



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 2024
SUBJECT: EXECUTIVE BOARD MEETING

Please see the details below for the Executive Board meeting date, time, and location.

Friday, November 22, 2024 at 9:00 a.m. (Executive session)

In-Person:

Patagonia Public Library
[346 Duquesne Avenue](#)
[Patagonia, AZ 85624](#)

Via Zoom:

Zoom Link: <https://us02web.zoom.us/j/83891238385>
Meeting ID: 838 9123 8385
Phone-in Option: +1 346 248 7799 (Houston)

This meeting will be a hybrid meeting with no limitations on in-person attendance. Any Executive Board 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 Executive Board 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.



EXECUTIVE BOARD AGENDA

9:00 A.M., FRIDAY, NOVEMBER 22, 2024
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)
346 DUQUESNE AVE, PATAGONIA, ARIZONA

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| I. CALL TO ORDER/ESTABLISH QUORUM | Chair Gomez |
| II. EXECUTIVE SESSION – 9:00 A.M.
Pursuant to A.R.S. §38.431.03 Subsection A.1., the Executive Board may adjourn to Executive Session for the purpose of evaluating the performance of the Executive Director. | Chair Gomez |
| III. PUBLIC SESSION – 10:00 A.M.
a. Reconvene to Public Session/Pledge of Allegiance/Roll Call
b. Discussion and possible action relating to the performance of the Executive Director. | Chair Gomez |
| IV. MEMBER ENTITIES' DISCUSSION
(Common Critical Issues) | Chair Gomez |
| V. CALL TO THE PUBLIC | Chair Gomez |
| VI. ACTION ITEMS | <u>Page No.</u> |
| 1. Consent Agenda
a. Approval of the August 16, 2024 Minutes | Chair Gomez 5 |
| 2. Discussion and possible action to approve the proposed representatives for appointment to fill Advisory Council on Aging vacancies | Celeste Vasquez 9 |
| 3. Discussion and possible action to approve the proposed revised Advisory Council on Aging bylaws | Celeste Vasquez 12 |
| 4. Discussion and possible action to approve the 2024 CDBG project applications | William Osborne 23 |

5.	Discussion and possible action to approve Updates to the SEAGO Human Resources Policy Manual	Keith Dennis	24
6.	Discussion and possible action to approve the SEAGO Policy Principles for Calendar Year 2025	Keith Dennis	25

VII. INFORMATION ITEMS

A.	Future Meeting Dates	Keith Dennis	28
B.	Quarterly Finance Report	Dina Curtiss	29
C.	Community Development Report	William Osbourne	31
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

VIII. RTAC REPORT		Kevin Adam	N/A
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IX. STAFF ANNOUNCEMENTS/ CURRENT EVENTS		Chair Gomez	N/A
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X. FUTURE AGENDA ITEMS		Chair Gomez	N/A
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XI. ADJOURNMENT		Chair Gomez	N/A
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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.



EXECUTIVE BOARD PACKET

MEMO TO: SEAGO EXECUTIVE BOARD
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 2024
SUBJECT: ADMINISTRATIVE COUNCIL ATTENDANCE

This memorandum provides information about the number of Administrative Council members or their delegates attending their November 7th, 2024 meeting and the manner of their participation in said meeting:

Member Entity Representative	In-Person	Electronic
Number of Administrative Council members present and voting:	2	8
Batty, Vernon – Town of Pima		X
Brown, Heath – Town of Thatcher (Chair)		X
Coxworth, Dan – Cochise County (Vice-Chair)		X
*Fulton, Stephanie – Town of Huachuca City	X	
Hinton, Terry – Town of Duncan		X
Kirschmann, Robert – City of Willcox		X
Pauken, Stephen – City of Bisbee		X
Robinson, Ron – Town of Patagonia	X	
Urquijo, Ana – City of Douglas		X
Volker, Greg – City of Benson		X

Notes: *Stephanie Fulton stood in for Suzanne Harvey (Town of Huachuca City)

Attachments: None.

Action Requested: Information Only Action Requested Below:

**DRAFT MINUTES OF
THE EXECUTIVE BOARD MEETING
10:00 A.M., FRIDAY, AUGUST 16, 2024
VIA ZOOM
DUNCAN TOWN HALL
506 SE OLD WEST HWY DUNCAN, ARIZONA**

OFFICERS PRESENT: Budge, Ken – City of Bisbee (2nd Vice-Chair) **(Zoom)**
Gomez, David – Greenlee County (Chair) **(In-Person)**
Lopez, Arnold – City of Safford (1st Vice-Chair) **(In-Person)**

MEMBERS PRESENT: Ahmann, Steve – Greenlee County Private Sector Representative **(Zoom)**
Blake, Alex – Town of Duncan **(In-Person)**
Budd, David – Santa Cruz Private Sector Representative **(Zoom)**
Bryce, Randy – Town of Thatcher **(In-Person)**
David, Paul – Graham County **(In-Person)**
English, Ann – Cochise County **(Zoom)**
Lopez, Edmund – Graham County Private Sector Representative **(In-Person)**
Mermis, Mark – Cochise County Private Sector Representative **(Zoom)**
Umphrey, Carolyn – City of Sierra Vista **(Zoom)**

STAFF PRESENT: Curtiss, Dina – Accounting Manager **(In-Person)**
Dennis, Keith – Executive Director **(In-Person)**
Dumas, Robin – Economic Development Planner **(Zoom)**
Miller, David – Community Coordinator **(In-Person)**
Osborne, William – Community Development Program Manager **(In-Person)**
Vasquez, Celeste – AAA Director **(In-Person)**
Vertrees, Chris – Transportation Program Manager **(In-Person)**

GUESTS: Adam, Kevin – RTAC **(Zoom)**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Gomez called the meeting to order at 10:04 a.m. and led the group in the Pledge of Allegiance. At the request of the Chair, Community Coordinator David Miller read the names of the members attending in-person and Zoom.

II. MEMBER ENTITIES' DISCUSSION

Chair Gomez opened the floor for Member Entities discussion. No Members had items to discuss.

III. CALL TO THE PUBLIC

No members of the public were present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 17, 2024 Minutes
 - b. Approval of the May 30, 2024 Administrative Executive Committee Minutes

Supervisor Paul David expressed concerns approving minutes for the Administrative-Executive Committee because not all members are present at those meetings. **Mayor Ken Budge** recommended including the Draft Minutes of the Administrative-Executive Committee has an information item. Executive Director Keith Dennis agreed and moving forward these minutes will only be included in Information Items. **Chair Gomez** stated that the Administrative-Executive Meeting minutes would not be voted on.

Chair Gomez called for a motion to approve the May 17, 2024 minutes.

MOTION: Paul David
SECOND: Ed Lopez
ACTION: Unanimous

2. Discussion and possible action to approve the FY2025 – FY2027 Method of Distribution

William Osborne presented to the Board the Method of Distribution update for Fiscal Years 2025, 2026 and 2027.

Chair Gomez called for a motion to approve the FY2025 – FY2027 Method of Distribution.

MOTION: Paul David
SECOND: David Budd
ACTION: Unanimous

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

Chris Vertrees explained to the Board in response to the requirements of the Federal Highway Administration, Federal Transit Administration and ADOT, SEAGO developed a Title VI plan in July 2011. The FTA has revised its requirements, and no requires a Title VI plan be approved by an agency's governing board.

Chair Gomez called for a motion to approve Resolution 2024-01 SEAGO's Title VI Plan.

MOTION: Arnold Lopez
SECOND: Alex Blake
ACTION: Unanimous

V. INFORMATION ITEMS

- A. Future Meeting Dates

Executive Director Keith Dennis referenced the future dates of both the Administrative Council and Executive Board meetings. Mr. Dennis also informed the Board that SEAGO was thinking about making changes to the Administrative Council meeting schedule. Mr. Dennis explained that the thought was with the busy schedules of the Administrative Council, their meetings could be held exclusively through Zoom, which would eliminate SEAGO's need to rent out a meeting room at Cochise College. **Supervisor Paul David** expressed the importance of in-person meetings and was concerned what would be lost by going all online. Mr. Dennis assured the Board that this was still just an idea, and for the Administrative Council only.

B. Quarterly Finance Report

Dina Curtiss provided the Quarterly Finance Report and responded to questions.

C. Community Development Report

William Osborne provided an update on Community Development and responded to questions.

Vice Mayor Arnold Lopez asked if he could contact William directly on progress of the Graham County Housing Feasibility study. William assured Mr. Lopez that he could, and made sure he had his correct contact information. **Supervisor Paul David** mentioned that Graham County does have struggles countywide with septic systems. William responded that part of the study will not only identify housing inventory but also address county regulations.

D. SEAGO Economic Development District Report

Robin Dumas provided an update on Economic Development and responded to questions.

Vice Mayor Arnold Lopez asked how long Robin would be making REAP presentations with the deadline being September 30th. Robin explained that that was a quarterly deadline and that draws or continuous. Mr. Lopez then asked if Robin she would be willing to present to the City of Safford Council. Robin said she is currently working on outreach packets and updates to the website. **Greenlee County PSR Steve Ahmann** commended Robin for the excellent presentation she gave to the Town of Clifton.

E. AAA Area Plan on Aging Updates

Celeste Vasquez provided SEAGO AAA program updates and responded to questions.

Vice Mayor Arnold Lopez invited Celeste to come and present in the City of Safford. Celeste responded she would be willing and is always available to get information out on SEAGO's AAA programs. **Supervisor Paul David** asked if the AAA had ever done an economic analysis on care giver versus other alternatives and how much the counties in SEAGO's region would be saving. Celeste answered that AAA has not done a report like that because there are several factors that would make it tough to have accurate reporting.

F. AAA Program Updates

Celeste Vasquez provided SEAGO AAA program updates and responded to questions.

Supervisor Paul David noted that while reviewing the packet he saw a significant decline in case load from 961 to 648, and asked if this was a capacity issue. Celeste responded that the biggest factor was that during COVID it was easier to qualify for programs. Ms. Vasquez said that the decline was caused by closing these clients out.

G. Transportation Program Updates

Chis Vertress provided SEAGO Transportation program updates and responded to questions.

H. Strategic Plan Updates

Executive Director Keith Dennis provided SEAGO Strategic Plan updates and responded to questions.

Supervisor Paul David commented that public finance share has become a public concern and it is very important to stay vigilant on this issue. Mr. Dennis praised SEAGO's Financial Manager Dina Curtiss on what a wonderful job she does with the financials of SEAGO.

VI. RTAC REPORT

Kevin Adam provided the RTAC report and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Supervisor Ann English arrived after Member Entities Discussion. Ms. English thanked SEAGO for being such a great partner with the Port of Entry project.

Executive Director Keith Dennis spoke about the Border Day event he attended hosted by the Port Authority. **Chair Gomez** announced that Luis Montoya had left his position on SEAGO's Executive Board and that **Clifton Mayor Laura Dorrell** will be his replacement.

Mr. Dennis thanked the Town of Duncan for hosting the meeting as well as having members of SEAGO's staff at their council meeting to introduce the OHR program that the Town will be using their CDBG funding towards.

VIII. FUTURE AGENDA ITEMS

Executive Director Keith Dennis informed the Board of a few items that will possibly be on the next agenda. Mr. Dennis stated these items will be updates to SEAGO's Human Resources Policy, SEAGO's Bylaws, and the Executive Director evaluation.

IX. ADJOURNMENT

Chair Gomez adjourned the meeting at 11:14 a.m.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: NOVEMBER 15, 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.

At their meeting on November 7th the Administrative Council unanimously recommended approval of the proposed representatives to the Executive Board.

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

Action Requested: Information Only Action Requested Below:

A motion to approve the proposed representatives to the AAA Advisory Council on Aging.

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.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: NOVEMBER 15, 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.

At their meeting on November 7th the Administrative Council unanimously recommended approval to forward the proposed revised Advisory Council on Aging (ACOA) Bylaws to the Executive Board.

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

Action Requested: Information Only Action Requested Below:

A motion to approve the proposed revised Advisory Council on Aging (ACOA) Bylaws.

**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.”
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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



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: NOVEMBER 15, 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.

At their meeting on November 7th the Administrative Council unanimously recommended approval of the 2024 CDBG project applications to the Executive Board.

Attachments: None

Action Requested:

Information Only

Action Requested Below

A motion to approve the 2024 CDBG project applications.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 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 intends 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.

At their meeting on November 7th the Administrative Council unanimously recommended approval to forward the revised SEAGO Human Resources Policy Manual to the Executive Board.

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

Action Requested: Information Only Action Requested Below

A motion to approve the revised SEAGO Human Resources Policy Manual.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 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.

At their meeting on November 7th , the Administrative Council unanimously recommended approval of the SEAGO Policy Principles for Calendar Year 2025 to the Executive Board.

Attachments: SEAGO Policy Principles Calendar Year 2025

Action Requested: Information Only Action Requested Below:

A motion to approve the SEAGO Policy Principles for Calendar Year 2025.

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 world 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 federal by 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.



- 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.

Executive Board Packet



**SouthEastern Arizona
Governments Organization**

SEAGO POLICY PRINCIPLES

Main Office:
1403 Highway 92
Bisbee, Arizona 85603

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

www.seago.org



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 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)
December 5, 2024 – 9:00 a.m.
April 3, 2025 – 9:00 a.m.
May 29, 2025 – 9:00 a.m.
October 2, 2025 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, FINANCE MANAGER
DATE: NOVEMBER 15, 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 scheduling the single audit some time before the end of the month. 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)

		<u>Cur Pd Actual</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget Used</u>
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><u>675,686</u></u>	<u><u>675,686</u></u>	<u><u>2,822,883</u></u>	<u><u>23.94%</u></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><u>486,900</u></u>	<u><u>486,900</u></u>	<u><u>2,822,883</u></u>	<u><u>17.25%</u></u>
Balance		<u><u>188,786</u></u>	<u><u>188,786</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: NOVEMBER 15, 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. The housing feasibility study launched with Graham County community leadership engagement sessions on November 13, 2024, with lively discussions about housing types and financing availability, and candidates for the steering committee were identified for outreach and inclusion.

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 early winter 2025, 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



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: NOVEMBER 15, 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



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 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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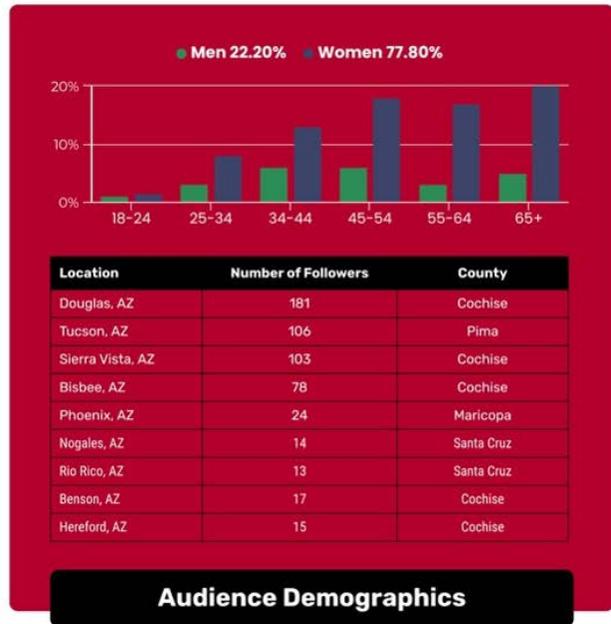
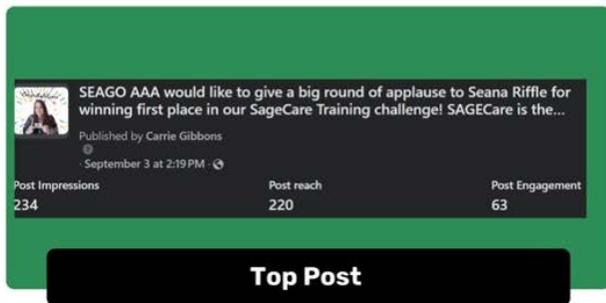
EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: NOVEMBER 15, 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:

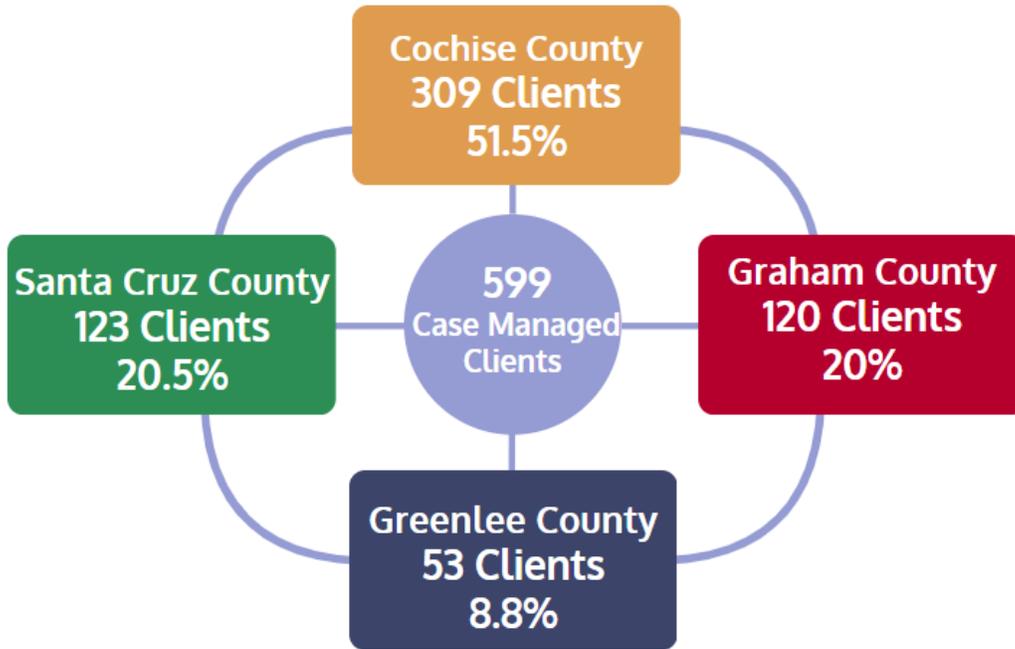


Case Management:

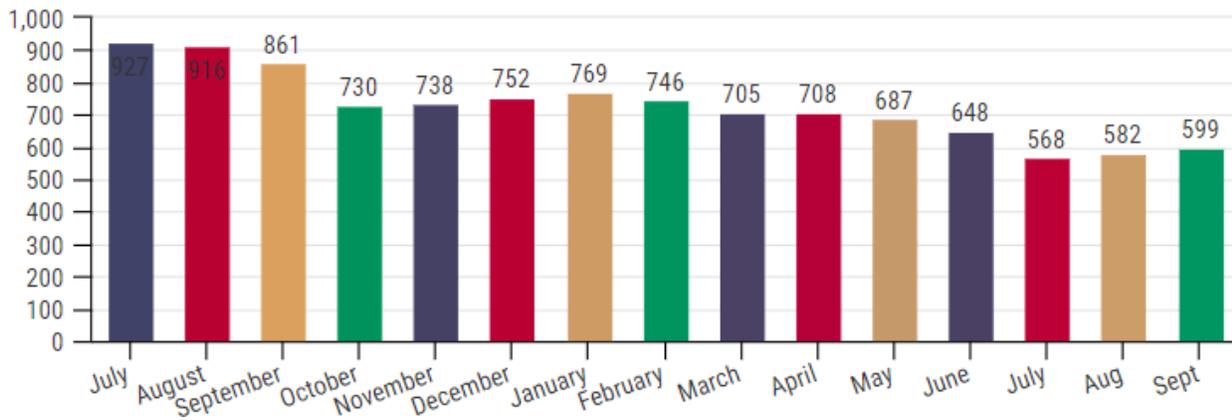


UPDATE

- 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

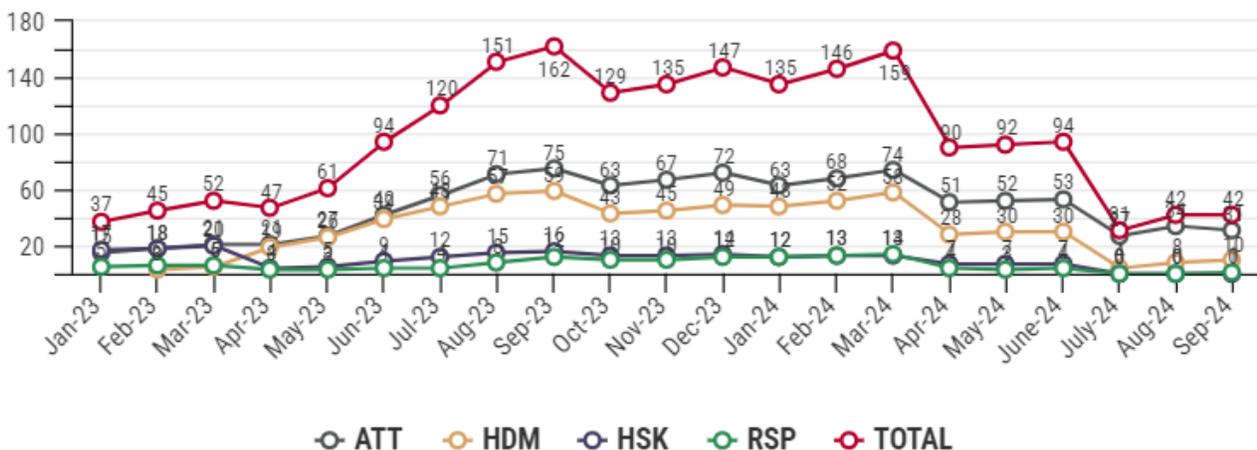




WAITLIST

- 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%

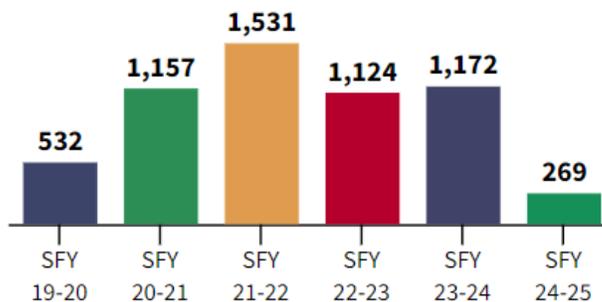


Email
36.7%



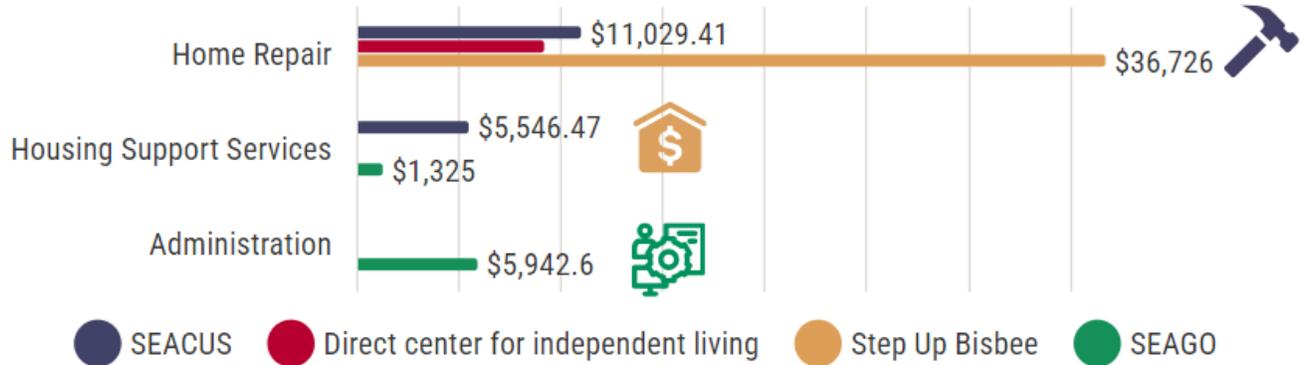
In-Person
3.8%

I&R Calls Per SFY

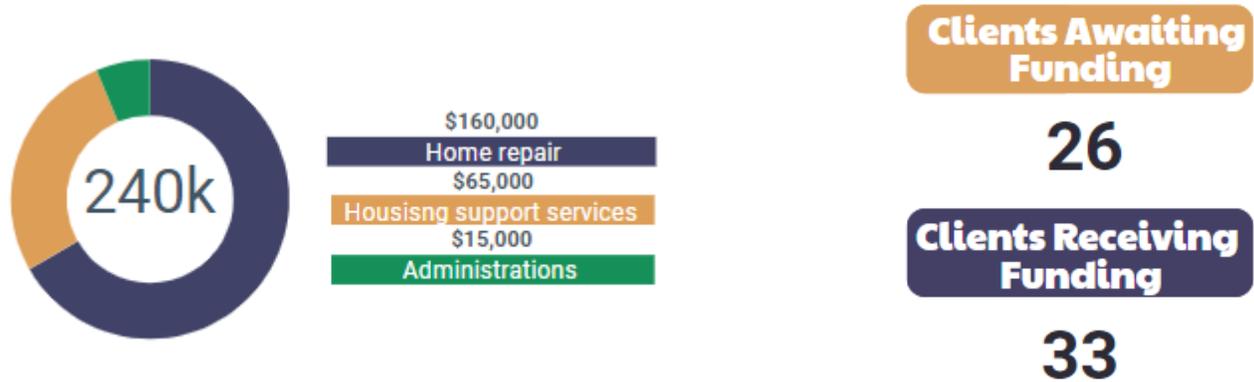


Housing Assistance Program:

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



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: KEITH DENNIS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: NOVEMBER 15, 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