachuca and was bestowed the honor of Cum Laude in May of 2000. In 2002 my mother started developing Alzheimers, my oldest had graduated in 1997 from high school, married, divorced and had a baby. My granddaughter passed away in 2009 due to an inherited immune problem from the paternal side, my mother the year previous in 2008. My youngest graduated in 2001, had a child in 2008 and had gallbladder complications and almost died two months after her daughter was born. My youngest had a lump in her back that finally was diagnosed in 2012. She underwent major surgery and since has suffered from pain and has undergone three other surgeries related to the original surgery. I am telling you this because this has been a portion of my life and it has shown me the various aspects of the needs of the elderly, handicapped, debilitating illnesses and the importance of having services.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: ADVISORY COUNCIL ON AGING BYLAWS REVISIONS

The SEAGO Advisory Council on Aging Bylaws were last revised and approved by the Executive Board in May 2007. This year the ACOA, in consultation with staff, have updated these to include more clarity and the defined roles of the Secretary, AAA Director, and Advisory Council Assistant. In addition, the procedures dealing with new members have been revised to make recruitment and retention easier. The Bylaws revisions were presented to the Council at the July meeting, and additional edits were made based on the Council's input. The current Bylaws and the revised documents are attached for the Council's review.

On Thursday, October 17, 2024, the Advisory Council on Aging voted unanimously to recommend approval of this item to the Executive Board as presented by staff. We are seeking the same recommendation from the Administrative Council.

Attachments: Bylaws of the SEAGO ACOA; Draft Revised Bylaws of the SEAGO ACOA

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed revised Advisory Council On Aging (ACOA) Bylaws to the SEAGO Executive Board.

**BYLAWS OF THE
SEAGO ADVISORY COUNCIL ON AGING**

ARTICLE I-NAME

Section 1. The name of this organization shall be the SEAGO Advisory Council on Aging, hereinafter to be known as the Advisory Council.

ARTICLE II-OBJECTIVES

Section 1. To serve as a forum to allow the elderly of Planning District VI to identify the principal problems confronting them and to determine practical solutions to such problems.

Section 2. To assess the overall status of the elderly in Planning District VI and to identify and define their priority needs.

Section 3. To act as the official advocate for the elderly of Planning District VI with respect to their needs, problems and concerns.

Section 4. To provide liaison between the various private, public, and voluntary groups engaged in or responsible for the administration of programs, services, and facilities utilized by the elderly of Planning District VI.

Section 5. To explore potential resources at the local, regional, state, and national levels capable of providing additional needed services to the elderly of Planning District VI.

Section 6. To disseminate information to the elderly of Planning District VI concerning the availability of various services.

Section 7. To advise SEAGO on all matters relating to the development and administration of the Area Plan on Aging and operations conducted there under.

ARTICLE III-MEMBERSHIP

Section 1. Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives each from Greenlee, and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated communities within each county. However, when a vacancy occurs in

representation from an incorporated city or town, the SEAGO member entity representative from the city or town must approve the nomination of any person from outside their incorporated boundaries.”

- Section 2. At least ten (10) of the eighteen (18) members shall be age sixty (60) or older, and shall include persons in greatest economic or social need, minority individuals, and participants in services funded through the SEAGO Area Agency on Aging.
- Section 3. Every effort shall be made to select at least one member to represent mental health providers, health departments, colleges, county administration, housing concerns, elected officials, recreation programs, legal issues, and nursing homes.
- Section 4. The Advisory Council and staff shall propose representatives from each sector specified in Sections 1-3 to the Executive Board for appointment to the Advisory Council. Members shall be notified of their appointment to the Advisory Council.
- Section 5. Officers shall be elected annually, the terms of office being one year, or until their successors are qualified and elected. Any vacancies shall be filled by the Advisory Council President.
- Section 6. The President shall not serve for more than three (3) successive one year terms.
- Section 7. Any member not attending two (2) consecutive meetings without just cause will be dropped from membership and another representative (in the same area of representation) appointed as specified in Section 4, **Attendance can be by phone or an alternate may sit in for the member.**
- Section 8. Any member may send an alternate to represent him/her when unable to attend a meeting. This alternate may vote in the place of the member he/she represents. **If using an alternate, the member must utilize a Proxy or alternate fill in form.**
- Section 9. Members appointed by the SEAGO Executive Board shall serve a term of three (3) years. **Each member shall be limited to two (2) consecutive terms. However, in the event that a vacancy cannot be filled in 90 days, a previous member can be reappointed. The Advisory Council on Aging may submit the name of a member to the Executive Board for reappointment for an additional term.**

ARTICLE IV-MEETINGS

- Section 1. Regular meetings shall be held at least four (4) times per year, and shall be scheduled prior to Administrative Council meetings.
- Section 2. Meetings shall be open and advertised per state statute.
- Section 3. Robert's Rules of Order shall govern all meetings unless in express conflict with this Constitution and Bylaws.

ARTICLE V-ELECTIONS

- Section 1. Nominations shall be made from the floor at the April meeting with the prior consent of the nominee.

ARTICLE VI-DUTIES OF OFFICERS

- Section 1. The officers of the Advisory Council shall be the President, First Vice-President, Second Vice-President, and Secretary. Officers shall be seated upon the conclusion of the meeting at which they were elected.
- Section 2. The Advisory Council President shall preside at all meetings of the Advisory Council. The President shall coordinate and construct the meeting agendas with SEAGO staff and perform other such duties as pertain to the office of President, including the right to limit debate and discussion.
- Section 3. In the absence of the President, the First Vice-President shall perform all duties as pertain to the office of President.
- Section 4. Should President, First Vice-President and Second Vice-President be absent, the Secretary shall act as President and shall designate another member to act as Secretary Pro-tem.
- Section 5. The Secretary shall keep or cause to have kept the minutes of the Advisory Council meetings, membership attendance records, and all other designated duties.

ARTICLE VII-AMENDMENTS

- Section 1. Any article or section of the Constitution and Bylaws may be amended or rescinded at any regular meeting of the Advisory Council by a two-thirds (2/3) majority vote of the membership, provided the change has been proposed at one Advisory Council meeting and approved at the next. All amendments are subject to SEAGO Executive Board approval.

These revised Bylaws were proposed to the membership on **April 19, 2007**, approved by the membership on **July 19, 2007**, and approved by the SEAGO Executive Board on **May 19, 2007**

**SouthEastern Arizona Governments Organization
Area Agency on Aging
Advisory Council on Aging
Bylaws**

ARTICLE I: ESTABLISHMENT

A. The following Bylaws shall govern the proceedings of the Region VI Area Council on Aging (hereinafter referred to as the Advisory Council).

B. Executive Order 70-2 established six Planning Districts in the State of Arizona. Region VI includes Cochise, Graham, Greenlee, and Santa Cruz Counties. Southeastern Arizona Governments Organization (hereinafter referred to as SEAGO) incorporated in that year.

C. The 1973 re-authorization of the Older Americans Act mandated the formation of regional Area Agencies on Aging. The SEAGO Area Agency on Aging and Advisory Council on Aging were formed in 1974.

D. The Advisory Council is a sub-committee of the Southeastern Arizona Governments Organization (SEAGO) Executive Board and serves in an advisory role for the SEAGO Area Agency on Aging (hereinafter referred to as the Agency) as well as a recommending body to the SEAGO Executive Board. “

Functions: The Advisory Council's powers and functions shall include:

1. Recommendation to the Executive Board of any matters its Members deem appropriate for consideration by the Board or which require Executive Board approval.
 2. Providing a forum to allow the older adults of Region VI to identify the principal problems confronting them and to determine practical solutions to such issues.
 3. Assess the overall status of the older adults in Region VI and identify and define their priority needs.
 4. Liaison between the various private, public, and voluntary groups engaged in or responsible for administering programs, services, and facilities utilized by the older adults of Region VI.
 5. Exploration of potential resources at the local, regional, state, and national levels capable of providing additional needed services to the older adults of Region VI.
 6. Dissemination of information concerning the availability of various services to older adults of Region VI.”
-

ARTICLE II: VISION, MISSION AND OBJECTIVES

A. Vision: The Vision Statement of the SEAGO Area Agency on Aging, Region VI, is to create age-friendly communities in Southeastern Arizona that encourage and support individuals to live with dignity and choice.

B. Mission: The Mission Statement of the SEAGO Area Agency on Aging, Region VI, is to provide services that empower individual choice, independence, and dignity for our aging and disabled population and their caregivers.

C. Purpose: The purpose of the Advisory Council is:

1. To act as the official advocate for the older adults of Region VI with respect to their needs, problems, and concerns.
2. To advise the Agency on all matters relating to the development and administration of the Area Plan on Aging and operations conducted there.

D. Functions: The Advisory Council shall perform the following functions:

7. To serve as a forum to allow the older adults of Region VI to identify the principal problems confronting them and to determine practical solutions to such problems.
8. To assess the overall status of the older adults in Region VI and to identify and define their priority needs.
9. To provide liaison between the various private, public, and voluntary groups engaged in or responsible for administering programs, services, and facilities utilized by the older adults of Region VI.
10. To explore potential resources at the local, regional, state, and national levels capable of providing additional needed services to the older adults of Region VI.
11. To disseminate information concerning the availability of various services to older adults of Region VI.

ARTICLE III: COMPOSITION AND MEMBERSHIP

A. Composition: The Advisory Council shall represent the community and ensure the Agency's leadership role is enhanced and strengthened. The Advisory Council shall be composed as follows:

1. Eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives each from Greenlee and Santa Cruz Counties. Representatives may reside in any incorporated or unincorporated communities within each County.
 - a) At least ten (10) of the eighteen (18) members shall be age sixty (60) or older. Every effort shall be made to ensure the inclusion of persons with the greatest economic or social need, minority individuals, and participants in services funded through the Agency.
 - b) Every effort shall be made to select at least one member representing mental health providers, health departments, colleges, County administration, housing concerns, elected officials, recreation programs, legal issues, and nursing homes.
2. The Advisory Council and staff shall propose representatives from each sector as specified in this Article to the SEAGO Executive Board for appointment to the Advisory Council. Members shall be notified of their appointment.
3. Any Member absent from two (2) consecutive meetings without just cause will be dropped from Membership, and another representative (in the same area of representation) will be appointed as specified in this Article. Attendance may be by phone or other remote access method.
4. Any Member may send an alternate to represent them when unable to attend a meeting. This alternate may vote in place of the Member they represent. The Member must utilize a Proxy or alternate fill-in form if using an alternate.

B. Nominations, Appointments, and Terms: Nominations will be subject to the following procedures:

1. The Agency will publicize Advisory Council vacancies as they occur. The Agency will include the general public and target key constituencies of older adults and other groups identified in this Article.
2. Interested individuals will make their desire to participate on the Advisory Council known to the Agency Director.
3. The Advisory Council Membership will present nominees for a vote during a regular meeting. If the vote is affirmative, the nomination will be forwarded to the SEAGO Executive Board for a vote.

4. Upon appointment by the SEAGO Executive Board, Members shall serve a term of three (3) years. Each Member shall be limited to two (2) consecutive terms. However, a previous Member can be reappointed if a vacancy cannot be filled in 90 days. The Advisory Council may submit a Member's name to the Executive Board for reappointment for an additional term.

ARTICLE IV: OFFICERS

A. Titles: The Officers of the Advisory Council shall be the President, First Vice President, Second Vice President, and Secretary.

B. Duties:

1. President: The Advisory Council President shall preside at all meetings of the Advisory Council. The President shall coordinate and construct the meeting agendas with Agency staff and perform other duties that pertain to the office of the President, including the right to limit debate and discussion, fill Officer vacancies, and call a Special Meeting.
2. First Vice President: In the absence of the President, the First Vice President shall perform all duties as pertain to the office of President.
3. Second Vice President: In the absence of the President and the First Vice President, the Second Vice President shall perform all duties as pertain to the office of President.
4. Secretary: Should the President, First Vice President, and Second Vice President be absent, the Secretary shall act as President and designate another Member as Secretary Pro tem.

C. Nomination and Terms:

1. Officers shall be elected by majority vote annually, the terms of office being one (1) year, or until their successors are qualified and elected.
2. Officers shall be seated upon the conclusion of the meeting at which they were elected.
3. Nominations will be made from the floor at the April meeting with the nominee's consent.
4. The President shall not serve for more than three (3) successive one-year terms.

D. Vacancies: Should an Officer become unable or unwilling to finish their term, the President shall appoint a Member to fill the vacancy until the next election of Officers at the April meeting.

E. Recall:

1. An Officer may be recalled for cause by petitioning a majority of the Members. A recall petition must be submitted at a regular meeting and treated as a privileged motion.
2. A motion to recall any Officer must be approved by the majority vote of the Advisory Council at the regular meeting immediately following the motion's approval. Election to fill the vacancy shall be held at the same meeting.

ARTICLE V: MEETINGS

A. The following general criteria shall govern the transaction of business:

1. The Advisory Council shall hold four (4) regular meetings per calendar year in January, April, July, and October. The President may call a special meeting at any other time if necessary.
2. All meetings shall be open and advertised to the public and adhere to the Arizona Open Meeting Law.
3. Robert's Rules of Order shall govern all meetings unless in express conflict with this Constitution and Bylaws.

ARTICLE VI: AGENCY STAFF

A. Agency Director:

1. The Agency Director or designee is the liaison between the Advisory Council and the SEAGO Administrative Council, the SEAGO Executive Board, and the Arizona Department of Economic Security Division of Aging and Adult Services.
2. The Agency Director or designee receives and disburses all Older Americans Act funds and keeps an accurate record.

B. Advisory Council Assistant: The Agency Director shall designate a staff member as the Advisory Council Assistant. The Assistant shall keep or cause to have kept the minutes of the Advisory Council meetings, Membership attendance records, and all other designated duties.

ARTICLE VII: AMENDMENTS

Any Article or Section of these Bylaws may be amended or rescinded at any regular meeting of the Advisory Council by a two-thirds (2/3) majority vote of the Membership. All amendments require SEAGO Executive Board approval.

ARTICLE IX: EFFECTIVE DATE

These Bylaws shall become effective immediately upon being accepted by a majority of the official representatives of the Member Entities of the SouthEastern Arizona Governments Organization.

These Bylaws were discussed by the Advisory Council on Aging at their regular meeting on July 18, 2024, approved by the Advisory Council at their regular meeting on October 17, 2024, and approved by the SouthEastern Arizona Governments Organization Executive Board on November 22, 2024. They supersede the previous version adopted on May 19, 2007.

DRAFT



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: October 30, 2024
SUBJECT: 2024 CDBG APPLICATIONS

The CDBG application process began months ago with the required public participation process. From the start of the process to the conclusion of a project often requires up to three years. As of this meeting one of four applications have been submitted for this year's Regional Account funding round. In addition, two of our communities succeeded in obtaining competitive CDBG funds.

SEAGO's share of Regional Account CDBG for this year is \$1,347,005, which is unchanged from last year. The following are the CDBG applications SEAGO has submitted or will be submitting to the Arizona Department of Housing this year:

Bisbee: Senior Center improvements (Regional Account)

Duncan: Owner-Occupied Housing Rehabilitation (Regional Account), and Water System improvements for an existing wastewater lift station (Colonias Set-Aside)

Patagonia: Sonoita Creek Street Improvements or Owner-Occupied Housing Rehabilitation (Regional Account); and Rothrock Alley Water & Street Improvements (Colonias Set-Aside)

Thatcher: Street and ADA improvements connecting schools (Regional Account)

Our bylaws require Executive Board approval of fees and/or assessments such as those charged for application preparation or administration of new CDBG contracts by SEAGO for member entities. As such, we seek your recommendation for approval of these applications to our Executive Board. Please contact me if you have any questions.

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the 2024 CDBG project applications to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: SEAGO HR POLICY MANUAL UPDATES

SEAGO Human Resources Policy Manual Updates

Over the last several months staff have studied the current HR Policy Manual and gathered a set of proposed changes. The proposed changes are in response to changing regulations at the state and federal level. Other changes are proposed in order to clarify ambiguous or unclear policies. In the interest of saving space and paper the draft changes are provided via link, below. The more noteworthy proposed changes are as follows:

- Policies concerning tips, gifts, nepotism and personal relationships (Article 2)
- Policies concerning sick leave to ensure compliance with the Arizona Paid Sick Leave Law (Article 4)
- Merit Increases (Article 4)
- Supplemental Dental Insurance and Health Savings Accounts (Article 5)
- Adding Juneteenth to SEAGO's holiday schedule (Article 6)
- Discipline, Appeals and Grievance (Article 8)
- Travel Reimbursement Policy (Article 10)

In order to ensure ongoing compliance, SEAGO staff intend to continue reviewing our policies in subsequent years. The attached represents our 2024 effort. Dina Curtiss from Finance and Celeste Vasquez from AAA were instrumental in the current effort.

Attachments: Draft SEAGO HR Policy Manual Changes (Separate PDF Attached)

Action Requested: Information Only Action Requested Below

A motion to forward the revised SEAGO Human Resources Policy Manual to the Executive Board with a recommendation of approval.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: SEAGO POLICY PRINCIPLES BROCHURE

The SEAGO team has updated the attached document identifying Policy Principles (or positions) for each program for Calendar Year 2025.

The proposed SEAGO Policy Principles are intended to empower staff in supporting (or opposing) legislation, policies or various initiatives at the state and federal level that impact delivery of SEAGO programs and/or our effectiveness in serving member entities and your constituents. It can also be used by our member entities and elected officials as talking points when speaking to policy makers relating to these positions.

Policy developments and emerging needs have resulted in some minor updates to the document, but many of the prior year's principles remain unchanged. Once approved, the positions will be used in a three-fold flyer that can be distributed as needed.

As Administrative Council members, your wisdom, thoughts and suggestions are valued and we hope you will help us further refine this document before presenting it to the Executive Board for consideration. I look forward to discussing the proposed Policy Principles with you in detail and will try to answer any questions you may have at the meeting.

Attachments: SEAGO Policy Principles Calendar Year 2025

Action Requested: Information Only Action Requested Below:

A motion to recommend that the Executive Board approve (amend or reject) the SEAGO Policy Principles for Calendar Year 2025 presented by staff.



ADMINISTRATION

- Support applications to public and private grant funding sources that can further SEAGO Strategic Plan initiatives and expand services for the SEAGO Region as a whole, and for individual SEAGO member entities.
- Support legislation or intergovernmental agreements that would enable SEAGO as a public agency to participate in insurance pools or trusts pursuant to A.R.S. § 11-952.01. As healthcare costs continue to rise, the ability to offer and maintain competitive healthcare benefits is an important tool to recruit and retain high-quality employees.



AREA AGENCY ON AGING

- Support initiatives to offset rising costs for AAA providers resulting from increases in Arizona’s minimum wage. Provider rates have not increased since 2016 (\$8.05/hr), but during the same time period, the minimum wage has increased by over 82%. (\$14.70/hr). While Arizona AAAs received another one-time appropriation from the State General Fund in FY 2023 to address this issue, a permanent solution is needed to support rate increases for providers of services to Arizona’s vulnerable aging population.
- Support the reauthorization of the Older Americans Act of 1965. The reauthorization clarifies and reaffirms the roles of State and Area Agencies on Aging in coordinating community-based services. and the reauthorization of the Older Americans Act of 1965. Reauthorization of the Older Americans Act clarifies and reaffirms the roles of State and Area Agencies on

Aging in coordinating community-based services, and in maintaining accountability for the funding of national priority services. *(Note: the last authorization was from March 2020)*

- Support legislation or other initiatives to expand Medicare coverage to include dental, vision, and oral care. Lack of dental care has long been a top priority for questionnaire respondents in the AAA’s efforts to identify unmet needs of seniors for the Area Plan on Aging.



COMMUNITY DEVELOPMENT

- Support sufficient and sustained funding for proven programs within the U.S. Department of Housing and Urban Development (HUD), such as the Community Development Block Grants (CDBG) and HOME Partnerships Investment Programs that support housing and sustainable community development for rural areas.
- Increase HUD funding to allow for expansion of economic and community development programs in both rural and urban areas, including those that promote regional approaches.
- Support SEAGO’s vision and initiatives to increase available housing stock and address homelessness and housing affordability in the region.
- Advocate to the Arizona Department of Housing for increased capacity building funding to be directed to rural Community Housing Development Organizations (CHDOs). Due to a lack of operational capacity, an insufficient number of rural CHDOs exist to address the serious deficit of affordable housing in rural communities across Arizona. HUD’s Final Rule regarding CHDO funding (§ 92.208) allows up to 5 percent of a state’s fiscal year HOME allocation to be used for the operating expenses and capacity building

costs of CHDOs, yet ADOH has chosen not to make those funds available within their HUD Annual Action Plan.



ECONOMIC DEVELOPMENT

- Support increased funding for the “Partnership Planning” program to at least \$40 million in FY 2025 appropriations legislation. *(Note: While costs and complexity of operating Economic Development Districts have increased considerably, the annual allocation for the EDA’s Partnership Planning remains stuck at \$35 million since 2018.)*
- Support the efforts of the Maricopa Association of Governments to increase tourism through the statewide expansion of the border crossing card zone for federally screened and vetted holders of B1 and B2 visas from Mexico. A University of Arizona study projected that the expansion of the border crossing card zone would have a positive annual impact of \$181 million to the state.
- Support measures to promote, expand and enhance Arizona’s competitiveness in international trade and commerce with Canada and Mexico.
- Support collaboration and data sharing with state agencies, local governments, universities, COGs and MPOs to develop and enhance data analytics necessary to advance regional and state economics.
- Support continued efforts to bring new broadband infrastructure construction projects to our Region.



TRANSPORTATION

- Support legislation to modernize and expand transportation funding mechanisms to include equitable user fees for alternative fuels vehicles, indexing funding mechanisms to inflation, increasing the existing gasoline tax, and exploring alternative funding mechanisms at both the State and Federal levels.
- Support local efforts to form Regional Transportation Authorities.
- Oppose the transfer of Highway User Revenue Funds to the State General Fund above the statutory limit of \$20 million.
- Support Arizona General Fund budget legislation to fund Greater Arizona’s Rural Transportation Priority Projects.
- Support legislation in the Arizona General Fund budget to continue funding the AZ SMART program.
- Oppose legislation that would lower the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects, or include specific types of maintenance activities and equipment purchases without advertising for bids.
- Support projects and initiatives throughout the State that expand and enhance the movement of freight and international commerce.
- Support initiatives that maximize the role of public transit within the broader transportation system to improve mobility, enhance system capacity and improve system efficiency.

¿ DID YOU KNOW ?

- Arizona’s 18¢ per gallon gasoline tax has not been increased since 1991. Since that time, the purchasing power of that 18¢ has decreased approximately 50%. Today, 18¢ has the purchasing power of roughly 9¢ compared to 1991.

1991



2022



- Every day, more than 10,000 baby boomers turn age 65, and by 2030, 73 million - or one in five people in America will be age 65 or older. By 2035, for the first time in our nation’s history, the population of adults age 60 and older will outnumber people younger than age 20.

About SouthEastern Arizona Governments Organization (SEAGO)

- Established pursuant to Executive Order 70-2, SEAGO is a Council of Governments (COG) and the regional planning agency for Cochise, Graham, Greenlee and Santa Cruz Counties.
- SEAGO’s Executive Board includes elected officials from 14 incorporated cities and towns, four counties, one Native American Tribe and five private sector representatives.
- SEAGO is the federally designated Area Agency on Aging, the Economic Development District and the Rural Transportation Planning Agency for the four-county region.



SouthEastern Arizona Governments Organization

SEAGO POLICY PRINCIPLES

Main Office:
1403 Highway 92
Bisbee, Arizona 85603

www.seago.org

Area Agency on Aging Office
1403 B Highway 92
Bisbee, Arizona 85603



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: OCTOBER 31, 2024
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
February 6, 2025	February 21, 2025 - Cochise County
May 1, 2025	May 16, 2025 – Graham County
August 7, 2025	August 22, 2025 – Greenlee County
November 6, 2025	November 21, 2025 – Santa Cruz County

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

Combined Administrative and Executive Committee Meetings (telephonic)
April 3, 2025 – 9:00 a.m.
May 29, 2025 – 9:00 a.m.
October 2, 2025 – 9:00 a.m.
December 4, 2025 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, FINANCE MANAGER
DATE: OCTOBER 31, 2024
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues and Expenditures for the quarter ending September 30, 2024 is attached for your review.

Colby and Powell performed their site visit for their annual audit on October 16th and 17th, 2024. They will be performing the single audit beginning November 4, 2024. Colby and Powell commented that everything looked good and they do not foresee any findings.

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

Attachment: SEAGO Statement of Revenues and Expenditures 09-30-2024

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - R&E that ties to Budget - Unposted Transactions Included In Report
From 7/1/2024 Through 9/30/2024

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
Revenue					
General Fund	101	33,190	33,190	150,000	22.12%
Agency Response	301	78,784	78,784	45,302	173.90%
Community Development Block Grant	302	53,769	53,769	357,000	15.06%
Economic Development	303	20,625	20,625	110,358	18.68%
Public Transit	308	6,947	6,947	20,000	34.73%
State Planning & Research	309	27,787	27,787	143,250	19.39%
Area Agency on Aging	310	256,310	256,310	1,373,415	18.66%
Regional Mobility Management	311	33,935	33,935	162,500	20.88%
RMM Training	314	32,991	32,991	87,500	37.70%
Nogales Area Transit Feasibility Study	351	21,183	21,183	95,000	22.29%
United Way of Graham and Greenlee Counties	356	65,130	65,130	65,130	100.00%
Regionwide Pavement Assessment Project P...	357	30,691	30,691	105,428	29.11%
Bisbee Route Efficiency Study ADOT	358	3,844	3,844	95,000	4.04%
Santa Cruz Cnty Elgin School Remodel LSM	359	8,000	8,000	8,000	100.00%
BSERC Environmental Review	360	2,500	2,500	5,000	50.00%
Total Revenue		<u>675,686</u>	<u>675,686</u>	<u>2,822,883</u>	<u>23.94%</u>
Expenses					
General Fund	101	0	0	150,000	0.00%
Agency Response	301	11,198	11,198	45,302	24.71%
Community Development Block Grant	302	37,789	37,789	357,000	10.58%
Economic Development	303	20,625	20,625	110,358	18.68%
Public Transit	308	6,947	6,947	20,000	34.73%
State Planning & Research	309	27,787	27,787	143,250	19.39%
Area Agency on Aging	310	258,099	258,099	1,373,415	18.79%
Regional Mobility Management	311	33,935	33,935	162,500	20.88%
RMM Training	314	32,991	32,991	87,500	37.70%
Nogales Area Transit Feasibility Study	351	21,183	21,183	95,000	22.29%
United Way of Graham and Greenlee Counties	356	1,133	1,133	65,130	1.73%
Regionwide Pavement Assessment Project P...	357	30,691	30,691	105,428	29.11%
Bisbee Route Efficiency Study ADOT	358	3,844	3,844	95,000	4.04%
Santa Cruz Cnty Elgin School Remodel LSM	359	618	618	8,000	7.72%
BSERC Environmental Review	360	59	59	5,000	1.18%
Total Expenses		<u>486,900</u>	<u>486,900</u>	<u>2,822,883</u>	<u>17.25%</u>
Balance		<u>188,786</u>	<u>188,786</u>	<u>0</u>	<u>0.00%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: October 30, 2024
SUBJECT: COMMUNITY DEVELOPMENT PROGRAM UPDATES

Colonias Set-Aside CDBG

We are pleased to announce that our two Colonias Set-Aside CDBG applications were awarded. The Town of Duncan will receive \$529,421 for wastewater system improvements, while the Town of Patagonia will receive \$654,616 for water system improvements. This is Patagonia's second consecutive award, but for Duncan it is the first time. A successful Colonias CDBG application has long been a goal of the Community Development program and we are eager to get started in implementing this urgently needed project.

Graham County Housing Feasibility Study

SEAGO applied for and received a United Way of Graham and Greenlee Counties Cycle 1-2024 grant for a Graham County Housing Feasibility Study. The purpose of the study will be to provide a foundation for directed efforts to increase housing development and affordability in Graham County. We brought GrowAmerica, a housing consultant, under contract in September. GrowAmerica have been coordinating with SEAGO staff in making preparations for outreach, organizing a steering committee, and presentation materials.

Better Cities Resilience Action Planning & Freeport McMoRan

Community Development staff continue to work with the Freeport-McMoRan International Community Development and Social Responsibility team staff in Graham and Greenlee Counties on a set of Resilience Action Plans for each. These plans are making their way towards the implementation phase, and as part of this it has been recommended that SEAGO facilitate a housing summit for Graham and Greenlee Counties. We are coordinating with FMI on securing funding for this event, which we intend to hold this fall, with the participation of GrowAmerica as our housing consultant.

Bisbee Science Exploration & Research Center – Bisbee Backyard Project Environmental Review

Since entering a contract at the end of August 2024, SEAGO staff have been working with the Bisbee Science Exploration & Research Center (BSERC) staff to complete the Environmental Review Record (ERR) process and documentation to satisfy the requirements of the U.S. Department of Housing & Urban Development (HUD) Community Project Funding (CPF) grant program prior to construction permitting.

Attachments: None

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: October 30, 2024
SUBJECT: SEAGO MEMBER ENTITIES LOW MODERATE INCOME STATUS & 2020 AMERICAN COMMUNITY SURVEY DATA

Introduction

The qualification of the projects for our member communities for Community Development Block Grant funds is connected to one of three National Objectives, the principle being Low-Moderate Income (LMI) Benefit. The proposed project(s) must benefit low and moderate income persons defined as those persons earning no greater than 80% of the U.S. Department of Housing & Urban Development (HUD) Area Median Income (AMI). At least 51% of the area residents served by the proposed project must earn less than 80% of the AMI. A significant majority of our communities' projects have been LMI Benefit-qualified projects. This may change in the future, depending on qualifications as presented here.

The American Community Survey (ACS) features AMI data for U.S. Census Block Groups and communities ('area-wide' within municipal boundaries) and is updated annually, but the Arizona Department of Housing references a single ACS period for five years. SEAGO communities have been able to use the 2011-2015 ACS data for AMI until August 1, 2024. Going forward, the 2016-2020 ACS data will be used for any SEAGO community application for CDBG qualification for LMI Benefit.

Prosperity Growth in the Data

The 2016-2020 ACS dropped six (6) communities out of automatic area-wide LMI Benefit qualification – Benson, Douglas, Duncan, Nogales, Patagonia, and Tombstone. Tombstone's population decrease, especially among low and moderate income households dropped its LMI percentage by over 23%. Four other communities already disqualified from automatic LMI Benefit continued to decrease in percentage of Low-Moderate Income residents of the whole population – Bisbee, Clifton, Safford, and Thatcher.

Willcox, however, increased in the amount and percentage of moderate income population

with an overall population decrease, thereby greatly gaining in LMI to become an automatically-qualifying LMI Benefit community (35.8% to 53.7%). Huachuca City, Pima and Sierra Vista also saw mild increases in LMI.

It is possible that the new ACS figures reflect a lack of response (high margins of error are notable in the 2016-2020 data, typically associated with non-response) or it may be that members of our communities in fact have become more prosperous, or moved away and were replaced by more affluent households. For a detailed comparison of 2011-2015 and 2016-2020 ACS data for our communities, please review the attached spreadsheet pages.

Impacts and Implications of Shifts in Income Data

CDBG applications must meet one of three HUD National Objectives: low-to-moderate income benefit, urgent need or elimination of slum and blight. The shift in LM percentages in the new ACS data means that qualifying new CDBG projects under the low-mod benefit will be more challenging for some communities. This may lead to communities seeking to qualify low-mod CDBG projects that instead involve limited clientele, like seniors, disabled, homeless, and other at-risk and special needs groups since these beneficiaries count as LM.

As noted in the introduction, our communities who submitted resolutions of application prior to August 1, 2024 used the 2011-2015 ACS data, and have been awarded CDBG funding. Thereafter, and presently, the 2016-2020 ACS data will apply. Any proposal that does not focus on the other National Objectives, Slum/Blight prevention or elimination, or Urgent Need will have to support special needs populations under LMI Benefit, but not the area-wide community, which is not LMI-qualified.

Otherwise, member jurisdictions would have to conduct, with SEAGO technical assistance, Low-Mod Income Special Surveys (LMISS) that focus the service area of a proposed project to the most immediate beneficiary residents. Generally the response rate must be 75% or more to achieve a statistically sound determination of 51% low-mod.

SEAGO staff have already assisted in three LMISS efforts in this Regional Account application cycle. We will stand ever ready to assist member communities in their efforts to qualify for CDBG.

Attachments: None

Action Requested:

Information Only

Action Requested Below

ACS Data_2011-15 and 2016-2020 Comparison

American Community Survey Data Comparisons	2011-2015					2016-2020					
	NAME	LOW	LOWMOD	LMMI	LOWMOD UNIV PCT	LOW	LOWMOD	LMMI	LOWMOD UNIV PCT	Margin Of Error	
Benson city	1,555	2,590	3,640	4,935	52.48%	1,410	1,890	2,850	4,825	39.20%	+/-6.20%
Block Group 1, Census Tract 3.01, Cochise County, Arizona	85	315	585	870	36.21%	290	470	575	1,140	41.20%	+/-17.40%
Block Group 2, Census Tract 3.01, Cochise County, Arizona	670	850	1105	1375	61.82%	290	395	520	680	58.10%	+/-19.40%
Block Group 3, Census Tract 3.01, Cochise County, Arizona	240	455	545	705	64.54%	265	275	395	695	39.60%	+/-20.60%
Block Group 4, Census Tract 3.01, Cochise County, Arizona	400	550	620	700	78.57%	500	645	1,030	1,050	61.40%	+/-17.60%
Bisbee city	1,825	2,550	3,365	5,140	49.61%	1,390	2,240	3,135	4,880	45.90%	+/-8.50%
Block Group 1, Census Tract 10, Cochise County, Arizona	315	455	575	735	61.90%	200	345	535	745	46.30%	+/-15.10%
Block Group 2, Census Tract 10, Cochise County, Arizona	115	260	345	480	54.17%	120	190	330	725	26.20%	+/-13.90%
Block Group 1, Census Tract 11, Cochise County, Arizona	315	395	410	1085	36.41%	310	370	430	580	63.80%	+/-20.70%
Block Group 2, Census Tract 11, Cochise County, Arizona	925	1295	1730	2045	63.33%	560	1,255	1,750	2,130	58.90%	+/-13.10%
Block Group 3, Census Tract 11, Cochise County, Arizona	90	275	400	480	57.29%	175	295	395	610	48.40%	+/-19.70%
Block Group 1, Census Tract 12, Cochise County, Arizona	390	440	650	1190	36.97%	295	315	580	1,265	24.90%	+/-9.20%
Block Group 2, Census Tract 12, Cochise County, Arizona	225	315	495	790	39.87%	335	410	450	815	50.30%	+/-20.70%
Block Group 3, Census Tract 12, Cochise County, Arizona	470	605	655	960	63.02%	245	550	765	1,125	48.90%	+/-19.70%
Clifton town	410	1,175	1,795	3,460	33.96%	415	985	1,745	3,640	27.10%	+/-10.70%
Block Group 2, Census Tract 9601, Greenlee County, Arizona	325	835	1140	1730	48.27%	150	320	585	1,145	27.90%	+/-16.10%
Douglas city	3,575	5,760	7,115	9,120	63.16%	4,120	6,215	8,455	12,355	50.30%	+/-5.60%
Duncan town	255	375	520	685	54.74%	190	295	435	710	41.50%	+/-14.60%
Block Group 2, Census Tract 9603, Greenlee County, Arizona	95	345	500	655	52.67%	225	295	685	870	33.90%	+/-15.70%
Block Group 3, Census Tract 9603, Greenlee County, Arizona	250	345	445	565	61.06%	200	310	390	615	50.40%	+/-16.20%
Huachuca City town	815	1,155	1,635	2,160	53.47%	730	1,075	1,415	1,950	55.10%	+/-8.00%
Block Group 2, Census Tract 13, Cochise County, Arizona	630	825	945	1140	72.37%						
Block Group 3, Census Tract 13, Cochise County, Arizona	225	405	770	1095	36.99%						
Block Group 4, Census Tract 13, Cochise County, Arizona	135	155	295	1035	14.98%						
Block Group 5, Census Tract 13, Cochise County, Arizona	145	330	395	770	42.86%						
Block Group 2, Census Tract 13.01, Cochise County, Arizona						125	295	330	645	45.70%	+/-26.30%
Block Group 1, Census Tract 13.02, Cochise County, Arizona						35	95	295	545	17.40%	+/-12.60%
Block Group 2, Census Tract 13.02, Cochise County, Arizona						735	815	985	1,225	66.50%	+/-13.40%
Block Group 3, Census Tract 13.02, Cochise County, Arizona						190	455	625	1,185	38.40%	+/-12.70%
Nogales city	5,655	10,855	14,225	20,300	53.47%	5,885	9,910	13,755	19,845	49.90%	+/-5.50%
Block Group 1, Census Tract 9661.03, Santa Cruz County, Arizona	420	540	890	1145	47.16%	205	695	740	905	76.80%	+/-13.10%
Block Group 1, Census Tract 9662, Santa Cruz County, Arizona	395	1180	1900	3475	33.96%	100	325	550	680	47.80%	+/-22.30%
Block Group 2, Census Tract 9662, Santa Cruz County, Arizona	310	605	690	975	62.05%	160	420	500	575	73.00%	+/-30.70%
Block Group 3, Census Tract 9662, Santa Cruz County, Arizona	70	310	330	355	87.32%	425	995	1,165	2,310	43.10%	+/-23.20%

ACS Data_2011-15 and 2016-2020 Comparison

American Community Survey Data Comparisons	2011-2015					2016-2020					
	NAME	LOW	LOWMOD	LMMI	LOWMOD UNIV PCT	LOW	LOWMOD	LMMI	LOWMOD UNIV PCT	Margin Of Error	
Block Group 4, Census Tract 9662, Santa Cruz County, Arizona						520	695	750	1,000	69.50%	+/-20.20%
Block Group 1, Census Tract 9663.01, Santa Cruz County, Arizona	510	1180	1675	2490	47.39%	75	195	295	545	35.80%	+/-23.70%
Block Group 2, Census Tract 9663.01, Santa Cruz County, Arizona	360	850	995	1145	74.24%	250	295	610	1,105	26.70%	+/-22.80%
Block Group 3, Census Tract 9663.01, Santa Cruz County, Arizona	180	370	620	875	42.29%	490	1,075	1,585	2,205	48.80%	+/-19.60%
Block Group 4, Census Tract 9663.01, Santa Cruz County, Arizona						270	280	375	730	38.40%	+/-30.10%
Block Group 1, Census Tract 9663.02, Santa Cruz County, Arizona	550	865	985	1150	75.22%	635	710	970	1,175	60.40%	+/-21.40%
Block Group 2, Census Tract 9663.02, Santa Cruz County, Arizona	195	235	235	465	50.54%	250	355	360	510	69.60%	+/-24.30%
Block Group 3, Census Tract 9663.02, Santa Cruz County, Arizona	610	1095	1195	1505	72.76%	340	515	645	1,480	34.80%	+/-17.10%
Block Group 1, Census Tract 9664.01, Santa Cruz County, Arizona	245	620	830	1205	51.45%	340	410	930	1,175	34.90%	+/-19.50%
Block Group 2, Census Tract 9664.01, Santa Cruz County, Arizona	400	1010	1505	2155	46.87%	890	1,505	2,015	2,315	65.00%	+/-14.50%
Block Group 1, Census Tract 9664.02, Santa Cruz County, Arizona	620	815	915	1310	62.21%	725	895	1,220	1,510	59.30%	+/-21.80%
Block Group 2, Census Tract 9664.02, Santa Cruz County, Arizona	445	475	855	950	50.00%	115	235	335	955	24.60%	+/-16.80%
Block Group 3, Census Tract 9664.02, Santa Cruz County, Arizona	245	470	605	1130	41.59%	120	360	665	815	44.20%	+/-25.10%
Block Group 4, Census Tract 9664.02, Santa Cruz County, Arizona	595	870	1055	1250	69.60%	255	535	665	725	73.80%	+/-17.80%
Patagonia town	300	380	510	710	53.52%	170	420	595	825	50.90%	+/-13.60%
Block Group 1, Census Tract 9660, Santa Cruz County, Arizona	65	90	120	235	38.30%	170	590	775	1,320	44.70%	+/-10.90%
Block Group 2, Census Tract 9660, Santa Cruz County, Arizona	360	495	650	1010	49.01%	90	225	350	895	25.10%	+/-12.40%
Pima town	640	1,025	1,340	2,440	42.01%	595	1,200	1,615	2,525	47.50%	+/-9.90%
Block Group 1, Census Tract 9611, Graham County, Arizona	80	480	630	1215	39.51%	135	425	695	1,685	25.20%	+/-12.30%
Block Group 2, Census Tract 9611, Graham County, Arizona	515	840	1050	1380	60.87%	390	795	920	1,285	61.90%	+/-15.30%
Block Group 3, Census Tract 9611, Graham County, Arizona	255	655	850	1875	34.93%	390	765	955	1,675	45.70%	+/-17.00%
Safford city	2,135	3,675	5,095	9,405	39.07%	2,325	3,145	5,970	9,570	32.90%	+/-5.50%
Block Group 1, Census Tract 9613, Graham County, Arizona	155	240	340	560	42.86%	290	290	750	850	34.10%	+/-17.50%
Block Group 2, Census Tract 9613, Graham County, Arizona	325	425	500	570	74.56%	20	95	150	240	39.60%	+/-21.20%
Block Group 3, Census Tract 9613, Graham County, Arizona	365	595	630	1125	52.89%	410	475	945	1,160	40.90%	+/-23.50%
Block Group 4, Census Tract 9613, Graham County, Arizona	450	540	795	1120	48.21%	350	400	420	665	60.20%	+/-23.60%
Block Group 1, Census Tract 9614, Graham County, Arizona	325	690	980	2040	33.82%	330	505	1,170	2,190	23.10%	+/-9.30%
Block Group 2, Census Tract 9614, Graham County, Arizona	135	330	455	1080	30.56%	255	360	825	1,005	35.80%	+/-17.80%
Block Group 3, Census Tract 9614, Graham County, Arizona	90	150	410	855	17.54%	110	110	200	810	13.60%	+/-11.50%
Block Group 4, Census Tract 9614, Graham County, Arizona	95	340	400	920	36.96%	35	260	660	1,045	24.90%	+/-15.70%
Block Group 1, Census Tract 9615, Graham County, Arizona	430	680	1045	2185	31.12%	535	850	1,320	1,740	48.90%	+/-16.30%
Block Group 2, Census Tract 9615, Graham County, Arizona	840	970	1420	2150	45.12%	40	175	270	870	20.10%	+/-14.20%
Block Group 3, Census Tract 9615, Graham County, Arizona						590	935	1,590	2,190	42.70%	+/-13.20%
Block Group 1, Census Tract 9617, Graham County, Arizona	185	450	780	1005	44.78%	165	320	360	605	52.90%	+/-21.40%
Block Group 2, Census Tract 9617, Graham County, Arizona	45	95	320	700	13.57%	435	505	845	1,090	46.30%	+/-16.60%
Block Group 3, Census Tract 9617, Graham County, Arizona	115	255	575	870	29.31%	520	700	885	1,475	47.50%	+/-17.40%
Block Group 4, Census Tract 9617, Graham County, Arizona	105	315	445	1115	28.25%	115	375	580	1,045	35.90%	+/-19.90%

ACS Data_2011-15 and 2016-2020 Comparison

American Community Survey Data Comparisons NAME	2011-2015					2016-2020					
	LOW	LOWMOD	LMMI	LOWMOD UNIV	LOWMOD_PCT	LOW	LOWMOD	LMMI	LOWMOD UNIV	LOWMOD_PCT	Margin Of Error
Sierra Vista city	6,780	12,860	19,945	41,775	30.78%	7,590	13,965	20,070	41,140	33.90%	+/-2.90%
Thatcher town	850	1,785	2,600	4,655	38.35%	825	1,190	1,965	4,840	24.60%	+/-6.80%
Block Group 1, Census Tract 9612.01, Graham County, Arizona	165	270	310	765	35.29%	40	160	440	995	16.10%	+/-14.90%
Block Group 2, Census Tract 9612.01, Graham County, Arizona	325	770	855	1500	51.33%	415	530	800	1,455	36.40%	+/-16.90%
Block Group 3, Census Tract 9612.01, Graham County, Arizona	185	290	540	740	39.19%	160	195	220	530	36.80%	+/-23.20%
Block Group 1, Census Tract 9612.02, Graham County, Arizona	405	515	665	1390	37.05%	175	450	785	1,925	23.40%	+/-12.30%
Block Group 2, Census Tract 9612.02, Graham County, Arizona	290	390	490	1020	38.24%	20	65	70	890	7.30%	+/-10.70%
Block Group 3, Census Tract 9612.02, Graham County, Arizona	115	460	765	1295	35.52%	205	380	595	1,375	27.60%	+/-14.30%
Tombstone city	445	890	1,200	1,510	58.94%	220	430	770	1,205	35.70%	+/-7.00%
Block Group 1, Census Tract 4, Cochise County, Arizona	350	520	660	905	57.46%	115	230	445	865	26.60%	+/-10.50%
Block Group 2, Census Tract 4, Cochise County, Arizona	295	700	970	1225	57.14%	140	305	640	990	30.80%	+/-7.70%
Willcox city	1,030	1,290	1,985	3,600	35.83%	760	1,870	2,230	3,480	53.70%	+/-12.60%
Block Group 1, Census Tract 2.01, Cochise County, Arizona	460	775	1280	1930	40.16%	125	435	865	1,535	28.30%	+/-12.30%
Block Group 2, Census Tract 2.01, Cochise County, Arizona	290	635	815	1320	48.11%	160	475	820	1,665	28.50%	+/-14.70%
Block Group 1, Census Tract 2.02, Cochise County, Arizona	505	525	745	1335	39.33%	85	470	525	710	66.20%	+/-23.20%
Block Group 2, Census Tract 2.02, Cochise County, Arizona	100	240	360	600	40.00%	200	285	300	475	60.00%	+/-23.70%
Block Group 3, Census Tract 2.02, Cochise County, Arizona	445	575	825	1250	46.00%	415	770	1,110	1,640	47.00%	+/-20.00%
Block Group 4, Census Tract 2.02, Cochise County, Arizona	105	205	355	850	24.12%	80	460	510	835	55.10%	+/-29.60%



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: ECONOMIC DEVELOPMENT PROGRAM UPDATES

CEDS and Economic Advisory Council Update

In October the Economic Advisory Council (EAC) held its third quarterly meeting. Broadband was the focus of this meeting, and guest speakers included experts from the Arizona Commerce Authority and Cox Communications.

The five-year re-write of our Comprehensive Economic Development Strategy will take place next year. Staff intends to lead this effort beginning in the first quarter of 2025. We look forward to delivering a new, re-worked CEDS for our Region next year, one that is half as lengthy and twice as effective.

Brownfield Assessment Grant

Implementation of this grant has begun and our website has been updated to reflect this program and intake applications from community property owners wanting an assessment. We have projects under way in Clifton and Nogales with more coming in. So far we have completed or are under way with property assessments in Nogales, Safford and Clifton. This program is an economic development tool aimed at downtown revitalization and infill re-development for public and privately owned buildings and sites.

Ports of Entry

The week of October 21st was filled with activity relative to the Douglas and Nogales Ports of Entry. Staff participated in a two-day event held by the U.S. General Services Administration, intended to gather stakeholder input and develop action plans for downtown Nogales as planning for the new Port of Entry is under way. Staff also participated in an Arizona Border Counties Coalition luncheon on the 21st, and a GSA scoping event for a Supplemental Environmental Impact Statement for the new Douglas Port of Entry on the 24th. SEAGO staff have regularly participated in meetings with the Greater Nogales-Santa Cruz Port Authority; their summary of the recent GSA/EPA event is attached to this Memo.

Rural Energy for America Program

We have processed eight REAP applications so far, in Cochise and Greenlee Counties. Outreach and marketing for the program continues. This is an economic development program building resiliency into the private sector throughout the SEAGO Region. Those interested in participating are encouraged to contact Robert Owens at rowens@seago.org.

Willcox Theater and Arts

We are pleased to report the Willcox Theater and Arts construction is under way. This is an EDA funded project for which SEAGO was instrumental in securing funding. We are providing labor standards monitoring as the project moves towards completion, for which the current estimate is June of 2025.

Attachments: Summary of October 23rd GSA/EPA DeConcini Port of Entry Modernization Project from GN SCPA

Action Requested: Information Only Action Requested Below

NOTES

Nogales Community Representative Committee Meeting
DeConcini Port of Entry Modernization Project
Wednesday, October 23, 2024
Nogales, AZ

The U.S. General Services Administration (GSA) hosted the second Community Representative Committee (CRC) for the modernization of the DeConcini Port of Entry. The CRC is intended to convene local stakeholders to engage in an in-depth, technical dialogue about status of the port of entry project, provide feedback to the federal government, and serve as a conduit for distributing information to the broader public.

During the meeting, GSA Region 9 Office provided an update on the status of the ongoing Feasibility Study, outlining the major opportunities and challenges that the community should consider addressing to ensure a maximum positive impact to the region.

Key observations from GSA:

- The Feasibility Study is 75% complete.
- Environmental Impact Study (EIS) for the modernization project is expected to begin in the fall of 2025.
 - This will be the first opportunity for the community to see the initial conceptual design of the reconfiguration of the port.
 - GSA stressed that the conceptual design is likely to change as the project advances and will likely be significantly different in the end.
- This is barely the beginning of a multi-year endeavor.
- It is very likely that the border crossing coordinates are to remain the same as we see it today.
- It is likely that during the construction period, there will be as many as 300-350 construction workers in the Nogales area.
 - There is a need to ensure that there are adequate short and long-term housing options for the construction personnel – and some may opt to stay in Nogales.
- There is an urgent need for a conscious advocacy effort in Washington, D.C.
 - Advocating for and sharing the story of why Nogales matters to the rest of the country.
 - Telling the story helps people familiarize agencies on community needs so that when grant applications are submitted, they can connect the application with the need.
 - We must be aware that for some federal agencies, they “can’t find Nogales on a map.”

- GSA identified the following major challenges that must be addressed in partnership with the community:
 - Parking Availability,
 - Bus Processing Facilities,
 - Stormwater Management,
 - Southbound Pedestrian Flows.
- This is a multi-year process so the community has the opportunity to determine what Nogales should be in the future and properly plan the related initiatives/investments.
 - This is what the Downtown Revitalization Study is intended to help with!
- Port Authority requested that GSA provide border crossing data that disaggregates the traffic volumes at DeConcini, Morley, and Mariposa.
- GSA requested that participants use one word to describe this moment, here are the responses from those present:

<ul style="list-style-type: none"> • Sideways • Upwards • Strategy • Opportunity • Inclusiveness • Inspired • “Lottawork” 	<ul style="list-style-type: none"> • Finally • Possibilities • Grateful • Collaboration • Ready • Staffing • Energized
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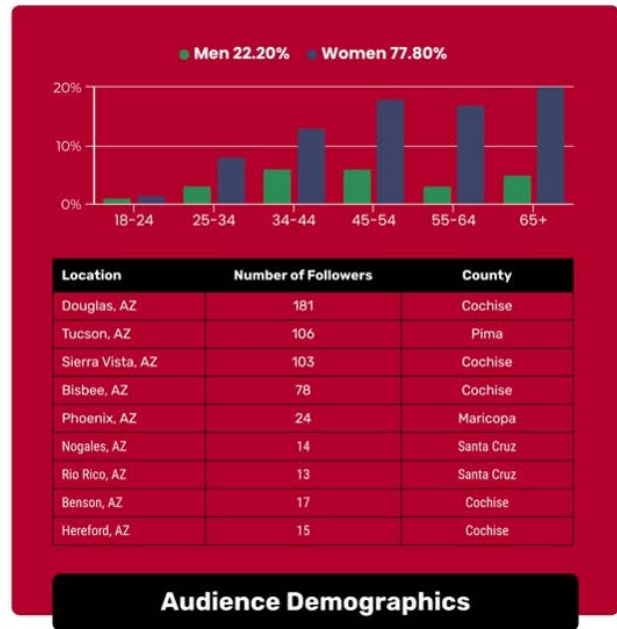
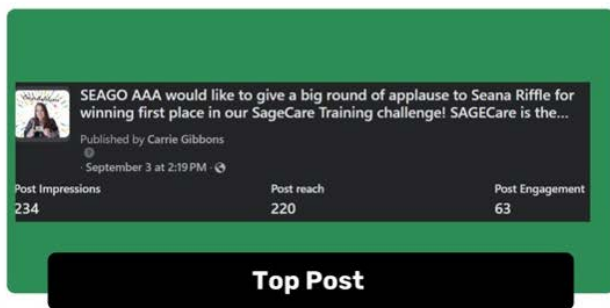
ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: OCTOBER 31, 2024
SUBJECT: AREA AGENCY ON AGING PROGRAM & AREA PLAN UPDATES

Administrative:

- The Health & Nutrition Program Coordinator position remains vacant. It has been open since April 2024. We have posted it on various social media and recruiting platforms, as well as in the local newspapers, but we have had no luck finding a qualified candidate.
 - Having this position open for such an extended period has delayed completing the research and implementation of the READI meals program and the overall program growth.
 - Shi Martin, our Ombudsman, has graciously agreed to continue to cover the position until it is filled.

I am happy to report that our Facebook page seems to be getting more attention and community interaction. To date, the following are our social media stats:

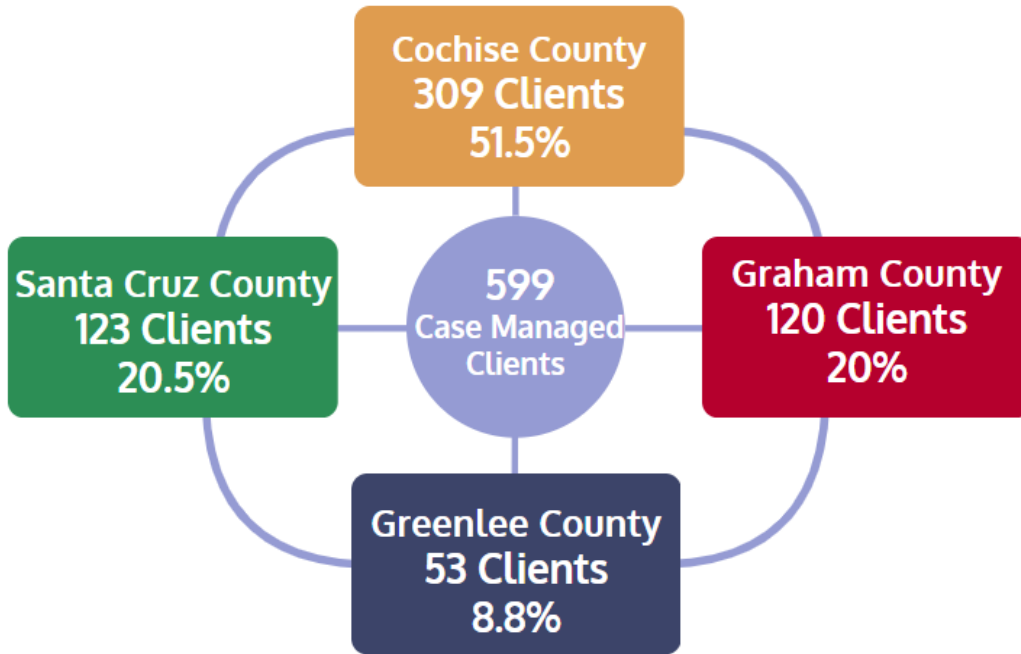


Case Management:

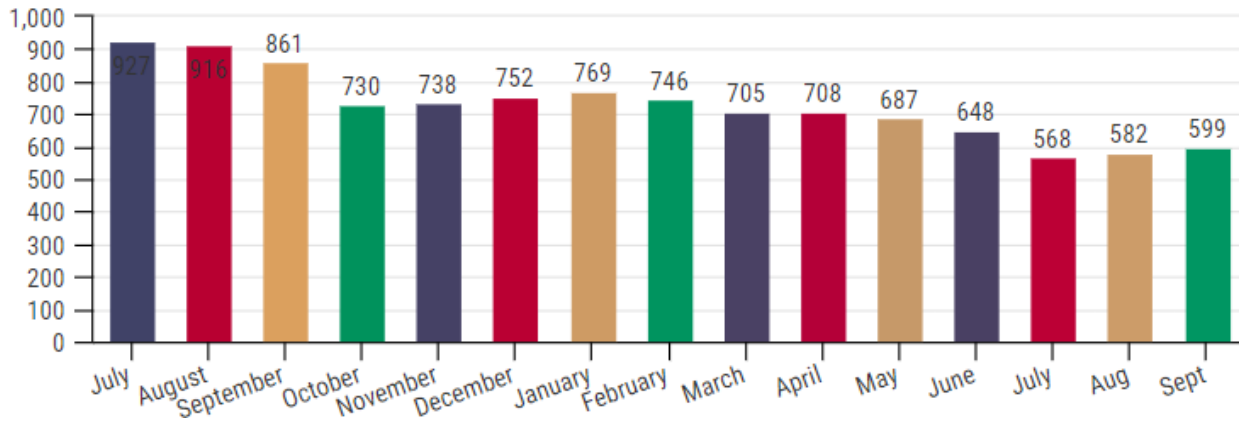


UPDATE

- SEAGO AAA serves 599 clients in case management for home and community-based services. We have 6 case managers. 4 in-house, 2 subcontracted, and a Case manager coordinator.
- Current Caseloads are below 120 clients per case manager
- SEAGO AAA has no plans to waitlist Case management



Total Monthly Case Load

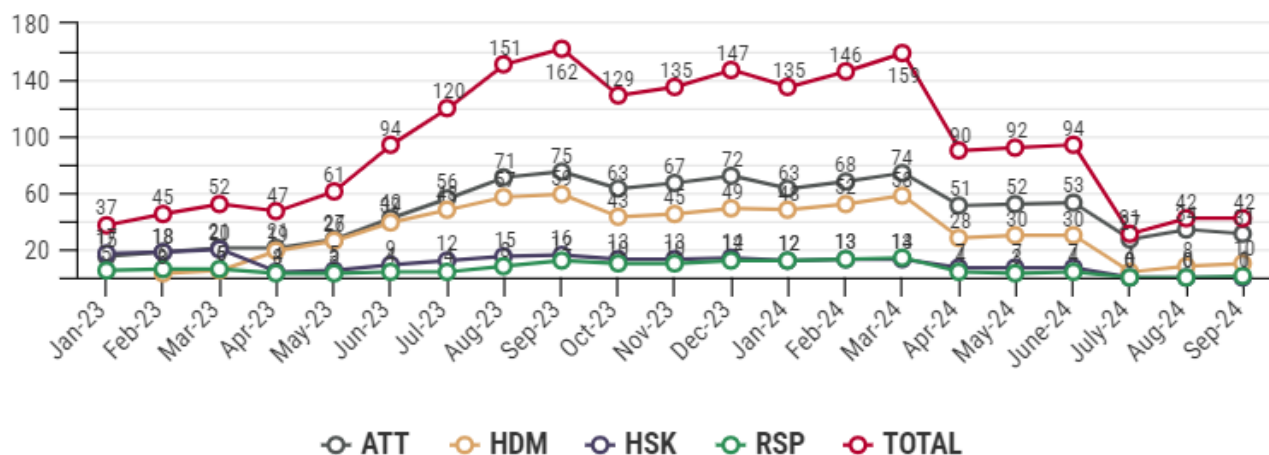




WAITLIST

- Effective June 1st, All new HDM, ATT, and RSP clients are going to the waitlist.
- We are closely watching unit utilization. We will focus on increasing service units for existing clients who could benefit from more than 8 hours a month of ATT. We will also prioritize removing high-need clients from the waitlist when possible.
- Our focus is on quality of service rather than the quantity of clients.

Waitlist



Information & Referral Central Intake:

Below is the updated data for our Information & Referral (I&R) Team.

Top 3 Ways I&R Received



Phone
59.2%

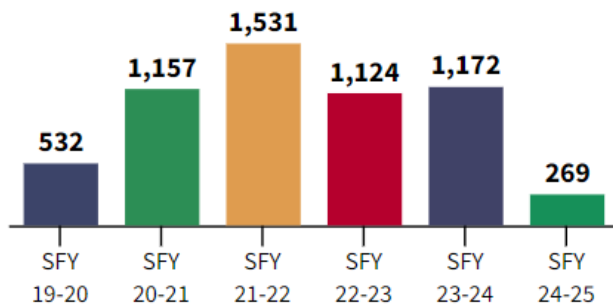


Email
36.7%



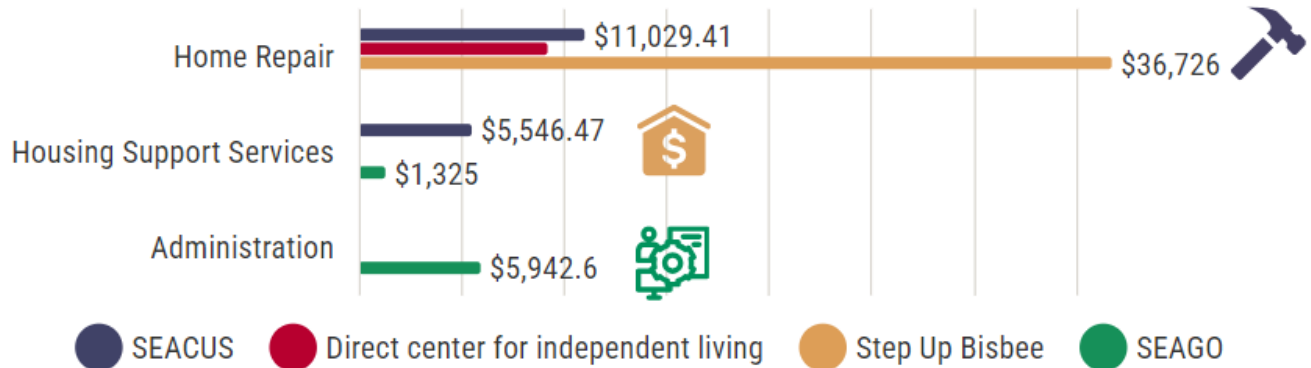
In-Person
3.8%

I&R Calls Per SFY

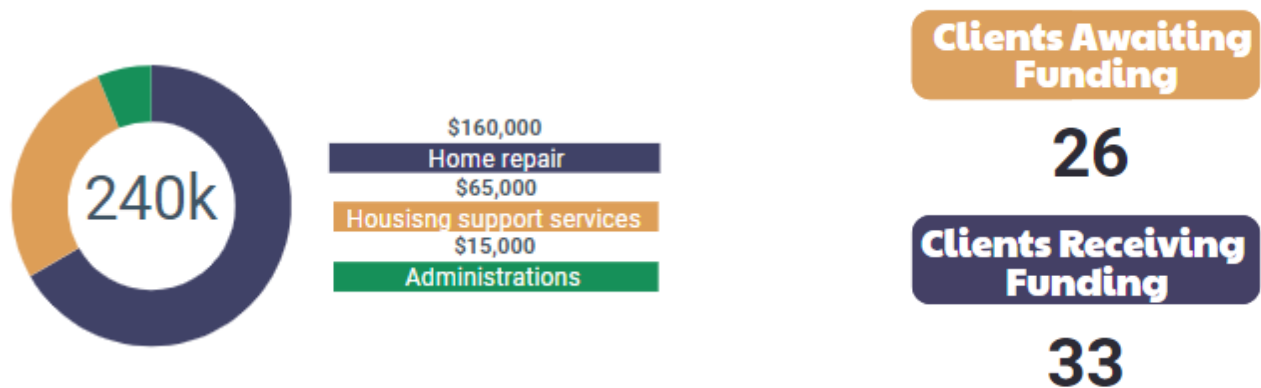


Housing Assistance Program:

The use of SB1720 funds continues to rise. We have utilized 26% of our funding at this time. Our current dashboard is below.



Total Utilized to Date: \$62,857.50



AREA PLAN UPDATES:

Description:

The SFY24/28 Area Plan on Aging focuses on **five goals, 15 objectives, and 44 action steps to meet** the outcome for these four years. In this process, the ACOA will receive quarterly updates on a few accomplishments each program coordinator and AAA Admin is working towards achieving. In your packet, you will find a brief update from each program highlighting at least three action steps toward meeting the goal and its objective. The overall goal is that you are given enough information to help you understand that the AAA is moving in the right direction. At the end of the fiscal year, we will provide you with the entire AP template showing each area for the year. You will have the opportunity to comment and request changes for the following year if needed.

A summary of the following program updates are as follows:

State Health Insurance Program and Senior Medicare Patrol

- **1.1-C, 3.1-C** The SHIP/SMP services and events are currently being promoted through various partners, including Health Care Centers, Senior Centers, Libraries, and social media. Promotion is being done through Constant Contact, Facebook, Chamber of Commerce, and newsletters throughout Region VI to help advertise Medicare Open Enrollment dates and locations, and appointments are being taken throughout Region VI.
- **2.1-A** Connections throughout Region VI have facilitating future partnerships and referrals. Currently AAA has partnered with Canyonlands Health Center, Mariposa Health Center, Chiricahua Health Center, and in the process of partnering with Gila Health. Allowing AAA services in rural areas.
- **2.1-B, 5.1-C** The SHIP/SMP program has maintained communication with all five volunteers with possibility of expanding with two new volunteers. Currently onboarding/discussing training for a data-entry volunteer. Currently SHIP-SMP is preparing for Volunteer training in December.
- **2.1-C** SHIP/SMP raises awareness and educates communities in Region VI by distributing flyers, using social media, giving presentations, and conducting outreach in both Spanish and English. Currently, SHIP-SMP is focused on raising awareness about Medicare Open Enrollment scams. SMP aims to increase awareness of fraud and scams by empowering Medicare beneficiaries to protect themselves from scammers and stay informed about the latest trends.
- **3.3.1-A** The South-Eastern Arizona Elder Abuse Taskforce (SEAEAT), the SHIP/SMP and Long Term Care Ombudsman coordinators have conducted Zoom presentations with current community partners to explain SEAEAT's efforts in preventing elder abuse. Currently, SEAEAT has connected and partnered with the Director of Community Engagement and Special Projects at the Arizona Attorney General's office. The Arizona Attorney General is scheduled to be a speaker to discuss current trends and preventive measures for the rest of the SEAEAT members.

Case Management and Family Caregiver Support Program

- **1.1.C** - CMC/FCSP aims to empower new caregivers by utilizing the Trualta platform to provide essential resources and promote our AAA programs. CMC/FCSP will continue strengthening the partnership between caregivers and case managers to raise awareness of this valuable tool throughout our network. Engaging with our existing community forums and outreach efforts will create meaningful connections that ensure caregivers and case managers are well-informed and supported. This collaborative approach will enhance the caregiver experience and improve access to vital resources, ultimately benefiting everyone in our community.
- **1.2.A** – The AAA currently has four in-house case managers in Cochise and Santa Cruz counties, two contracted case managers in Graham and Greenlee counties, and one case manager coordinator. Caseloads have been distributed evenly, resulting in an average of 120 clients per Case Manager. The Case Manager Coordinator conducts two Case Management meetings each month to collaborate with providers regarding client needs/issues, as well as to deliver ongoing training and share updates about all AAA programs that serve as resources for clients.
- **2.1.C** - FCSP has identified a significant service gap for our rural community, leading many residents to seek medical care in neighboring counties. We have initiated outreach to local doctors' offices, healthcare facilities, and key partners across all four counties. Additionally, we're leveraging social media to share valuable articles and resources daily to enhance caregiver education and awareness.
- **3.1.D** – FCSP/CMC continues to promote client and family empowerment through caregiver education, Respite care, ATT, HDM, and support groups. Home and Community-Based Services (HCBS) helps older adults remain in their homes, which in

turn reduces the costs associated with long-term institutional care. The FCSP and CMG work to ensure that caregivers receive essential training and support, alleviating their burden and improving the overall quality of care provided to older adults via the Trualta Platform, education, and resources.

- **3.2.A** - CMC will assist Case Managers in prioritizing individuals with higher needs for Respite, Attendant Care, and home-delivered meals by analyzing scoring data from Waitlist screening tool to identify clients with critical health issues or limited support. The CMC will assist Case Managers in developing customized care plans, allocating resources effectively, and collaborating with service providers to ensure timely support through ongoing support and continuing education. Additionally, the CMC will facilitate regular follow-ups and provide training for case managers, while implementing a feedback mechanism to promote continuous improvement in care delivery.

Long-term Care Ombudsman

- **3.3- A** The Long Term Care Ombudsman and Volunteers continue to see the skilled nursing facilities and assisted living facilities in Region VI. The Ombudsman Coordinator continues to recruit volunteers in Spanish-speaking areas.
- The Ombudsman attended The Consumer Voice Conference in San Francisco where there was a lot learned and plan to bring back lessons learned to Region VI. We aim to provide our seniors the newest and most impactful resources available and look for ways to implement them in SEAZ.
- **3.3- B** Southeastern Arizona Elder Abuse Taskforce (SEAEAT) We continue to work on the taskforce however attendance has been a challenge. The next quarter we will work on speaker and participant recruitment to boost the taskforce before the WEAAD session.

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: OCTOBER 31, 2024
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 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 groundwork 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 the 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).

Update: *To date, SEAGO has completed over 76% of our local road network. SEAGO hosted training on Data Portal updates at our July 18, 2024 TAC meeting. In August/September, SEAGO used this technology to support our Safety Plan and RTAC Priority Projects.*

RTAC Priority Project List: Last year, the SEAGO TAC developed a list of local projects for submission by RTAC to the State Legislature for consideration in the FY24 State Budget. The list was approved by the SEAGO Administrative Council and Executive Board in August 2023. On May 11, 2023, the Governor signed into law a \$17.8B state budget for State Fiscal Year 2024. Transportation infrastructure fared very well, receiving \$653.5M in one-time revenues. The SEAGO Region did very well securing over \$30 million in projects. In addition, SVMPO planning area secured almost \$10 million in projects. RTAC requested that Greater Arizona COGs/MPOs develop a project list for FY25 budget discussions. Unfortunately, due to a significant budget deficit, our FY25 list went unfunded. RTAC has once again requested Greater Arizona COGSs/MPOs submit a list for the FY26 budget year.

Update: *After discussions with the TAC, SEAGO has re-submitted last year's list in which costs have been updated to include a 20% inflation factor. The project booklet for the Rural Transportation Summit has been completed. The booklet can be accessed through this link: <https://www.keepandshare.com/doc12/view.php?id=258072&da=y> .*

Nogales Area Transit Feasibility Study: The Nogales/Rio Rico area is the largest remaining community in Arizona that does not have a Public Transit Program. To explore the demand for a transit system, SEAGO applied for a transit planning grant through ADOT last December.

Update: *On March 30, 2023, SEAGO received a \$95,000 award to conduct Phase 1 of the*

Study. *If a strong need/demand for service is identified, we will apply for Phase 2 (Implementation Plan) in December. The goal is to have a plan in place by the January 2026 FTA Section 5311 application cycle. A public participation plan has been developed. SEAGO hosted a Stakeholder Public meeting on March 12, 2024. The meeting was attended by 13 people. SEAGO is currently developing Working Paper #2, which will identify potential route structures based upon the input from our Stakeholder meeting. On August 25, 2024, the project was presented to the Great Nogales Port Authority and appeared to have area support. We are expecting to have a follow-up Stakeholder meeting in late October/early November.*

SVMPO/SEAGO Joint Regional Highway Safety Plan: In 2016, SEAGO and SVMPO partnered on a Regional Safety Plan. The project resulted in over \$3 million in regional safety projects. The plan has exceeded its useful life as crash data in the plan is over 8 years old. SEAGO and SVMPO are once again partnering on a plan update. ADOT Traffic Safety Section has approved the project and ADOT/FHWA has authorized funding for the project. Kimley-Horn has been selected as the project consultant.

Update: *Stakeholder meetings were held in each County on August 13, 14, and 15, 2024. The Safety Plan draft has been completed and will be forwarded to the TAC and our Stakeholder groups for review and comment on 10/21/24. Comments will be due by November 4, 2024.*

Bisbee Transit Route Efficiency Study: In December, SEAGO with support from the City of Bisbee and City of Douglas applied for an FTA Section 5305 Planning grant to conduct the Bisbee Transit Route Efficiency Study. In March, SEAGO was advised that we received a grant for \$75,000. The study will review the current Bisbee Bus route structure and schedule in effort to make it more efficient and cost effective. The study will kick-off in FY25 (July 24).

Update: *The Public Involvement Plan for the project has been completed. SEAGO hosted a project planning meeting with Bisbee and Douglas on 9/5/24. A TAC has been identified. A TAC Meeting is expected to be held in late October.*

Action Requested:

Information Only

Action Requested Below