



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Friday, February 4, 2011 at 9 a.m.
Cochise College Benson Center
1025 State Route 90
Benson, Arizona

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

If you have any questions, please call me at (520) 432-5301. You can also send an e-mail to rheiss@seago.org.

Attachment



ADMINISTRATIVE COUNCIL AGENDA

REVISED 1/28/11
9 A.M., FRIDAY, FEBRUARY 4, 2011
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA

ALL ITEMS SUBJECT TO ACTION.

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Kevin Adam

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Chair Pauken

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AN EXECUTIVE SESSION TO REVIEW THE
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RECONVENE TO REGULAR MEETING

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Committee regarding the performance of the Executive Director

Chair Pauken

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Chair Pauken

**DRAFT MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
OCTOBER 1, 2010**

OFFICERS PRESENT: Vice Chair Steve Pauken, City of Bisbee
Secretary Kay Gale, Greenlee County

MEMBERS PRESENT: Alan Baker, Town of Clifton
Terry Cooper, Graham County and proxy for T. Hinton (Thatcher)
Curtis Shook, City of Douglas
Randy Petty for David Kincaid, City of Safford
Pat McCourt, City of Willcox
Chuck Potucek, City of Sierra Vista (via telephone)
Glenn Nichols, City of Benson
Mike Ortega, Cochise County
Carlos Rivera, Santa Cruz County
Gerald Schmidt, Town of Pima
Steve Troncale, City of Tombstone

STAFF PRESENT: Randy Heiss, Executive Director
Deborah Alford, Finance Director
Susan Buchan, Pathways Program Manager
Kathleen Heard, Area Agency on Aging Director
Sharon Mitchell, Transportation Planner
Yolanda Urbina, Executive Assistant
Bonnie Williams, Community Development Program Manager

GUEST: Kevin Adam, RTAC Liaison

CALL TO ORDER/INTRODUCTIONS

Vice Chair Pauken called the meeting to order at 9:12 a.m. Those in attendance introduced themselves.

POINT OF PERSONAL PRIVILEGE

Randy Heiss stated that SEAGO's Transportation Planner, Sharon Mitchell had accepted a transportation position with WACOG and that this would be her last Administrative Council meeting. He appreciated her diligence in the transportation program. She did an awesome job and he wished her the best of luck.

MEMBER ENTITIES' DISCUSSION

City of Benson: Glenn Nichols reported that communities should look at their past practices to ensure that things are done correctly for future actions. **City of Douglas:** Curtis Shook requested an update on the state budget. Randy Heiss mentioned that a special session might be called before January. Pat McCourt had spoken to Rep. Alvarez and he mentioned that the state had problems and there would be more severe cuts. Steve added that there are two statewide ballot issues that they would try to “robin hood” into the general fund after the election. **City of Willcox:** Pat McCourt invited everyone to attend Rex Allen Days. **City of Tombstone:** Steve Troncale reported on the new Tombstone city council. Jack Henderson is the mayor-elect. Steve will continue to be the SEAGO representative. **Santa Cruz County:** Carlos Rivera reported that he was glad to be attending the meeting and was waiting to see how everything would “shakeout.” **Graham County:** Terry Cooper reported that GOVNET a statewide wireless concept was successful in receiving a \$50 million grant giving everyone bandwidth in the city. They were awarded the state contract which should decrease costs which will be beneficial to government, schools, and libraries statewide. **City of Bisbee:** Steve Pauken reported that the complaint regarding the slow response times against the Bisbee Emergency Medical Services had been dismissed.

ACTION ITEMS

Consent Agenda

- a. Approval of the May 7, 2010 Minutes
- b. Ratification of the September 28, 2010 Action by the Administrative Committee
- c. Advisory Council on Aging (ACOA) Membership Appointments

The motion was made by Pat McCourt and the second was made by Kay Gale to approve the consent agenda of the items listed above. The motion was carried unanimously (Vote: 14/0).

Vacancy

Randy Heiss reported that former Administrative Council Chair Greg Lucero had been dismissed from Santa Cruz County on **September 15**, which resulted in the SEAGO Chair vacancy. Randy proposed the following options: 1) Vice Chair Steve Pauken and Secretary Kay Gale be elevated to the Chair and Vice Chair positions respectively, 2) an individual from the membership serve out the remainder of the current office of Chair, or 3) that the Chair position remain unfilled until the Administrative Council meeting in May 2011 (Randy did not recommend this option due to the difficulty in getting a quorum for the Administrative Committee meetings). Terry Cooper felt that officers should be represented geographically. **The motion was made by Terry Cooper and the second was made by Mike Ortega that Steve Pauken and Kay Gale be elevated to the Chair and Vice Chair positions respectively and that the Secretary position be filled by Terry Hinton. The motion was carried unanimously (Vote: 14/0).**

Possible Solutions to Process Concerns

Randy Heiss listed possible solutions to concerns raised by a few Administrative Council members regarding the August 19 Administrative and Executive Committee meetings, the offer on the Highway 92 property, and related issues. Solutions included: 1) the Executive Assistant repeat the motion before the vote is taken to ensure that it is recorded and everyone understands the motion, 2) the Bylaws be amended to state that meeting materials will be mailed to members requesting the information and the Executive Assistant keep and update the list of individuals requesting the information, and 3) the Bylaws be amended to clarify that all members of the Administrative Council and Executive Board are welcome to listen and participate in the discussion at the meetings but that only the officers are allowed to vote. Templates of the committee meeting agendas were included in the packet on pages 13, 14, and 15. Mike Ortega questioned the need to formalize SEAGO's Bylaws to include the above processes. Randy answered that in the event that staff (Executive Assistant or Director) was unable to perform the functions discussed, a written process would be in place. **The motion was made by Terry Cooper and the second was made by Gerald Schmidt to recommend approval of the solutions listed above. The motion was carried unanimously (Vote: 14/0).**

Resolution 2010-05 Authorization to Purchase Property

Chair Steve Pauken recused himself (as SEAGO's landlord) and left the room after he made comments on the rent. Vice Chair Kay Gale presided over this agenda item. Curtis Shook wanted to know how to get answers to questions from the City of Bisbee. Steve Pauken responded that SEAGO's current lease with the City is \$1,700/month which includes the utilities excluding telecommunication services and the lease will expire June 30, 2011. Randy gave a brief PowerPoint presentation and regardless of the Administrative Council's decision, he would give the same information and the Administrative Council's recommendation to the Executive Board. Some points included: SEAGO had been asked to leave by a previous City Council, issues with the City's building such as malfunctioning heating and cooling system, lack of available office space to enhance or expand programs, ADA compliance issues. Proposed property has plenty of parking space and would be able to add on to the existing structure, excellent market conditions. The appraisal letter valued the property at \$175,000 which is \$20,000 more than the SEAGO offer. Utilities projected to cost \$1,300 per month. COGs are not likely to go away with the increased emphasis on the economies of scale that they offer. SEAGO's reserves in the Local Governments Investment Pool are only earning almost no interest; this investment will convert some of the cash in reserves into fixed assets that will appreciate in value. Pat McCourt does not agree fundamentally on the purchase of the property or the location. He is opposed to spending resources and changing from liquid assets to fixed assets. SEAGO should talk to the City of Bisbee to make improvements to the building and pay 10 years' rent. Whether or not SEAGO offices stay in Bisbee shouldn't be decided on where the population is since SEAGO doesn't provide services to the population. SEAGO provides services through entities. Some of the money in the bank is not free money it is program money. Kathleen responded to Pat McCourt that aging has 19 contract providers but the money purchases services for clients for home care services (housekeeping, personal care, transportation etc.). Randy added that housing (which serves persons with down payment assistance, assistance in keeping their homes) and the Pathways program provides services directly to clients similar

to the aging program. Mike Ortega suggested separating the discussion from selecting a location and whether or not to purchase the property. He suggested talking to the City of Bisbee about investing and making improvements to the building (heating/cooling systems etc.) and pay 5 year's rent and negotiate the City paying the investment back if SEAGO is asked to leave or raises the rent. The state will be in bad shape next year and even worse the year after. He felt that now was not the time to invest. Due to the state's economic situation, Douglas, and Cochise County didn't think this investment would be a good idea. Curtis Shook (Douglas) wanted to know SEAGO's real unrestricted reserve amount. How did SEAGO build the reserve and who does the money belong to. He didn't believe other COGs owned buildings or property. Cochise County and the City of Douglas currently have space problems. Tombstone (Steve Troncale) cited a situation where the City of Tombstone's landlord has increased the rent and the City has to find another location. He felt the real estate market would recover and that it would be a good idea for SEAGO to purchase their own facility. Graham County (Terry Cooper) questioned the availability of space if the City of Bisbee needed to expand. Mike Ortega's opinion was that members would not be expanding within the next three to five years waiting for the economy to recover. Steve Pauken would need to address the question regarding city expansion. **The motion was made by Steve Troncale and the second was made by Alan Baker to recommend approval of Resolution 2010-05 as presented. A roll call vote was taken. The motion failed (Vote: 7/5).**

A short recess was taken and Chair Pauken was brought back to the meeting.

Approval to Allocate Carryover Funding

Kathleen Heard asked approval to allocate carryover funding (she went over the revised charts). According to the final expenditure report from DES, there is \$151,000 of unexpended Older Americans Act funding. Staff recommends allocating funding based on the formula to each county and allocating Title III-B and E funding to cover cuts in state funding to home care and in-home respite. These will be made after the November election (the defeat of Growing Smarter and First Things First will result in an estimated 10 percent cut), after the cost of replacing lap top computers used for intake by case managers. For allocation purposes, \$1,500 is budgeted per case manager for lap tops. It is recommended that Title III-C-1 and C-2 funding for congregate and home delivered meals be allocated (especially in Cochise County which include nutrition programs in Douglas, Benson, Sierra Vista, and at the Northern Cochise Community Hospital in Willcox. It is recommended that Title III-C-1 and C-2 funding for congregate and home delivered meals be allocated to these programs upon Board approval, since state budget cuts do not have a major impact on these programs. **The motion was made by Mike Ortega and the second was made by Pat McCourt to recommend approval of staff's recommendations above. The motion was carried unanimously (Vote: 14/0).**

FY 11 CDBG Method of Distribution (MOD)

Bonnie asked approval of the FY 11 MOD with the additional change on page 15 in which Santa Cruz County, the City of Nogales, and the Town of Patagonia changed their 4-year rotation to a 5-year rotation. There were no other substantial changes from last year. The funding allocations are based on last year's amounts and should be used only as budgeting estimates. The final

allocations will be distributed as soon as they are available from the Arizona Department of Housing. Community Development Block Grant applications from Bisbee, Cochise County, Sierra Vista, Huachuca City, Pima, Clifton, and Patagonia are due in to SEAGO on **May 1, 2011**. October is the recommended month to publish and hold the first public meeting and it gives the community more time to plan and budget. Bonnie offered her assistance to the member communities. **The motion was made by Pat McCourt and the second was made by Kay Gale to recommend approval of staff's recommendations above. The motion was carried unanimously (Vote: 14/0).**

Traffic Count Proposal

Sharon Mitchell provided a copy of the Transportation Advisory Committee's (TAC) proposal from their **September 16** meeting in response to the SEAGO Highway Performance Maintenance System requirement for traffic counts. The TAC has been discussing this process over the last three years. Sharon tried applying for a Planning Assistance for Rural Areas (PARA) grant as a way to provide the traffic counts region-wide but SEAGO was not eligible. The average daily traffic counts need to be performed on all functionally classified roadways every three years. This has been difficult for the smaller communities. Currently, Sierra Vista, Willcox, and Safford have been able to keep up with this requirement. The TAC proposed hiring a consultant to provide all traffic counts in the SEAGO region. The cost will range from \$100,000-\$140,000 for the first time counts and interactive map, and a yearly update may cost \$35,000-\$50,000. The TAC recommended that SEAGO advertise for Request for Proposals (RFPs) and also asked for approval from the Administrative Council and Executive Board. Once the RFPs are received, the information will be brought before the Administrative Council. Mike Ortega proposed hiring an unemployed person to do the traffic counts at half the price it would cost to hire a consultant. Sharon explained that STP funds cannot be used for staff, except to hire a consultant to do a project. **The motion was made by Pat McCourt and the second was made by Glenn Nichols to approve SEAGO advertising for RFPs to provide regional traffic counts. The motion was carried unanimously (Vote: 14/0).**

TAC Procedure on Project Selection

Sharon reported that due to the rescission of State Transportation Projects (STP) funding and the availability of the new Highway Safety Improvement Projects funding for local projects, and the Coordinated Border Infrastructure funds, the TAC has provided a procedure that would assist them in the selection of projects. In the past, the TAC opted to roll over the STP apportionment for two years and then provide funding for one large project. This has resulted in all of the apportionments to be rescinded because the apportionment was not obligated. In order to avoid the jeopardy of rescission, the TAC would like to change selection procedure so that all of the apportionment for all funding sources is obligated in the year it is allocated. There are inadequate procedures in place to cover all the new funding sources that have been available to SEAGO. The TAC would like to use a standardized document to assist them to select projects for all funding sources that will ensure the criteria is clear and understandable, where everyone knows the guidelines, and all applications will be equally ranked. This was a unanimous recommendation from the TAC to the Administrative Council. **The motion was made by**

Pat McCourt and the second was made by Gerald Schmidt to recommend approval of the TAC procedures. The motion was carried unanimously (Vote: 14/0).

INFORMATION ITEMS

Next Meeting Date/Location

Randy Heiss reported that the next Administrative Council will be held on Friday, **February 4, 2011.**

Administrative Committee Meetings

Randy Heiss reported that on **July 21, 2010**, the Administrative Committee did not have a quorum at the joint conference call with the Executive Committee to approve the 2010 Transportation Improvement Program (TIP) Amendment No. 5, the 2011 draft TIP, and letter in support of Governor Brewer's Executive Order 2010-12. The Administrative Committee's joint conference call with the Executive Committee on **August 19, 2010**, to approve permission to make an offer on property for SEAGO, had a quorum but one of the officers perceived a conflict of interest; therefore, the Administrative Committee was unable to make a recommendation to the Executive Committee. Action at these meetings were approved by the Executive Committee and will be ratified by the Executive Board.

Strategic Planning Retreat

Randy announced that due to personnel issues and other matters, he was unable to convene the joint meeting of the Administrative Council and Executive Board to discuss and approve the draft mission and vision statements. He proposed members speak with Executive Board members to discuss possible dates to narrow down the dates (before the holiday) using a poll to ensure a quorum.

Finance/Audit Report

Deborah Alford reported that all of the initial assessments have been received from member entities. SEAGO has not received the final audit. The audit firm has not received the information requested from the Arizona Department of Economic Security. The audit will be presented at the February meeting.

Your Way Home AZ Program

Randy reported that the Your Way Home AZ Program is no longer in operation. Julie Packer the Housing Programs Manager was asked to submit the five applications that didn't receive a commitment before the funds were expended. The Arizona Department of Housing made a commitment that that the funding (\$151,000) would be available if the families received their loans.

Save My Home AZ Program

Randy reported that this is a new program which started **September 1, 2010**, to help homeowners avoid foreclosure on their primary residence in Arizona. The program is administered by the Arizona Department of Housing.

Economic Development and Comprehensive Economic Development Strategy (CEDS) Report

Susan Buchan had sent out a survey to Administrative Council and Executive Board members. Members wanted a more coordinated effort in economic development. Also, members responded that did not use the CEDS day to day and did not understand what the CEDS is supposed to do. She added that the CEDS is undergoing modernization under the Economic Development Administration. Instead of waiting for that modernization, she has gone ahead and started making changes. It is difficult to write a document with 60 subcommittee members, the national average committee contains 12-14 members. In the SEAGO CEDS, there were dozens of projects outlined. There is a huge body with a huge number of projects and nothing has happened during the last five years. Successful agencies have 12 to 15 projects and in the following five years, they make applications (infrastructure, work force development etc.) for the 12 projects. There is a broad range of projects which are prioritized and one application is submitted each year. An updated CEDS is critical to members because funding applications to the EDA will now have to be accompanied by an updated CEDS. Applications not in concert with the strategic plan outlined in the CEDS will not score favorably during grant review. Other funding sources such as the Department of Labor, the U.S. Department of Agriculture, and the Department of Education etc. may refer to the CEDS in the future as a component of grant scoring. A Steering Committee of 12 including Susan (facilitator) will meet **October 6** in Sierra Vista to review the CEDS chapters and provide their input to staff prior to releasing the CEDS to the full committee. SEAGO will be contracting with Dr. Robert Carreira at the Center for Economic Research at Cochise College to obtain current data for the CEDS. Susan supplied members with the CEDS update process and timeline and EDA performance measures. The CEDS is due on **June 2011**.

208 Report

Susan reported on the progress of the 208 program report. Two chapters on the legal authority and scope, and watershed descriptions were completed and reviewed by the Arizona Department of Environmental Quality. The water quality staff accepted the chapters with minor editorial changes. These chapters will be sent to the Environmental Review Committee for additional input. She will be working on the goals, strategies, and timeline. The remaining chapters are partially complete and will meet the completion deadline of **March 2011**.

Pathways Out of Poverty Job Program

Susan reported that the following Pathways Case Managers have been hired: Chris Vertrees (Cochise County) and Arturo Escalante (Santa Cruz County, Douglas, and Spanish speaking clients in all areas) and Edith Lee (Graham and Greenlee Counties and the San Carlos Apache Reservation). The program is going very well. The Pathways program has provided

intake services for 200 individuals in the first three months of active enrollment. The clients will be assessed and assigned for training. Nearly 100 enrollees have completed the first segment of training (basic computer skills and job readiness). Another 20 enrollees have completed General Education Development and English as a Second Language training. Cochise College will conduct classes in basic electrical (for solar), backhoe and hazard materials training, a weatherization boot camp in November, and on line solar training. The SEAGO Pathways team has the largest enrollment of any of the national sites within the National Association of Regional Councils' grant. Pathways has offices in Bisbee, Douglas, Elfrida, Willcox, Benson, Safford, Nogales, and in Peridot (San Carlos Reservation). Susan thanked SEAGO member entities and other community organizations that have provided intake space and other assistance for the program including: Cochise County, Graham County, San Carlos Reservation, and the City of Safford.

2010 Transit Report

Sharon Mitchell provided an updated overview of transit activities in the SEAGO region for 2010. The program has grown from 20 to 40, 5310 providers which is the rural elderly and disabled program. Thirty-nine are active providers (have vehicles to provide services throughout the region) and the remainder are private nonprofits that have applied to be 5310 providers. A handout was distributed which listed the programs throughout the region. Sharon added that these providers meet monthly in Cochise, Graham/Greenlee, and Santa Cruz Counties.

2011 Transportation Improvement Program (TIP)

Sharon provided an updated Transportation Improvement Plan. ADOT and SEAGO have worked to make the TIP fiscally constrained so that it is consistent with the SEAGO TAC ledger. Due to the rescissions and borrowing from ADOT, the TIP will now show projects that will be obligated in a particular year and projects that have been obligated will be moved to the end of the fourth year. The big \$2.5 projects will be phased out. Projects now may be scoped in the first year, an environmental review the next year etc. The TAC will not have a problem if the projects are phased in three years. Projects need to be obligated to avoid the risk of losing the funds again. The information was provided to keep the Administrative Council abreast of administrative changes made to the TIP which was more in line with the request from the Arizona Department of Transportation and the Federal Highways Administration.

RTAC REPORT

Kevin Adam gave a state and federal update.

CALL TO THE PUBLIC

Sharon Mitchell thanked everyone's kindness to her when she started learning the transportation program. She added that it was great working for SEAGO and she has a wonderful opportunity to create and develop a department at WACOG. She is leaving the transportation program in good hands and everything should go forward smoothly. SEAGO has a strong TAC and she is leaving everything up to date. Chair Pauken thanked Sharon for her assistance. Steve Troncale

stated that Sharon helped him enormously with enhancement and other grants. She has been a great teacher.

Executive Session

Randy Heiss wanted to meet with members in executive session to evaluate his performance. After initial discussion, members decided not to go into Executive Session. Some members were uncomfortable with the informal process and requested an evaluation form. While Pat McCourt was pleased with Randy's performance and thought SEAGO was one of the better COGs he had ever worked with, he would like a template that addressed goal setting and mutual goals as well as standard performance questions. He would ask Randy what goals he hopes to accomplish next year. He also would sit on a committee or allow the Executive Committee to develop a basic evaluation document. Chair Pauken asked members to send Randy sample evaluations and suggested staff develop an evaluation document and he would give Randy his assistance in the process. The Director's performance evaluation will be scheduled at a later date. **The motion was made by Steve Troncale and the second was made by Pat McCourt to table the performance evaluation. The motion was carried unanimously (Vote: 9/0).** Some members left to attend another meeting.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:48 a.m.

**DRAFT MINUTES OF THE JOINT MEETING OF THE
EXECUTIVE COMMITTEE AND ADMINISTRATIVE COMMITTEE
DECEMBER 10, 2010
CONFERENCE CALL**

EXECUTIVE COMMITTEE PRESENT: Chair David Gomez
First Chair Drew John
Second Vice Chair Sam Lindsey
Treasurer Rudy Molera

ADMINISTRATIVE COMMITTEE PRESENT: Chair Steve Pauken
Secretary Terry Hinton

PRESENT: Shane Dille, City of Nogales

STAFF PRESENT: Randy Heiss, Executive Director
Kathleen Heard, AAA Director
Akos Kovach, Economic Dev. Planner
Yolanda Urbina, Executive Assistant

CALL TO ORDER

Chair David Gomez called the meeting to order at 2:09 p.m.

APPROVAL OF FUNDING ALLOCATIONS FOR AREA AGENCY ON AGING (AAA)

Kathleen Heard reported that the AAA has \$77,959 in one-time Social Services Block Grant funds and an additional increase of \$9,264 in Older Americans Act funding and \$749 in Nutrition Services Incentive Program funds and she provided spreadsheets summarizing the total funding available by service and fund source and the proposed allocations. The Executive Board at their **October 22, 2010** meeting approved the carryover amounts except that respite and home care funds were held back to cover anticipated cuts from the legislature. She now has asked that all of the respite funding be put into contract leaving the \$51,570 in unobligated home care funding. The one-time funds will be used in **transportation** for Catholic Community Services (\$5,000 lift repair and logos for Douglas Rides) and Santa Cruz Council on Aging (\$5,000 tires and vehicle repairs). Funds from the **congregate meals** program will be used by Catholic Community Services (\$5,710 table top convection oven), City of Tombstone (\$14,737 partial cost of congregate meals at the Senior Center), and Northern Cochise Community Hospital (\$7,000 partial cost of congregate meals in Willcox). Funds from the **home delivered meals** program will be used by Douglas ARC (\$5,000 trays and replacement food carriers), Catholic Community Services (\$965 Nutrishield bags for transporting home delivered meals), and SouthEastern Arizona Community Unique Services (\$1,700 replacement of an ice machine in Clifton). In addition, \$10,000 would be allocated to home care and \$13,736 to in-home respite with case managers telling clients that these are one-time services that cannot be sustained after

**JOINT MEETING OF THE EXECUTIVE AND ADMINISTRATIVE COMMITTEES
PAGE 2
DECEMBER 10, 2010**

July 1, 2011. **Steve Pauken made the motion and the second was made by Terry Hinton to approve AAA funding allocations. Motion carried unanimously. Sam Lindsey made the motion and the second was made by Drew John to approve the AAA funding allocations. Motion carried unanimously.**

APPROVAL OF SOCIAL SERVICES BLOCK GRANT (SSBG) ADVISORY COUNCIL APPOINTMENTS

Kathleen Heard reported that although SEAGO does not have a planning contract with the Department of Economic Security, SEAGO along with the other COGs agreed to continue efforts to maintain funding for services that were identified locally. SEAGO will continue to submit a Local SSBG Plan and Kathleen asked approval for replacements on the SSBG Advisory Council for two members who have retired. Replacing Mario Gonzales is the new director for United Way, Courtney King. Replacing Ron Williams on the Council will be Deborah Mansker the regional Adult Protective Services supervisor. **Terry Hinton made the motion and the second was made by Steve Pauken to approve Courtney King and Deborah Mansker on the SSBG Advisory Council. Motion carried unanimously. Sam Lindsey made the motion and the second was made by Drew John to approve Courtney King and Deborah Mansker on the SSBG Advisory Council. Motion carried unanimously.**

APPROVAL OF U.S. DEPARTMENT OF AGRICULTURE (USDA) APPLICATION

Randy Heiss reported there was concern regarding the use of the reserve funds to purchase the proposed SEAGO property and make the necessary improvements. Randy has investigated other funding sources to make improvements to the building. The Willcox USDA representative felt it extremely unlikely a USDA application for only grant funding would be awarded but that a combination grant and loan application would have a very good chance of being funded. Randy asked approval of a USDA community facilities application (\$50,000 grant and \$95,000 loan with an interest rate of 3.75 percent for 40 years). The monthly payment would be \$382.40. The loan may be paid off earlier and there would not be a penalty for early repayment. Mayor Lindsey felt the grant was a good move and asked if there was a time limit on the loan repayment. Randy responded that the repayment could be made immediately or during the time of the loan. **Steve Pauken made the motion and the second was made by Terry Hinton to approve the USDA application. Motion carried unanimously. Sam Lindsey made the motion and the second was made by Drew John to approve the USDA application. Motion carried unanimously.**

ADJOURNMENT

Chair Gomez adjourned the meeting at 2:23 p.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KATHLEEN HEARD, AREA AGENCY ON AGING DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: APPOINTMENT OF ADVISORY COUNCIL ON AGING MEMBERS

There are three individuals whose terms on the Advisory Council on Aging (ACOA) expire on **May 31, 2011**. Gary Clark of Douglas is not eligible for re-appointment since he is completing his second term under the new bylaws. Since he had not come up with a potential replacement as of the January ACOA meeting, no recommendation was made by this body. Yolanda Soto of Nogales asked that a replacement be identified. Reyna Salas, manager of Casitas de Santa Cruz, did not confirm her ability to serve in time for the January ACOA meeting, so no recommendation was made for this seat either. Vera Irvin of Clifton is eligible for re-appointment, and the ACOA recommends that she be appointed for a second and final new three-year term beginning June 1, 2011.

At the meeting Rev. Stewart Elson of Willcox let it be known that he would be retiring and moving to Tucson, and that he would try to identify a replacement. Therefore, unless the ACOA acts on potential nominees for the Douglas, Nogales, and Clifton seats by telephone poll an executive committee meeting may have to be called to act on these seats in the future.

KH:YU

Board Action Requested: Information Only Action Requested Below

A motion to recommend that the Executive Board appoint Vera Irvin of Clifton to a second and final three-year term on the SEAGO Advisory Council on Aging.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: KATHLEEN HEARD, AREA AGENCY ON AGING DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: SFY 2011-12 LOCAL SSBG PLAN

SEAGO has been submitting a Local Social Service Block Grant (SSBG) Plan to the Department of Economic Security (DES) every year for close to 35 years. As was reported to you during SFY 2009-10, DES reduced the funding that paid for the planning function and no planning contract for SFY 2010-11 was offered. The directors of the Council of Governments all agreed to continue efforts to maintain funding for services that were identified locally as being important. SSBG is very flexible and can be used to backfill many of the services currently provided by DES, so continuing to submit a Local SSBG Plan is a strategic move to protect the funding.

The SSBG Advisory Council met **January 11, 2011**, and recommended approval of the attached plan which maintains funding levels as they have been since 2000. Your support for having the Executive Board approve this plan for submittal to DES would be appreciated.

KH:YU

Attachment: Local SSBG Plan for SFY 2011-12

Board Action Requested: Information Only Action Requested Below

A motion to recommend approval to the Executive Board of the Local SSBG Plan for SFY 2011-12.

**SFY 2011
SSBG LOCALLY PLANNED SERVICES
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION (SEAGO)
PLANNING WORKSHEET(S)**

DISTRICT VI (COCHISE, GRAHAM, GREENLEE, SANTA CRUZ COUNTIES) ACYF			SFY 2011	SFY 2012
			FULLY FUNDED	ESTIMATED
SERVICES	TARGET GROUP	STATUS ELIG.	LOCAL PLANNED	LOCAL PLANNED
GRAHAM COUNTY				
Prevention	AFC	Group	\$ 19,780	\$ 19,780
GRAHAM COUNTY TOTALS			\$ 19,780	\$ 19,780
GREENLEE COUNTY				
Supportive Intervention/ Guidance Counseling	AFC	Group	\$ 8,170	\$ 8,170
GREENLEE COUNTY TOTALS			\$ 8,170	\$ 8,170
DISTRICT WIDE				
Supportive Intervention/ Guidance Counseling	AFC	Group	\$ 11,950	\$ 11,950
DISTRICT WIDE TOTALS			\$ 11,950	\$ 11,950
DISTRICT VI TOTALS - ACYF			\$ 39,900	\$ 39,900

**SFY 2011
SSBG LOCALLY PLANNED SERVICES
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION (SEAGO)
PLANNING WORKSHEET(S)**

DISTRICT VI (COCHISE, GRAHAM, GREENLEE, SANTA CRUZ COUNTIES)			SFY 2011	SFY 2012
			FULLY FUNDED	ESTIMATED
DAAS				
SERVICES	TARGET GROUP	STATUS ELIG.	LOCAL PLANNED	LOCAL PLANNED
COCHISE COUNTY				
Home Care	ELD/PWD	Group	\$ 23,120	\$ 23,120
Home Delivered Meals	ELD/PWD/AD	Group	\$ 56,600	\$ 56,600
Case Management	ELD/PWD	Group	\$ 7,340	\$ 7,340
Case Management	Domestic Violence	Group	\$ 33,340	\$ 33,340
COCHISE COUNTY TOTALS			\$ 120,400	\$ 120,400
GRAHAM COUNTY				
Home Care	ELD/PWD	Group	\$ 9,600	\$ 9,600
Home Delivered Meals	ELD/PWD	Group	\$ 24,350	\$ 24,350
Respite	ELD/PWD	Group	\$ 4,420	\$ 4,420
GRAHAM COUNTY TOTALS			\$ 38,370	\$ 38,370
GREENLEE COUNTY				
Home Care	ELD/PWD	Group	\$ 16,530	\$ 16,530
Home Delivered Meals	ELD/PWD/AD	Group	\$ 20,350	\$ 20,350
Transportation	ELD/PWD	Group	\$ 2,400	\$ 2,400
GREENLEE COUNTY TOTALS			\$ 39,280	\$ 39,280
SANTA CRUZ COUNTY				
Home Care	ELD/PWD	Group	\$ 11,200	\$ 11,200
Home Delivered Meals	ELD/PWD/AD	Group	\$ 23,750	\$ 23,750
SANTA CRUZ COUNTY TOTALS			\$ 34,950	\$ 34,950
DISTRICT VI TOTALS - DAAS			\$ 233,000	\$ 233,000

**SFY 2011
SSBG LOCALLY PLANNED SERVICES
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION (SEAGO)
PLANNING WORKSHEET(S)**

DISTRICT VI (COCHISE, GRAHAM, GREENLEE, SANTA CRUZ COUNTIES) DDD			SFY 2011	SFY 2012
			FULLY FUNDED	ESTIMATED
SERVICES	TARGET GROUP	STATUS ELIG.	LOCAL PLANNED	LOCAL PLANNED
COCHISE COUNTY				
Employment Related Services	AD-DD	Group	\$ 44,500	\$ 44,500
COCHISE COUNTY TOTALS			\$ 44,500	\$ 44,500
GRAHAM COUNTY				
Employment Related Services	AD-DD	Group	\$ 30,100	\$ 30,100
GRAHAM COUNTY TOTALS			\$ 30,100	\$ 30,100
GREENLEE COUNTY				
Day Treatment and Training	CH-DD	Group	\$ 6,100	\$ 6,100
GREENLEE COUNTY TOTALS			\$ 6,100	\$ 6,100
SANTA CRUZ COUNTY				
Employment Related Services	AD-DD	Group	\$ 48,280	\$ 48,280
SANTA CRUZ COUNTY TOTALS			\$ 48,280	\$ 48,280
DISTRICT VI TOTALS - DDD			\$ 128,980	\$ 128,980
DISTRICT VI PLANNED TOTALS			\$ 401,880	\$ 401,880



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LUKE DROEGER, TRANSPORTATION PLANNER
DATE: JANUARY 25, 2011
SUBJECT: APPROVAL OF 2011 TIP AMENDMENT NO. 1

ADOT requires that if funding amounts change or are redistributed to different projects; the SEAGO TIP shall be amended. A TIP amendment shall first get approved by the TAC, then go before the Administrative Council and Executive Board for approval. Last Thursday, on **January 20**, a TAC meeting was held in which a TIP amendment was discussed. The TIP 2011 Amendment No.1 included the addition of four Transportation Enhancement projects that were approved at the Round 18 TERC meeting, and also moving up one STP project from 2012 to 2011. The TAC recommended that the amendment be approved with the understanding that the STP project would be ready to be moved up. After the meeting, it was confirmed that the STP project was ready to be moved. Below are the two changes included in the 2011 TIP Amendment No.1 that need approval:

1. The STP project Davis Road MP 13 shall be moved up on the TIP from 2012 to 2011. The TAC recommended this because it will be ready to be obligated. There is plenty of STP funding in 2011 remaining to allow this.
2. Four TE projects were added to the TIP from the Round 18 TERC meeting. The four TE projects are listed below:
 - City of Safford: Main Streetscape Improvements
 - City of Sierra Vista: Shared Use Pathway Connectivity Project
 - City of Wilcox: Arizona Avenue Sidewalks – Phase I
 - Graham County: Golf Course Road Shared Use Pathway

Attachment: 2011 TIP Amendment No. 1

Board Action Requested: Information Only Action Requested Below

A motion by the Administrative Council to recommend approval to the Executive Board to approve the changes to TIP Amendment No. 1 on the SEAGO 2011 TIP, and submit it to ADOT for processing.

SEAGO REGION

2011 TIP Amendment #1

Approved by: TAC, 1/20/2011 Administrative Council, DATE and Executive Board DATE

TIP YEAR	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST		
	City of Sierra Vista	SUP Connectivity Project	Coronado Dr from Tacoma to SR90; Colombo Dr from Higher Education to Charleston; Giulio Cesare Ave from Higher Education to Charleston	4,775 ft	TE Shared Use Path				TE 18	\$540,030	\$32,643		\$572,673		
	City of Willcox	Arizona Ave Sidewalks Phase I	Arizona Ave from Rex Allen Dr to Maley St	3,525 ft	TE Sidewalk Preservation				TE 18	\$656,953	\$39,710		\$696,663		
	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln in Thatcher easterly to Safford	7,150 ft	TE Shared Use Path				TE 18	\$641,749	\$38,791		\$680,540		
	TOTAL TE PROJECTS														
	BRIDGE PROJECTS														
	Graham County	Safford Bridge	8th Avenue - Gila River	4046 feet	Construction	Rural Major Collector	2	4	HPP/BR	\$12,036,699	\$1,911,093		\$13,947,792		
	Graham County	Safford Bridge	8th Avenue - Gila River	4046 feet	Bridge Design	Rural Major Collector	2	4	SEC 115	\$1,000,000			\$1,000,000		
	TOTAL BRIDGE PROJECTS														
	TOTAL FOR FOUR YEAR PROGRAM														
											\$26,581,278	\$11,738,528	\$0	\$38,319,806	
2015															
	Cochise County	Davis Rd. Reconstruction	Davis Road MP 5	0.61 miles	Construction of Safety & Drain Improvements	Rural Major Collector	2	2	STP	\$2,423,321	\$146,479		\$2,569,800		
	LTAP												\$10,000		\$10,000
	TOTAL FOR 2015														
											\$2,433,321	\$146,479	\$0	\$2,579,800	
	ARRA II FUNDING - PLACEHOLD ONLY - NOT PROGRAMMED BUT RANKED BY TAC ON FEB 4, 2010														
	Santa Cruz County	Pendleton/Coatimundi Intersection Improvement	Intersection of Pendleton and Coatimundi		Construction of left and right turn lane on Pendleton	Rural Major Collector	2	3	ARRA II	\$250,000			\$250,000		
	Cochise County	Davis Rd. ARRA Resurfacing	Davis Rd: Central to Frontier	3.0 miles	Overlay	Rural Major Collector	2	2	ARRA II	\$3,000,000			\$3,000,000		
	Town of Thatcher	Reay Lane Overlay Phase II	Reay Lane- High Line Canal to 1st Street	1.2 miles	Overlay	Urban Collector	2	2	ARRA II	\$600,000			\$600,000		
	Greenlee County	Duncan - Virden Road	AZ 75 to Stateline Line	3.8 miles	Reconstruction	Rural Major Collector	2	2	ARRA II	\$1,500,000			\$1,500,000		
	TOTAL FOR ADDITIONAL ARRA II PROJECTS														
											\$5,350,000	\$0	\$0	\$5,350,000	
	FUNDING OBLIGATED IN 2010														
	City of Safford	20th Ave. Sidewalks	20th Ave from RT 70 to Relation Street	8,000 ft	TE Sidewalks				TE 10	\$486,712	\$27,743	\$142,320	\$656,775		
	City of Douglas	Paseo De La Amistad	Douglas		TE Multi-Use Pathway				ARRA	\$690,478	\$0		\$690,478		
	City of Douglas	Fountain Restoration	Douglas		Enhancement				ARRA	\$164,100	\$0		\$164,100		
	Town of Thatcher	Reay Lane	Reay Lane from Johnson St. to Ball Park	2 miles	2" AC Overlay	Urban Collector	2	2	ARRA	\$600,000			\$600,000		
	Town of Thatcher	Reay Lane	Reay Lane from Johnson St. to Ball Park	2 miles	2" AC Overlay	Urban Collector	2	2	STP	\$288,085	\$17,413		\$305,498		
	City of Sierra Vista	Charleston Rd. Widening	West of Colombo to east of Fighting Colt Dr.	1.5	Widening, signal upgrades, drainage, improvements, curb, sidewalk, Multi-Use Pathway on S side.	Rural Minor Arterial	2	5	ARRA	\$2,195,080			\$2,195,080		

SEAGO REGION

2011 TIP Amendment #1

Approved by: TAC, 1/20/2011 Administrative Council, DATE and Executive Board DATE

TIP YEAR	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
	City of Sierra Vista	Charleston Rd. Widening	West of Colombo to east of Fighting Colt Dr.	1.5	Widening, signal upgrades, drainage, improvements, curb, sidewalk, Multi-Use Pathway on S side.	Rural Minor Arterial	2	5	STP	\$1,290,969	\$78,033		\$1,369,002
	City of Sierra Vista	Fry Blvd. Overlay	Fry Blvd. from Buffalo Soldier Trail to SR90/92.	3 miles	Partial Mill and Overlay	Principal Arterial	5	5	STP	\$1,800,000	\$200,000		\$2,000,000
	City of Bisbee	Arizona Street Sidewalks	Arizona Street		TE Sidewalks				TE 15	\$500,000	\$30,223		\$530,223
	City of Bisbee	Arizona Street Reconstruction	Arizona Street	0.65 Miles	Reconstruction	Urban Collector	2	2	STP	\$2,200,000	\$132,980		\$2,332,980
	Santa Cruz County	Traffic Sign Replacement	County Wide		Traffic Sign Replacement				HSIP	\$100,000	\$0		\$100,000
	City of Douglas	Traffic Sign Replacement	City Wide		Traffic Sign Replacement				HSIP	\$90,000	\$0		\$90,000
	Cochise County	Traffic Sign Replacement	County Wide		Traffic Sign Replacement				HSIP	\$260,000	\$0		\$260,000
	City of Willcox	Traffic Sign Replacement	City Wide		Traffic Sign Replacement				HSIP	\$150,000	\$0		\$150,000
	City of Douglas	Chino Rd. Extension Project	Chino Rd South of 5th St	0.4	Design	Small Urban Minor Arterial	0	3	CBI	\$137,800	\$8,329		\$146,129
Projects listed below have been or will be submitted to ADOT for Functional Classification and are a place hold ONLY. Not approved projects													
	BENSON	Ocotillo Avenue	Ocotillo Avenue	0.68	RECONSTR.	Needs Classification	2	3	N/A				
	SANTA CRUZ COUNTY	West Frontage Road	Yavapai Dr. southerly to Calle Cala	0.82	NEW CONSTR.	Needs Classification	0	2	N/A				
	SANTA CRUZ COUNTY	West Frontage Road	Yavapai Dr. northerly to Peck Cany	3.3	RECONSTR.	Needs Classification	2	2	N/A				
	SEAGO TRANSIT PROGRAMS	INFORMATION ONLY											
	SIERRA VISTA TRANSIT		SIERRA VISTA - CITY OF		FTA				5311	#REF!	\$176,500		
	DOUGLAS RIDES-COCHISE COMMUTER		DOUGLAS		FTA				5311	\$466,038	\$26,564		
	BISBEE BUS		BISBEE - CITY OF		FTA				5311	\$206,833	\$11,789		
ARRA	SIERRA VISTA TRANSIT		SIERRA VISTA - CITY OF		FTA ARRA				ARRA				\$1,330,000
ARRA	DOUGLAS RIDES-COCHISE COMMUTER		DOUGLAS		FTA ARRA				ARRA				\$829,957
ARRA	BISBEE BUS		BISBEE - CITY OF		FTA ARRA				ARRA				\$179,972
	Summary Total									#REF!	\$214,854	\$2,339,929	



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: PROPOSED AMENDMENTS TO SEAGO'S POLICY MANUAL

There are a number of amendments to the SEAGO Policy Manual that I am recommending as a matter of housekeeping. Some of these are being proposed to bring the Policy Manual into alignment with current practices. Others are proposed to bring the policy into alignment with state law or a previous action of the Executive Board. Still others are proposed as improvements to the current policy. I have noted the reason below next to the title of each affected section. I have also attached the proposed amendments for your reference.

4.13 Compensation Plan Updates (Current Practice)

To my knowledge, the Compensation Plan has not been updated since it was adopted in 2005. Because the plan has not been updated since its adoption, and since I believe the salary structure limits SEAGO's ability to attract and retain professional level administrators, it is our goal to perform an update within the next year. However, the process outlined in the policy is burdensome and due to the limited level of resources, it has, and will continue to be difficult, if not impossible, to update the Compensation Plan annually. Due to the level of effort required to do a thorough review and update of the Compensation Plan, it makes more sense for it to be required every five years.

6.3 Sick Leave (Current Practice)

No one seems to know why the policy was written to require FLSA exempt (program managers and supervisors) to use their accrued sick leave in one-day increments, while allowing non-exempt employees to use their sick leave as needed. Not only is this contrary to current practice, it's also inequitable. In reality, if a person only needs an hour or two for a dentist appointment, it's hard to imagine what purpose it serves to require them to use an entire day of sick leave to do so, especially if they are feeling well enough and want to return to work after the appointment.

8.5 Appeals from Termination, Demotion, and Unpaid Suspension (Previous Action)

This policy revision simply specifies the officers of the Executive Board and the Administrative Council who will serve on the Personnel Committee as approved by both

bodies in February 2010. No formal amendment to the policy was approved and this just makes it a matter of record.

8.6 Appeal Procedure (Improvement)

An appeal arising from a disciplinary action can be extremely costly, both in terms of staff time and actual expenses. I was advised by an employment law attorney that it is legal to require the losing party to bear the costs of an appeal hearing. This provision would help ensure that the employer carefully documents the issues and takes appropriate, progressive disciplinary steps to correct the employee's behavior before taking any disciplinary action that is subject to appeal in order to minimize the chances of having the action reversed as a result of an appeal. It would also cause an employee to think very carefully about their position before filing a meritless appeal.

9.7 Termination Pay (Improvement and Current Practice)

There are two proposed revisions to this section of the Policy Manual. The first deals with severance pay. The way the policy currently reads, the only circumstance that would warrant severance pay would be retirement. While I can appreciate the spirit of fiscal conservatism behind the current language, based on recent experience, I can say that it would be quite advantageous in terms of costs to be able to offer severance pay when a voluntary resignation occurs. If an individual appeals their termination, it requires dozens of hours of staff time to prepare for the appeal hearing, not to mention the potential costs of a hearing officer or legal advice associated with the appeal hearing. When staff are required to spend this kind of time preparing for an appeal, it distracts significantly from being able to focus on providing services and planning. As a result, even if you only consider the staff time to prepare for the hearing, it's likely that the organization would realize a savings by being able to offer a severance package. The second proposed revision deals with the timing of issuance of the final paycheck for terminating employees. This revision will bring the Policy Manual into alignment with state law, specifically A.R.S. §23-353.

10.13 Travel Advance (Current Practice)

Many of our employees are unable to consistently cover the remaining 20 percent of per diem costs out of their own pocket. It also requires an additional transaction on SEAGO's books to issue 80 percent of the per diem initially and the balance on return from travel.

Attachment: Policy Revisions 1.4.11

Action Requested: Information Only Action Requested Below:

A motion to recommend the proposed policy amendments discussed above to the Executive Board.

4.13 Compensation Plan Updates

The Compensation Plan will be reviewed as necessary, but at a minimum, every five years, to evaluate and maintain its competitiveness. This review process will focus on two primary issues: 1) changes in the competitive market and 2) budget available to support program updates and pay changes.

The following information outlines the process for assessing market changes.

- The first step is to gather market information and to assess the degree of change since the prior year. This change is generally higher than the changes in the consumer price index because wages are pushed upward by labor agreements, scarce recruiting markets, etc. in addition to the economic factors.
- The market analysis may be done through a salary survey that measures the current rate of pay for selected benchmark positions. As an alternative, salary budget surveys will be used to measure the degree of market change.
- Using the appropriate survey methodology, the Organization will establish the new market rate for each benchmark position.
- Each job will be assigned to a new salary range where the midpoint corresponds to the new market rate.
- A salary increase budget that matches the rate of market movement will be established.

Once the preliminary compensation update has been completed, the Organization will assess costs and funding available for salary increases. The preliminary plan update may be adjusted to meet established budget parameters.

The Executive Director will recommend the updated Compensation Plan to the Executive Board for approval.

6.3 Sick Leave

SEAGO provides sick leave with pay to eligible employees. Sick leave credit is cumulative with no maximum accumulation. Sick leave may be used after 1 month of employment and shall be deducted on a one-hour basis.

8.5 Appeals from Termination, Demotion, and Unpaid Suspension

This policy provides the rights and procedures for employees to appeal decisions of the Executive Director to terminate their employment, demote them to a lower level position, or to suspend them without pay.

A regular, classified employee who has completed his or her probationary period may appeal an action resulting in termination, demotion or unpaid suspension. An employee who fails to complete the initial probationary period has no right of appeal. An at-will employee does not have the right to appeal under this policy, unless they can show that the employment action was due to unlawful discrimination.

Appeals will be made to the Personnel Committee. The Personnel Committee shall consist of the Chair and Vice-Chair of the Executive Board and the officers of the Administrative Council. It shall be a standing committee of the Executive Board.

8.6 Appeal Procedure

Under this procedure, appeals must be filed in writing with the Executive Director within 10 days of the notice of discipline. When an appeal is filed, the employee and the employer understand and agree that, at the sole discretion of the Hearing Officer, the losing party may be ordered to bear the costs of the appeal, including, but not limited to the compensation of the Hearing Officer, and the costs of the prevailing party's legal counsel. The appeal shall state in detail the facts upon which it is based, the people and functions involved, and the remedy requested.

The Executive Director shall notify the Personnel Committee of the appeal. No answer to the appeal is necessary. However, if the Executive Director chooses to file an answer, the Personnel Committee shall make a copy available to the employee.

The Personnel Committee may hear the appeal or may appoint a Hearing Officer. The Hearing Officer is fully empowered to grant or refuse extensions of time, to set procedures for the hearing, to conduct the hearing, and to take actions relative to the proceedings. The Personnel Committee may choose to withdraw the appeal from the Hearing Officer prior to the hearing. The Committee may then conduct the hearing as a Committee or assign another Hearing Officer.

The Hearing Officer shall conduct the hearing and submit the hearing officer report to the Executive Director. The Executive Director shall distribute copies of the report to each member of the Personnel Committee and the employee. The Executive Director shall schedule the appeal on the agenda, so that the Personnel Committee can take action on it.

The Personnel Committee may adopt the Hearing Officer's report in its entirety, may modify it, or may decide the case on the record with or without taking additional evidence.

- **Continuance of the Hearing.** The hearing may be continued at the request of either the appellant or the respondent. Requests to continue the hearing must be submitted to the Executive Director, in writing, at least 5 days before the hearing date. The Executive Director shall notify all concerned parties of the continuance. Failure of the appellant to comply with these guidelines and failure to appear at the time and place of the hearing may result in dismissal of the appeal.
- **Nature of the Hearing.** The employee may represent himself or herself, or be represented by legal counsel or anyone else of his or her own choosing. The Executive Director may also represent himself or herself, or be represented by legal counsel. The hearing shall be informal, and technical rules of evidence and court procedure shall not apply, except that irrelevant, immaterial, or unduly repetitious material may be excluded. Evidence protected by the rules of privilege recognized by law may also be excluded.
- **Witnesses.** The Personnel Committee or the Hearing Officer may exclude from the room any witness not at the time under examination. The employee, the Executive Director and their representatives may not be excluded.
- **Withdrawal of an Appeal.** The appellant may submit a written request to withdraw an appeal any time prior to the decision of the Personnel Committee. The request shall be submitted to the Executive Director. The Personnel Committee shall make the decision of whether to allow the request to withdraw the appeal.
- **Decision by the Personnel Committee.** If a majority of the Personnel Committee members present determines that the action appealed from was arbitrary or taken without reasonable cause, the order shall be revoked or modified. Otherwise, the disciplinary action shall be affirmed. The Personnel Committee shall have the power to direct appropriate remedial action, and shall do so after considering just and equitable relief to the employee and the best interests of the Organization. The findings and decisions of the Personnel Committee shall be final.

9.7 Termination Pay

Employees are entitled up to 160 hours of earned, unused vacation pay unless reason for termination was dismissal for gross negligence or theft.

Employees will be entitled to severance pay in accordance with the following schedule. Employees who are terminated as a direct result of unscheduled discontinuation of program funds when funds for that program are not adequate to permit termination pay, shall not be entitled to termination pay.

<u>Time Served/Reason for Termination</u>	<u>Amount of Severance Pay</u>
Less than one year of service	None
One to five years of service	One week's salary
Greater than five years of service	Two week's salary
Dismissal	None
Dismissal from probation	None

Probationary employees are entitled to all earned unpaid salary but not accrued vacation and severance pay. No employees are entitled to accrued but unused sick time at the time of termination. All termination pay, including unpaid salary and vacation pay, will be distributed to the employee in accordance with the guidelines provided in Section 9.8, C., below. .

Exit Process

The Department Head is responsible for coordinating the exit process with the Executive Director and the fiscal manager.

A. Exit Clearance

Included in the final clearance is a verification that all SEAGO equipment, materials and supplies, such as keys, identification card, and credit cards have been returned.

B. Exit Interview

Regular full-time and part-time employees will normally participate in an exit interview. The interview will be scheduled prior to the last day of employment. The exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an exit interview.

C. Final Paycheck

Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Organization policies and laws governing such payments.

- Employees terminated for cause will be issued their final paycheck within 3 working days of the termination, or the end of the next regular pay period, whichever is sooner.
- All other terminating employees will be paid at the next regular pay period.

10.13 Travel Advance

Employees going into travel status where per diem expense will be claimed for a period exceeding 48 hours may request a travel advance in an amount not to exceed 100 percent of per diem for the length of the travel assignment. In applying for an advance, the employee shall complete and sign a travel authorization form and submit it to their supervisor for approval. The completed form should be submitted at least one week before the advance is required. Advances shall constitute a lien upon wages of an employee.

When a claimant who has received an advance submits a claim for reimbursement, it shall be the responsibility of both the claimant and SEAGO to show on the claim the amount of the travel advance. If the amount of the travel warrant is greater than the amount advanced, a check shall be drawn to reimburse the employee in the amount of the difference. If the amount of the advance is greater than the travel warrant, the difference shall be immediately paid by the employee. The Executive Director may, at his discretion, allow for excessive advances to be deducted from future claimant's claims.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: RECORDS RETENTION SCHEDULE

As you may recall, there were some questions that were raised regarding the accuracy of the minutes of one of the past Administrative Council meetings. Unfortunately, when we tried to locate the audio recording of the meeting to validate what the minutes reflected, we discovered that it had already been deleted. At their October meeting, under 'Future Agenda Items,' discussion and consideration of a policy to retain audio recordings for at least a year was requested by a member of the Executive Board.

Except for those requirements specifically set by certain funding agencies, records retention is a subject that has not been given a high level of attention at SEAGO. Beyond the funding agency retention requirements, no one was certain exactly what records retention requirements may apply to COGs. And until recently, the state agency charged with records retention requirements, the Arizona State Library, Archives and Public Records (ASLAPR), had only developed general records retention schedules for municipalities, counties, school districts, fire districts and a few other types of governing bodies. Therefore, no one had taken the time to develop a records retention schedule for the agency, and certain records, such as audio recordings were not retained in a prescribed manner.

There still is not an approved general records retention schedule that applies specifically to COGs, but in June 2010, the ASLAPR released a schedule that was designed for state agencies. This schedule is a six-chapter volume, some of which may not apply to SEAGO. Although I'd rather prepare a complete records retention schedule for presentation to the Board, I have not had the resources to do so in time for this meeting. But in order to respond to the request for a policy to retain audio recordings for one year, I have prepared one chapter that addresses that particular item for the Board's consideration. Other chapters will follow as time permits.

Attachment: SEAGO General Retention Schedule - Management

Action Requested: Information Only Action Requested Below:

A motion to recommend the General Retention Schedule, Management Chapter to the Executive Board for approval.



**General Retention Schedule
Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Minutes (including agendas (if agenda or index is not part of the minutes) and supporting documentation referenced in minutes and needed to clarify the minutes) a. Governing Boards, Commissions and Councils b. Other Decision-making Committees, Boards or Commissions c. Advisory Committees, Boards, Commissions, Task Forces, Ad Hoc Committees, etc. d. Executive Session and Work Study Records e. Audio or Video Recordings of Meetings f. Staff meetings (routine staff meetings where policy is not set)	Permanent Permanent Permanent 10 3 months (It is the policy of SEAGO's Board to retain Audio Recordings for 1 year) -	Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 After fiscal year created After date of meeting and after minutes transcribed or summarized and approved but no more than 5 years after fiscal year of meeting After administrative or reference value has been served
2.	Request to Speak Cards	-	After administrative value has been served and minutes transcribed or summarized and approved.
3.	Committee, Board, Commission, Council, Consultant or Task Force Reports/ Studies a. Reports resulting in no action b. Reports/Studies resulting in project	5 -	After fiscal year submitted File with Project Records (Item #6)
4.	Executive Correspondence (correspondence of Board, Commission, Council or Agency Director that sets or discusses policies)	Permanent	Preserve pursuant to ARS §39-101



**General Retention Schedule
Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
5.	Committee, Board, Commission, Council or Task Force Records (including meeting notices, agendas, board packets, notes and other related records not retained with minutes)	3	After fiscal year created or received
6.	Project Records a. Historically Significant Projects b. All Other Records	Permanent 3	Preserve pursuant to ARS §39-101 After fiscal year completed or abandoned or after reference value has been served, whichever is later
7.	Agency Policies, Directives, General Orders, Mission Statements and Administrative Orders (does not include office internal administrative procedure records)	Permanent	Preserve pursuant to ARS §39-101
8.	Agency Annual Reports (agency copy)	10	After year reported or after reference value has been served, whichever is later, Send 2 copies to ASLAPR, Law and Research Library, State Documents. If electronic, send electronic copy to reports@lib.az.us and paper copy to ASLAPR, Law and Research Library, State Documents.
9.	Legislation Records a. Case files for legislation proposed by agency b. Legislation tracking records	Permanent 1	Preserve pursuant to ARS §39-101 After calendar year passed into law or defeated



**General Retention Schedule
Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10.	Contracts, Agreements and Leases and related records (including Intergovernmental Agreements (IGA), mutual/ automatic aid agreements, cooperative agreements and Memorandums of Understanding (MOU))	6	After fiscal year fulfilled, cancelled or revoked
11.	Performance Audit Reports (agency copy including Sunset Review records)	10	After audit completed or after reference value has been served, whichever is later.
12.	Publications Produced by Agency (including brochures, pamphlets, newsletters and other published reports)		
	a. Paper	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send 2 copies to ASLAPR, Law and Research Library. State Documents
	b. Electronic	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send electronic copy to reports@lib.az.us and paper copy to ASLAPR, Law and Research Library, State Documents
13.	Public Information Records (including press releases, photographs, scrap books, public service announcements and other related records)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. All other records	-	After administrative value has been served



**General Retention Schedule
Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
14.	Organizational Reporting Records (records of major changes to department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships. Does not include information on individual employees.)	Permanent	Preserve pursuant to ARS §39-101
15.	Information Security and Privacy incident Records (incidents involving either paper or electronic records and including incidents related to those records) a. Health Insurance Portability and Accountability Act (HIPAA) Records (including HIPAA information security, privacy or other Administrative Simplification incidents or complaints b. All other non-HIPAA Records (including information security and privacy incidents or complaints)	6 3	After incident closed and when no further activity is anticipated, whichever is later After incident closed and when no further activity is anticipated, whichever is later
16.	Subpoenas	1	After fulfilled or quashed
17.	Rule-Making Records a. Enacted rules (including working documents used in creation or updating of rules and 5 year review records) b. Proposed rules that were not adopted	1 1	After rule is superseded or no longer in effect or after administrative or reference value has been served, whichever is later After rule is rejected or after administrative or reference value has been served, whichever is later



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: PROPOSED AMENDMENTS TO SEAGO'S PROCUREMENT
POLICY

As with the Policy Manual, there are also some amendments to the SEAGO Procurement Policy Manual that I am recommending. Most of the proposed changes are relatively minor in nature and I will be prepared to answer any questions you may have at the meeting.

The primary thing that we are hoping to accomplish is the separation of the *procurement policies* from the *process* used in the procurement of goods and services over a prescribed dollar value. As a result, the entire process that is spelled out within the procurement policy has been deleted in the proposed draft. This process was out of date and had not been followed for a number of years. Recognizing this, we have developed the attached process that will be utilized agency wide for procurement of goods and services valued over \$10,000. This is being provided for your information so that it is apparent that we will continue to have a procurement process in spite of the section that is being proposed for removal from the policy.

RH:YU

Attachments: SEAGO Procurement Standards – DRAFT 2011 Revision; SEAGO RFP Procedures DRAFT 1.4.11

Action Requested: Information Only Action Requested Below:

A motion to recommend the proposed procurement policy amendments to the Executive Board.

**SouthEastern Arizona Governments
Organization**

Procurement/Purchasing

Policy



SEAGO PROCUREMENT STANDARDS/POLICIES

Procurement Standards

- A. The agency standards prohibit soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or any other enterprise which does business with SEAGO. Any non-compliance by a SEAGO employee shall result in disciplinary action to include immediate termination.
- B. All procurement transactions shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. The agency must be alert to organizational conflicts of interest or non-competitive practices among contractors, which may restrict or eliminate competition or otherwise restrain trade.
- C. The agency at all times will avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
- D. Solicitations for supplies or services shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrain competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement, and when so used the specific features of the named brand which must be met by bidders should be clearly specified.
- E. Whenever practical, the agency shall utilize small business and minority-owned business sources of supplies and services.
- F. SEAGO will maintain adequate internal controls with the procurement of any goods or services by utilizing a purchase order system and segregation of duties.

SEAGO PROCUREMENT POLICIES

All service, supply, material, equipment, or furniture purchases must be made as follows:

A. \$1 to \$3,000

Items required:

1. Items valued more than \$500 MUST have PRIOR approval from Executive Director for purchases.
2. MUST have a completed Purchase Order number.
3. Submit invoice/receipt to the SEAGO Finance Director in a timely manner.

B. \$3,001 to \$10,000

Items required:

1. MUST have PRIOR approval from Executive Director for purchases.
2. MUST have a completed Purchase Order number.
3. Department MUST solicit at a minimum, three (3) documented competitive telephone or Internet quotes for all purchases, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required.
4. Include a detailed description of all items needed.
5. Submit invoice/receipt and telephone or Internet quotes to the SEAGO Accounts Manager in a timely manner.

C. \$10,001 and Over

Items required:

1. MUST have PRIOR SEAGO Executive Board approval to go to bid.
2. MUST have a written competitive BID published in local paper twice before opening.
3. Bid specifications must be provided.
4. Formal bid documents will be prepared.
5. Should it be necessary to amend bid specifications, such amendments will be handled in the same manner as original bid or through an addendum when discussed at the pre-bid conference.
6. No verbal changes will be recognized.
7. Purchase Orders are NOT required for bids.

Purchases Made Without a Purchase Order

The following purchases may be made without a Purchase Order:

1. Credit card purchases valued under \$500.00
2. Travel expenses.
3. Occupancy costs (rent, utilities, etc.).
4. Postage for postage meter.
5. Contractual obligations.
6. Legal and personnel advertising.

More Stringent Grant Regulations

If a particular granting source has more stringent purchasing regulations, those grantor's regulations will be followed.

Competitive Bidding

The following internal procedures shall apply to the actual purchasing process and shall be considered a permanent portion of the overall policies until such time as they are amended or revised:

1. It is **suggested** that purchases under \$3,000 be put out for bid.
2. It is mandatory that all purchases between \$3,000 and \$10,000 be let for bid, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required. In most cases, three telephone or Internet bids are adequate but consideration should be given to the nature of the purchase and the dollar amount. In those instances three written bids should be obtained.
3. Written bids must be obtained for all purchases over \$10,000.
4. For purchases over \$10,000 the SEAGO Executive Board's approval is required and formal bidding procedures will be followed.

Special Conditions

When special conditions arise that require expedited procurement of goods or services, render the processes outlined in this policy impracticable, or for which no specific process outlined in this policy is applicable, the Executive Director shall have the discretion to utilize ARS Title 41, Chapter 23, Arizona Procurement Code for such procurement. The Executive Director shall notify the Executive Committee as soon as possible whenever the Arizona Procurement Code is utilized.



**SOUTHEASTERN ARIZONA
GOVERNMENTS ORGANIZATION**

RFP PROCEDURES

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

RFP PROCEDURES

I. To ensure that the RFP process for the SouthEastern Arizona Governments Organization (SEAGO) is undertaken consistently and with clarity, all personnel involved with the process must adhere to the procedures delineated below. Should an individual, not part of the RFP process, find themselves in receipt of a proposal and the person responsible for opening mail is not available, they should contact the appropriate Program Manager or other staff member relative to receipt of a sealed proposal and deadline for opening.

A. Request for Proposal

The Program Manager will inform the Executive Director of the project or services needed. After consultation with the Executive Director and receipt of applicable level of approvals, the Program Manager will develop a scope of work and Request for Proposals (hereinafter 'RFP') for the required project or services. Depending on the scope of the project or services, funding agency requirements and other factors that may be applicable to a specific project or service, the manner and frequency for publication of the legal notice may vary. The Program Manager shall confer with the Executive Director and the Executive Assistant regarding the above requirements before publishing the legal notice.

For projects or services carried out within the four-county region, SEAGO will issue an RFP via a legal notice, which will be published in a newspaper in each county seat on two consecutive Wednesdays. Commencing with the first publication date, requests may begin to be made by potential providers or contractors relative to an RFP. The individual responsible for mailing out the RFPs will be the Executive Assistant or his/her designee.

Said person will:

1. Create a log of all information relating to the RFP, and enter the name of the agency, date of request, and date RFP is mailed or picked up (See Attachment "A").
2. The package mailed will consist of one (1) RFP, and a folded, addressed envelope. This envelope shall be addressed to SEAGO and shall be marked "Sealed Proposals-Do Not Open."

The Executive Assistant, or his/her designee, should be contacted regarding mailing out RFPs. To avoid problems with mailing addresses, all calls relating to the RFP should be forwarded to this assigned person instead of other staff taking down the information.

B. Initial Receipt of Sealed Proposals and Routing

Five days in advance of the proposal opening date, the Executive Assistant, or his/her designee, will contact in writing the person responsible for opening all SEAGO mail and inform them of the pending date that proposals will be opened. The person responsible for opening mail will be instructed to watch for the arrival of sealed proposals, log proposal information and to take care not to open the proposals received. If

proposals are received by anyone else in SEAGO; they must be forwarded to this individual or other designee for proper processing.

The person responsible for opening mail or her designee will:

1. Date stamp immediately the sealed proposal received.
2. Log in all proposals received (See Attachment B). The time will be logged for all hand delivered proposals. This is especially important when sealed proposals are delivered on the due date.
3. Issue a receipt for proposals delivered in person. Certified Mail, Return Receipt shall suffice for mailed proposals.

Sealed proposals received prior to due date will be subject to the public opening. In the event a sealed proposal is received after time specified in the RFP, regardless of the number of minutes past that time; it must be rejected, unless it was postmarked at least 48 hours prior to the due date. All sealed proposals subject to the public opening must be kept in a locked drawer designated by the Executive Assistant until specified time on the due date.

C. Public Opening

All proposals received prior to the deadline will undergo a public opening slated for the time specified in the RFP on the Due Date.

During this process, the following individuals should be present:

1. Program Manager: purpose will be to open all sealed proposals and call out the names of the responding contractors.
2. Executive Assistant or his/her designee: purpose will be to record the contractors whose proposals are opened.
3. Witness (1): purpose is to witness the opening of the sealed proposals.

One copy of the proposal is to be used as a work copy. Xerox copies of the materials required for a contract should be made so as to have a clean copy available for processing.

One copy will be retained by the Executive Assistant along with the log. This copy will serve as a public record. Hence, it must be left intact and as neat as possible. A special file will be created for these proposals.

II. Proposal Screening and Evaluation

The proposal screening/evaluation process will consist of two stages: (1) an initial review to determine the basic responsiveness to the RFP, and (2) evaluation to assess the contractor's capability to deliver the proposed services in accordance with the terms and conditions of the contract to be entered into with SEAGO.

- A. The review instruments, Initial Proposal Compliance Review, and Evaluation for Responsiveness are intended to assist in selecting from the sealed proposals submitted, those prepared in accordance with the

RFP instruction. Each instrument will serve a specific/particular function purpose:

1. Initial Proposal Compliance Review (Attachment D)

The Executive Assistant will use this form to document that every proposal received by the due date/time is reviewed initially to ensure that it was prepared and submitted in accordance with the RFP specifications. It is during this part of the process (initial review) that proposals are determined to be "potentially acceptable" or "unacceptable."

Those offers whose proposals were determined to be "unacceptable" will be notified as soon as possible following the completion of the initial review. All unacceptable offers will be notified in writing, that their proposal will not receive further consideration.

2. Evaluation for Responsiveness by Program Manager

Only those proposals deemed "potentially acceptable" will undergo evaluation. The intent is to focus on the major components of the proposal, to ensure that SEAGO is purchasing the best quality service(s) at the most reasonable cost and to ensure that the type, quantity, and quality of service(s) meets identified needs programmatically and financially.

One copy of the proposal will be marked "work copy" and will be reviewed thoroughly. An incomplete sections or incorrect items will be noted on this copy.

- B. When applicable, all deficiencies found in a prospective contractor's proposal will be noted and said contractor will be notified of such deficiencies, whether/what additional material needs to be submitted and the deadline for submission of same.

In notifying the contractor, the most expeditious method would be by telephone, followed up with a letter. However, a letter of notification is sufficient. Regardless of the method used, once a deadline with periods has been established for submittal of additional materials, they must be adhered to; and contractors should be made fully aware of this.

III. Selection of Contractors

- A. Based on the review of "potentially acceptable" proposals; staff will recommend the contractor(s) to be awarded contracts for specific services by the Executive Board, except where there are competing proposals.
- B. In the event of competing proposals, an ad hoc review committee comprised of the Executive Director and two other individuals of his or her choice. The meeting of this committee shall be subject to the Open Meeting Law and the applicants shall be notified of the meeting. This committee will review the competing proposals and staff's evaluation of these proposals. The committee will recommend to the Executive Board the contractor to be awarded a contract for the service in question. The committee's recommendations will be sent in writing to the applicants with a notice of the Executive Board meeting at which contractors will be selected.
- C. Only after the Executive Board has approved the selection of contractor(s) to be awarded a contract for specific services shall staff negotiate contracts.

1. It should be understood that it is during this stage of the total RFP process that SEAGO may recommend changes in the prospective contractor's proposed service program or service costs.

The prospective contractor may be given an opportunity to negotiate any changes of the proposal deemed necessary by SEAGO. However, there are certain areas which may not be negotiated; specifically the Contract General Provisions, Special Provisions, pre-printed sections of the service specification, and cost principles.

2. Once negotiations have been completed, all changes, which were agreed upon by the negotiating parties, must be submitted by the established deadline. The finalized product mailed to the prospective contractor should be a contract with all changes submitted. This would be viewed as the prospective contractor's best and final offer package. The prospective contractor must submit one (1) signed contract to SEAGO and retain one signed contract.

IV. Procurement Files

All procurement files shall be retained for a period of five (5) years following the termination of the contract, or in accordance with applicable funding agency requirements.

All documents utilized during the procurement process shall be kept on file:

A. RFP File:

1. Copy of the RFP package issued by SEAGO,
2. One (1) original copy of each proposal submitted,
3. Copy of completed "Request for RFP Package" (Attachment A),
4. Copy of completed "RFP Sealed Proposal List" (Attachment B),
5. Copy of "RFP Opening" (Attachment C),
6. Initial Compliance Reviews of "unacceptable" proposals (Attachment D),
7. Staff evaluation for responsiveness,
8. Minutes of Ad Hoc Review Committee Meetings.

B. Contract Files:

1. Copies of all correspondence prior to negotiation,
2. Copy of working proposals,
3. All negotiations notes/documents.

V. Appeals

A. Proposal Rejected as "Unacceptable:"

If a contractor wishes to appeal the staff decision to reject its proposal as "unacceptable" in the initial Compliance Review under II-A of these procedures, the provider must write to the SEAGO Executive Director within seven calendar days of the date on SEAGO's letter of notification that the proposal will not be considered further.

The Executive Director will review the basis for the staff's rejection of the proposal and will decide whether the proposal should be reviewed further. The appellant will be notified of the director's decision in writing within seven calendar days of the date that the appeal was mailed. The director's decision shall be final.

VI. Final Appeal to Executive Board

A. Competing Proposal Recommended for Rejection by the Ad Hoc Review Committee:

If the contractor wishes to appeal the recommendations of the Ad Hoc Review Committee, that contractor must write to the Executive Director at least seven calendar days prior to the Executive Board meeting, requesting to be placed on the agenda. That contractor would then have an opportunity to present its case to the Executive Board. The Executive Board's decision shall be final.

ATTACHMENT A

REQUEST FOR RFP PROPOSAL PACKAGE

Name and/or Agency Requesting RFP	Date of Request	Date RFP Mailed or Delivered	Action By
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ATTACHMENT A - REQUEST FOR RFP PROPOSAL PACKAGE

Name and/or Agency Requesting Request For Proposal	Date of Request	Date RFP Mailed or Delivered	Action By
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

ATTACHMENT B

PROPOSALS' LIST

Agency Mailing Proposal/ Agency Delivering Proposal	Date of Mailing Person Delivering Proposal	Time/Date Proposal Delivered	Action By
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ATTACHMENT B

PROPOSALS' LIST

Agency Delivering/Mailing Proposal	Date of Mailing/ Person Delivering Proposal	Time/Date Proposal Delivered	Action By
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

ATTACHMENT C
PUBLIC OPENING

Date of Public Opening: _____

Time of Public Opening: _____

Persons Present:

Program Manager

Signature: _____

Executive Assistant

Signature: _____

Witness

Signature: _____

Names of Persons other than staff attending public opening: _____

1. Applicant: _____

Number of Copies Submitted: _____

2. Applicant: _____

Number of Copies Submitted: _____

3. Applicant: _____

Number of Copies Submitted: _____

ATTACHMENT C CONT.

- 4. Applicant: _____
Number of Copies Submitted: _____
- 5. Applicant: _____
Number of Copies Submitted: _____
- 6. Applicant: _____
Number of Copies Submitted: _____
- 7. Applicant: _____
Number of Copies Submitted: _____
- 8. Applicant: _____
Number of Copies Submitted: _____
- 9. Applicant: _____
Number of Copies Submitted: _____
- 10. Applicant: _____
Number of Copies Submitted: _____
- 11. Applicant: _____
Number of Copies Submitted: _____
- 12. Applicant: _____
Number of Copies Submitted: _____
- 13. Applicant: _____
Number of Copies Submitted: _____
- 14. Applicant: _____
Number of Copies Submitted: _____
- 15. Applicant: _____
Number of Copies Submitted: _____

ATTACHMENT D

RFP Published: _____

INITIAL PROPOSAL COMPLIANCE REVIEW

Yes No

· Submitted by deadline of _____.

· Required number of copies of proposal received

· Appropriate forms/information completed.

<Insert Project or Agency Specific Requirements Here>

· Proposal Appropriate to RFP

· Proposal Consistent with Local SSBG Plan Intent (AAA only)

Details of any negative status as evidenced by "no" above: (A proposal that is substantially complete and lacks a form will not be automatically rejected as "unacceptable").

Initial review determines proposal to be:

Potentially Acceptable

Unacceptable for Reasons Given Above

Reviewed by: _____

Date: _____

Unacceptable Provider was notified on: _____



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: DRAFT MISSION AND VISION STATEMENTS

On January 13, a strategic planning retreat, facilitated by Jane Bristol, was held to review, refine, and gain agreement on the draft Mission and Vision Statements previously developed by staff. Attendees included 8 Administrative Council representatives and 13 representatives of the Executive Board. A report of the retreat is attached for your review.

The retreat resulted in the following Mission and Vision Statements:

Mission:

“SEAGO stimulates economic and social progress in our four-county region.”

Vision:

“SEAGO, as a highly motivated, energetic team, commits to being a respected, credible source of leadership, information, funding, planning, technical expertise, and services.”

Once these statements have been formally adopted by the Executive Board, staff will regroup and begin to develop strategic focus areas, goals and objectives to be presented for consideration at future meetings.

RH:YU

Attachments: SEAGO Retreat Report 011311

Action Requested: Information Only Action Requested Below:

A motion to recommend the draft Mission and Vision Statements to the Executive Board.

**SouthEastern Arizona Governments Organization
Executive Board/Administrative Council Joint Retreat**

January 13, 2011
10:00 AM to 2:00 PM

Submitted by: Jane Bristol, Bristol Consulting LLC, (928) 710-2369

Purpose

Complementing the work of SEAGO staff in late 2009, this meeting sought to bring together the Executive Board and Administrative Council to thoroughly discuss and come to agreement on a Mission and Vision statement for the organization.

Goals

Boost attendance by each group and secure representation from the 19-member governments, including the San Carlos Apache Tribe. Encourage an open dialogue among those present.

Attendance

Of the 20 governmental members of SEAGO, 12 (60%) were represented at the meeting. Those unable to send representatives were Douglas, Huachuca City, Tombstone, Clifton, Duncan, Patagonia, Rio Rico, and the San Carlos Apache. Of the Executive Board, 62% were in attendance; the Administrative Council had 47% in attendance. In addition, 100% of SEAGO senior staff was present. Total attendance for this event was 31.

Format

The day began with introductory remarks by the Executive Director, Randy Heiss. The facilitator asked each attendee to introduce themselves, their affiliation, and divulge one little-known fact about themselves to the group. This exercise served to provide an educational and humorous start to the day.

In discussing the draft mission statement developed by staff, the facilitator reviewed key attributes of good mission statements and provided examples of many different companies' established mission statements. The room was divided into four subgroups whose task was to revise the draft mission statement to their satisfaction in 15 minutes. Each subgroup reported their version to the group which discussed it as a whole. Further discussion ensued with the result that the vast majority voted for a Mission Statement:

After lunch, the facilitator began a review of the characteristics of good vision statements and provided a list of vision statement examples from various companies in the United States. She discussed the differences and similarities between them, and then revealed the draft vision statement developed by staff.

The attendees decided to discuss the draft vision statement as a group and revisions were made and discussed by all. When most were in agreement on the text, it was read aloud several times and voted upon.

The next agenda item dealt with strategic focus or key results areas; however, it was agreed that these topics should be held for a subsequent meeting.

Outcomes

The vast majority present approved the following Mission and Vision Statements for SEAGO:

Mission: SEAGO stimulates economic and social progress in our four-county region.

Vision: SEAGO, as a highly motivated, energetic team, commits to being a respected, credible source of leadership, information, funding, planning, technical expertise, and services.

Post Meeting

The facilitator and senior staff met to discuss the outcomes. The staff enjoyed interacting with the Board and Council in this manner and look forward to developing strategies to complement the new mission and vision statements.

Attachments:

Meeting Agenda

Meeting Evaluation Report

Attendance Sheets



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: MEETING DATE

The Administrative Council will meet at 9 a.m. at Cochise College in Benson the first Friday of February, May, and October. The Executive Board will meet on the Friday or Saturday two weeks following the Administrative Council meeting unless there is a holiday.

Administrative Council	Executive Board
May 6, 2011	May 20 or May 21, 2011 Cochise County
October 7, 2011	October 21 or October 22, 2011 Graham County
February 3, 2012	February 17 or February 18, 2012 Greenlee County

Board Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JANUARY 25, 2011

**SUBJECT: REPLACEMENT OF GRAHAM COUNTY PRIVATE SECTOR
REPRESENTATIVE**

Article V., Section D, of the SEAGO Bylaws provides as follows:

“D. In addition to the Member Entity Representatives, the Executive Board shall appoint one (1) individual from each county area to serve as a Private Sector Representative from that county area. These Private Sector Representatives shall be appointed from the nominations submitted by the Member Entity Representatives from that county area. Private Sector Representatives shall serve a one (1) year term and shall represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.”

In addition, the Economic Development Administration has asked us to increase representation by women on the SEAGO Executive Board. Since we have no control over the elected officers on the Board, the only way we can comply with this request is through the appointments of Private Sector Representatives.

The previous private sector representative from Graham County, Ms. Jackie Brown, recently informed SEAGO that she is unable to continue serving on the SEAGO Executive Board. Marie Freestone, President/CEO of the Graham County Chamber of Commerce has been invited to serve in this capacity as she clearly represents the economic interests of the County and will add to the current representation by women on the Executive Board. If she responds in the affirmative, we will be seeking your recommendation to appoint her to the Executive Board. If she is unable to serve on the Board, we will continue seeking community input in our efforts to identify a replacement private sector representative for Graham County.

RH:YU

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: BYLAWS AMENDMENTS RELATING TO PROCESS CONCERNS

As you may recall, there were some amendments to SEAGO's Bylaws proposed as solutions to certain process concerns that were raised regarding the August 19, 2010 joint Administrative and Executive Committee meeting. I have attached a copy of the proposed amendments for your reference. While these amendments were informally approved by the Administrative Council and Executive Board at their October 2010 meetings, they were not formally brought before the Board for adoption. This memorandum is to inform you that the amendments will be brought before the Executive Board for adoption at their February 18 meeting.

RH:YU

Attachments: Bylaws Amendments

Action Requested: Information Only Action Requested Below:

ARTICLE IV – EXECUTIVE BOARD

D. Officers of the Executive Board, the Chair, First Vice Chair, Second Vice Chair, and Treasurer, shall comprise the Executive Committee and shall have the following powers and such other powers as may be delegated by the Executive Board:

1. The responsibility of conducting an annual evaluation of the Executive Director. The Executive Committee shall solicit input from each Member Entity prior to the evaluation process.
2. Annual budget review.
3. Conduct meetings and take action in between regularly scheduled meetings of the Executive Board, except that any actions that set or have the effect of setting SEAGO policy shall only be made by the Executive Board. All actions taken by the Executive Committee shall be ratified by the Executive Board at their next regularly scheduled meeting. Meetings of the SEAGO Executive Committee may be called by the Chair. In addition to posting, a copy of the meeting agenda shall be faxed or e-mailed to all members of both the Executive Board and the Administrative Council at least one week in advance of the meeting whenever possible. **INDIVIDUALS MAY ALSO REQUEST THAT MEETING MATERIALS BE SENT TO THEM VIA REGULAR MAIL, HOWEVER, TIMELY RECEIPT OF SUCH MATERIALS IS NOT GUARANTEED. ALL MEMBERS OF THE EXECUTIVE BOARD ARE ENCOURAGED TO PARTICIPATE IN THE DISCUSSION, BUT ONLY THE EXECUTIVE COMMITTEE IS AUTHORIZED TO VOTE ON THE MATTERS UNDER CONSIDERATION.** Meetings may be held in a location deemed suitable by the Executive Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen.

ARTICLE VII – ADMINISTRATIVE COUNCIL

C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year. The officers of the Administrative Council shall comprise the Administrative Committee, and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:

1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.
2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.

3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All actions taken by the Administrative Committee shall be ratified by the Administrative Council at their next regularly scheduled meeting. Meetings of the SEAGO Administrative Committee may be called by the Chair. In addition to posting, a copy of the meeting agenda shall be faxed or e-mailed to all members of the Administrative Council at least one week in advance of the meeting whenever possible.
INDIVIDUALS MAY ALSO REQUEST THAT MEETING MATERIALS BE SENT TO THEM VIA REGULAR MAIL, HOWEVER, TIMELY RECEIPT OF SUCH MATERIALS IS NOT GUARANTEED. ALL MEMBERS OF THE ADMINISTRATIVE COUNCIL ARE ENCOURAGED TO PARTICIPATE IN THE DISCUSSION, BUT ONLY THE ADMINISTRATIVE COMMITTEE IS AUTHORIZED TO VOTE ON THE MATTERS UNDER CONSIDERATION. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: UPDATE ON SEAGO'S NEW FACILITY

Since the October Executive Board meeting, we have completed the acquisition of the property at 1403 West SR 92. It was determined that a connection to the City of Bisbee sanitary sewer system was not a cost effective alternative, and the existing septic system has been reconstructed to meet current regulations for a maximum occupancy of 23 staff. The costs to do so were more than \$5,000 less than what we had anticipated in our initial cost estimate.

We are currently working on preparing plans and specifications for the improvements to the building. I hope to have the plans submitted to the City by the end of March, put the improvements out to bid in April, and complete the construction before the end of June. I will be asking the City for an extension to our current lease (which expires on June 30) until the end of September in order to give us adequate time to complete the construction work and move into the new location.

RH:YU

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: ADOT CONSULTATION WITH RURAL ELECTED OFFICIALS

As many of you may know, ADOT is moving forward with the State's Long Range Transportation Plan, also known as 'What Moves You AZ.' The process requires consultation with non-metropolitan elected officials, and ADOT has indicated that they would like to schedule a special meeting with our Executive Board in March for that purpose.

I will be sending out a Doodle poll to identify a common date and time that a quorum may be available for a meeting. Although the process is designed around gathering the input of the local elected officials, Administrative Council members are also welcome to attend. As soon as the elected officials have set a date, I will inform you so that you can attend if you are so inclined.

RH:YU

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: SEAGO AUDIT AND FINANCE REPORT

I will have a verbal SEAGO audit and finance report for you on Friday, February 4 and will answer any questions you may have.

Board Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: JULIE PACKER, HOUSING PROGRAMS MANAGER
DATE: JANUARY 25, 2011
SUBJECT: HUD AWARD FY 11

On December 23, 2010, the U.S. Department of Housing and Urban Development (HUD) announced that nearly \$73 million in housing counseling grants to more than 500 national, regional, and local organizations had been awarded. As a result of the funding announcement, hundreds of thousands of households will have a greater opportunity to find housing or keep the homes they have because of the housing counseling and counseling training grants awarded by U.S. Housing and Urban Development Secretary Shaun Donovan.

SEAGO received \$45,324.10 for Comprehensive Counseling which includes Homebuyer Education, Pre-Purchase, Foreclosure Prevention, Mortgage Default/Delinquency, Financial Fitness, Predatory Lending and Rental.

SEAGO proposes to serve 625 clients with funding from this year's HUD grant. The focus under this grant is Foreclosure Prevention, Homebuyer Education and Financial Fitness. A goal for the housing department is to be more visible in your communities on a monthly rotating basis.

Over the past 14 years, SEAGO has served over 6,000 families under HUD's housing counseling grants.

Board Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: SUSAN BUCHAN, 208 PROGRAM MANAGER
DATE: JANUARY 25, 2011
SUBJECT: WATER QUALITY (208) PROGRAM UPDATE

The Environmental Review Committee has received and approved final drafts of two chapters of the 208 Update, and has reviewed a first draft of the third chapter on Existing Wastewater Treatment Methods and Facilities. The Committee met on **December 29, 2010** in Benson and had a conference call on **January 20, 2011**.

The conference call involved the discussion of goals for the plan update; specifically those that would try and reduce the number of amendments required by the plan. The ERC will meet again in late February (date to be determined).

The deadline for delivery of the 208 Update has been extended to **April 30, 2011** for all recipients of ARRA funding for updates made possible through the ADEQ. SEAGO expects to have a final draft ready in ample time to meet this deadline.

The only 208 review by staff for this quarter was an upgrade to the existing onsite system at the Chiricahua National Monument campground, with no expansion. Staff reviewed the proposal and informed ADEQ that no amendment was required as a result of the review.

SB:YU

Board Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: SUSAN BUCHAN, PATHWAYS PROGRAM MANAGER
DATE: JANUARY 25, 2011
SUBJECT: PATHWAYS PROGRAM UPDATE

The Pathways Program currently has 182 enrollees in training throughout the SEAGO region. The program has moved from the intake and assessment phase to the technical training phase, although we continue to enroll new participants as space allows.

The training tracks we have enrolled students in are as follows: 40 percent Solar, 30 percent Environmental Remediation, 30 percent Building Performance/Weatherization. We anticipate finishing the training phase for the majority of participants by June 2011. We continue to reach out to employers for potential job placements. Under the program guidelines, Pathways is able to continue to pay for related training and some subsidies for employers.

Pathways offices are located in Safford, Bisbee, and Douglas, with satellite locations in Benson, Willcox, Sierra Vista, Nogales, and the San Carlos Apache Reservation.

SB:YU

Board Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: AKOS KOVACH, ECONOMIC DEVELOPMENT PLANNER
DATE: JANUARY 25, 2011
SUBJECT: UPDATES AND REPORTS ON THE ECONOMIC DEVELOPMENT DISTRICT (EDD) AND COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY(CEDS)

Enclosed is the 2010-2015 CEDS Draft (version 1) and attached is the CEDS timeline for your review and comment and will answer any questions at the meeting on February 4.

I am requesting projects to be included in the CEDS. Projects as defined by the Economic Development Administration can be for capacity building, technical support, innovations for the marketplace, private sector commercialization, innovation clusters etc.

Also, I am requesting photos and videos for inclusion in the CEDS. The CEDS is a living document, but also a snapshot in time. All cities, counties, and the San Carlos Tribe are encouraged to submit photos and videos for inclusion in the final CEDS document. These photos and videos should demonstrate the life, culture, art, natural beauty, or prominent aspects of each member entity.

Attached is the Economic Development District's proposed dues structure. The chart demonstrates a possible dues configuration for proposed participants (member entities are automatically included in the EDD).

The EDD proposed participant roster is attached for your information. The roster is composed of entities such as chambers of commerce, school districts, tourism offices, employers etc. that are currently located within the EDA designated EDD region maintained by SEAGO. By reaching out and inviting these entities and groups to become active participants, we increase and improve networking opportunities throughout Southeastern Arizona.

For your information, I have attached the SEAGO newsletter. All member entities are encouraged to provide content for upcoming events or significant activities etc. Also, please provide any success stories such as attracting a new employer or saving jobs.

Board Action Requested: Information Only Action Requested Below



**DRAFT
CEDS Committee
Timeline to Submission**

Regular CEDS call-in meeting – second Thursday of each month.

January 13, 2011	1:00 p.m.
February 10, 2011	1:00 p.m.
March 10, 2011	1:00 p.m.
April 14, 2011	1:00 p.m.

JANUARY 2011

January 7, Friday	CEDS committee members to turn in research results assigned during the December 17 meeting.
January 10, Monday	EDP to compile results – convert to PDF as needed, distribute to CEDS Committee members for review.
January 13, Thursday	Regular CEDS Committee meeting, see agenda, progress report, begin search for 1. Printer/Binding service in SEAGO region that will print and bind CEDS 2. multimedia service to assist with graphics, imaging, and multi-media CEDS.
January 20, Thursday	EDP to compile results, minutes, improvements into a CEDS DRAFT v1. EDP to send CEDS DRAFT v1 to our US EDA representative in Seattle, Washington for review and suggestions
January 28, Friday	First CEDS DRAFT announcement to Administrative Council and Executive Board. EDP to provide Administrative Council and Executive Board members a copy of CEDS Draft v1 Announce Southeastern Arizona-wide contest for submission of photo's or videos to be included in CEDS. Send search results for 1. Printer/Binder and 2. Multimedia service to CEDS Committee for consideration. Continue to gather proposed projects from member entities.

FEBRUARY 2011

- February 4, Friday** **Administrative Council meets.**
- February 7, Monday** **EDP to compile feedback and results from US EDA, Administrative Council, and Executive Board, send results to CEDS Committee for review.**
- February 10, Thursday** **Regular CEDS Committee meeting, see agenda, progress report, CEDS Committee to decide on Printer/Binder Company and multimedia service.**
- February 18, Friday** **Executive Board meets.**
- February 24, Thursday** **EDP to compile results and work product for CEDS DRAFT v2.**
- EDP to send CEDS DRAFT v2 to US EDA representative for review and suggestions.**

MARCH 2011

- March 4, Friday** **EDP to compile results to date, prepare progress report for CEDS Committee.**
- EDP to compile results and work product for CEDS Draft v3.**
- Send CEDS Committee CEDS DRAFT v3 for review.**
- March 10, Thursday** **Regular CEDS Committee meeting, see agenda, progress report, CEDS Committee to review – approve.**
- March 11, Friday** **Announce winning entries for CEDS contest, last day to submit projects from member entities for inclusion to CEDS.**
- March 17, Thursday** **EDP to send CEDS DRAFT v3 to US EDA representative for review and suggestions.**
- March 24, Thursday** **EDP to send Administrative Council and Executive Board a copy of CEDS Draft v3.**

APRIL 2011

- | | |
|---------------------------|--|
| April 8, Friday | EDP to send compiled results of CEDS DRAFT v4 to CEDS Committee for final review. |
| April 14, Thursday | Regular CEDS Committee meeting, see agenda, approve Final Draft of CEDS. |
| April 21, Thursday | EDP to compile all remaining data, photo's, videos, etc. |
| April 22, Friday | Send CEDS Final Draft to printer. |
| April 29, Friday | EDP to review Printer's Draft, CEDS goes to press. |

May 2011

- | | |
|-------------------------|--|
| May 5, Thursday | Obtain final printed SEAGO CEDS from printer. |
| May 6, Friday | Present copies of final CEDS to Administrative Council during their regular meeting; send copies to all Executive Board members (next Executive Board meeting will be May 20 or May 21, TBD). |
| May 12, Thursday | Unless there are any errors or omissions, send final SEAGO CEDS to EDA. |

This is an aggressive timeline; however, the EDA is currently going through a revision of the CEDS process. They are openly considering a revision that would change the current schedule from a new CEDS every 5 years to require a new CEDS every 3 years. It would be to our advantage to submit out CEDS before the new revisions take effect. Although our submission date has been extended to June 20, 2011 – it would not be advisable to wait until the last possible day.

SEAGO

SOUTHEASTERN
ARIZONA
GOVERNMENTS
ORGANIZATION

SPECIAL POINTS OF INTEREST:

**CEDS COMMITTEE
MAKES PROGRESS**

**ECONOMIC DEVELOP-
MENT DISTRICT
REACHES OUT**

**LOOKING FOR PRINT-
ING COMPANY WITH
BINDERY CAPABILITY**

**WELCOME TO THE
FIRST EDITION OF THE
SEAGO ECONOMIC
DEVELOPMENT
NEWSLETTER**

**INVESTOR/ARTIST
WANTS TO MOVE FROM
FLAGSTAFF TO SOUTH-
EASTERN, ARIZONA**

**GRANTS, RESOURCES,
FUNDING**

INSIDE THIS ISSUE:

**SAVE THE 2
DATE April 8**

**Need space in 2
Flagstaff?**

**Future of Com- 2
mercial Real
Estate and
Construction?**

**Photo and Video 3
Contest for
CEDS**

**SEAGO Retreat 3
Attendees
rewrite Mission
& Vision
Statements**

Dream Out Loud 4

SEAGO NEWS AND DIGEST

Volume 1, Issue 1

January 2011

SEAGO's Economic Development District

In 1991 the Economic Development Administration (EDA) officially approved a request from SEAGO to be designated as an Economic Development District.

We here at SEAGO are striving to provide you with an EDD office that can and should be the "GO-TO" resource point for: business retention, expansion, branding, marketing, special event promotions, networking resource point, grant writing

assistance and overall support for any and all



P3 Public-Private Partnerships

economic development activities in Southeastern Arizona.

This newsletter is designed to be a useful tool for all SEAGO member entities and participants in the EDD. As the newsletter

expands a SEAGO-wide calendar of events will be added with your help. The more feedback we get the more data SEAGO can distribute to showcase your city, community, or county.

Our goal is to provide first class service and up-to-date information. Please consider this your invitation to be a reporter, a journalist or news hound. With your input we can provide you with hard facts, valuable data, and worthwhile content. Please send questions, ideas, photos to: A'kos Kovach

akovach@seago.org

Administrative Council Meets Feb 4 Executive Board Work Session Feb 18

Executive Director Randy Heiss and his team of Program Managers are working extra hard to develop information rich agenda items at both the Administrative Council

meeting coming up in Benson at Cochise College and the Executive Board meeting to be held at the newly completed Ed Pastor Justice and Detention Center in Nogales. The final agenda for Feb 4 will be

ready on January 25, while the Feb 18 meeting agenda is expected to be ready on Feb 8.

Questions? Please write to Yolanda Urbina:

yurbina@seago.org

SAVE THE DATE APRIL 8

International Trade Enhancement Conference



We must leverage all our resources on both sides of the border.

SEAGO is proud to be a co-host of this important event.

Meet Government Officials, decision-makers, International Trade Specialists, and Foreign Dignitaries. This is the “**largest International Trade Conference**” ever held in South eastern, Arizona.

You do not want to miss this important border conference event! Agenda topics include:

- The Importance of

Global Trade to Economic Survival

- Expanding and Developing Sustainable Business through International Trade and
- International, federal and state Financial, Governmental, and Business resources.

Cochise College Student Union Building, in Douglas

(8:00am to 4:30pm) Friday.
Cost \$25.00 per person.

Seating is limited.

For sponsorships, reservations, vendor table or questions please contact:

Mark Schmitt

Director of the Small Business Development Center, Cochise College
schmittm@cochise.edu
or call 520-515-5478

Need commercial space and place to live in Flagstaff? Know someone who does?

Some people just wake up smart, two of them are David and Barbara Harton owners of the Beaver Street Gallery, in Flagstaff.

The Harton’s own a 125’ X 83’ property which includes a 5,200 SF, two-

floor building and an adjacent, fenced, off-street parking lot.

The upstairs is a fully equipped 1,200 SF living space with full bath, kitchen, laundry, bedroom and living room facing the San Francisco

Peaks. The couple recently decided to relocate their business to Southeastern Arizona.

For details, please contact David or Barbara at 928-863-0664 or write:

beaverstgallery@netzero.net



DESIRABLE CORNER LOCATION IN HISTORIC AREA OF FLAGSTAFF, SELLER WISHES TO SELL OR TRADE IN ORDER TO MOVE TO S.E. ARIZONA

The State of Commercial Real Estate and Construction—What’s Next?

You still have time to make reservations to attend the AAED Southern Arizona luncheon in Tucson, at The Manning House.

Speakers:
Debbie Heslop, Past Pres of CCIM (Certified Commercial Investment Members)

Mark Minter, Exec Dir, Arizona Builder’s Alliance

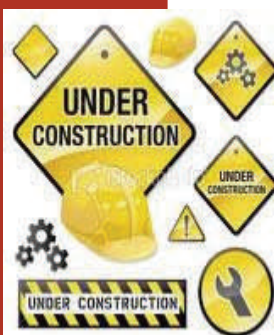
David Martin, President, Associated General Contractors

For reservation contact:

Bridgette Walker

Bridgette@aaed.com

and



Join us
Wednesday
January 26

Photo and Video Contest for CEDS



Show us your favorite photo's..

Every five years, SEAGO produces a new Comprehensive Economic Development Strategy (CEDS) to further our Mission and Vision Statements while creating a list of projects which are then pre-

sented to the EDA for possible future funding consideration.

The CEDS document will likely be approximately 150—175 pages in length including diagrams, charts, and photos. While the CEDS Strategy Committee is working very hard to meet the timeline to submit, there are many components of this

massive project that are, as yet, incomplete.

One of these unfulfilled mandates is a need to locate photographs that properly depict our 14 member cities, four counties and the San Carlos Apache Tribe.

SEAGO needs photographs or video's that are not protected by copyright or if you own the copyright, allow us

to publish your photos or videos with the CEDS.

Only a limited number of photos can be included, so please act promptly. Photo and video credit will be given. Write to: A'kos Kovach

akovach@seago.org

or call 520-432-5301 ext 210

Willcox Motel Saved and Reflagged

Thanks to the vision and professionalism of the Chandler Hotel Group a prominently located motel was saved recently from closure.

Not only was the business kept from closing down it has been reflagged as a Quality Inn.

The property is currently being renovated. Did we mention over 30 jobs were saved? ?

Jared Chandler, CEO and President, said he plans to "be heavily involved in the community."



Jared Chandler, CEO and President, said he plans to "be heavily involved in the community"

SEAGO RETREAT UPDATE

There were 22 public and private sector attendees at the SEAGO Retreat, held in Benson on January 13 at the Cochise College campus. In addition, nine members of SEAGO staff plus our facilitator, Jane Bristol from Prescott, helped fill the spaces available at the table.

The meeting served as an im-

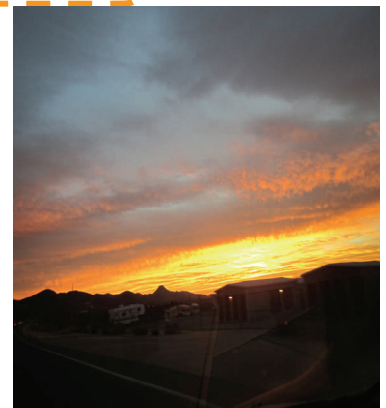
portant milestone where participants took ownership of the SEAGO Mission and Vision Statements. The group literally grabbed the existing drafts and successfully trimmed them down.

Mission: SEAGO stimulates economic and social progress in our four-county region.

Vision: SEAGO, as a highly

motivated, energetic team, commits to be a respected, credible source of leadership, information, funding, planning, technical expertise, and services.

Thank you one and all for attending the retreat and being so active with your input and participation!



Sunrise in Cochise County

Project SAM

(Shared Asset Measurement)

The Arizona Community Foundation has received a major grant from the Corporation for National and Community Services to help build the capacity of small and medium-sized businesses that provide financial literacy services throughout Arizona.

The purpose of this program is to deploy a shared performance impact system for small- and mid-size nonprofit organizations engaged in providing financial education and empowerment services to economically distressed communities. With this system, nonprofits will share the infrastructure for measuring their impact and leveraging these data for program development, fundraising, and measurement of social return on investment.

The informational workshops will provide specifics on the 2-year grant to determine whether the funding makes sense for your organization. The dates (tentative) are as follows – Locations TBD:

February 8 - 9:00am to Noon - Phoenix: Raising Dollars with Data

Workshop #1

February 10 - 10:00am to 1:00pm - Flagstaff: Raising Dollars with Data

Workshop #2

February 14 - 9:00am to Noon - Tucson: Raising Dollars with Data Workshop #3

If this might be a fit for you or some other group you know, please contact Sally Clifford:

sallyc@arizonanonprofits.org

For additional information and reservation information.



SEAGO ECONOMIC DEVELOPMENT DISTRICT

118 Arizona Street
Bisbee, AZ 85603

Phone: 520-432-5301 x 210
Fax: 520-432-5858

What's on your mind?
Please send in your
suggestions:
akovach@seago.org

DREAM OUT LOUD

This section of your news and digest is set aside for ideas, best practices, challenges, questions, and promotions.

Everyone is stretched thin these days with budget cuts and reduced sales tax revenue streams. In this corner feel free to vent, ask for help, and offer solutions for overburdened budgets.

To that end here is an important fact about Councils of Government (COG) that might help your strained budget:

According to an Arizona Attorney General's Opinion: "COGs are organizations comprised of governmental entities. For purposes of contracting, it has been our view that an agreement with a COG comprised of several governmental entities is not different than an agreement with an individual government

entity. As such, agreements with COGs are exempt from the requirements of the Arizona Procurement Code, ARS



We need more jobs!!!

41-2501, et seq. This is consistent advice we have given to the Department of Commerce, which has numerous grant contracts with COGs."

What does this mean to you? It means any number of cities, counties, or the San Carlos Apache Tribe could pool small amounts of money into an outsourcing agreement with SEAGO.

Let SEAGO provide the manpower for say Transportation Environmental reviews or writing—rewriting the General Plan, etc. No RFP, just an agreement between you and SEAGO. Questions?

Contact: Randy Heiss

rheiss@seago.org

SEAGO EDD PARTICIPANT TYPES AND PROPOSED DUES

Revised 1-19-11						
Participant Type	Platinum	Gold	Silver	Bronze	Honorary	In Kind
MEMBERS*	no change	no change	no change	no change	N/A	N/A
AFFILIATES	\$950	\$750	\$550	\$350	N/A	CONSIDER
PARTNERS	\$950	\$750	\$550	\$350	N/A	CONSIDER
PROVIDERS	\$950	\$750	\$550	\$350	N/A	CONSIDER
PROFESSIONALS	\$950	\$750	\$550	\$350	N/A	CONSIDER
PRIVATE	same	same	same	same	YES	YES

* Current member entities are automatically included in the EDD.

EDD ROSTER OF PROPOSED PARTICIPANTS

MEMBERS	AFFILIATES	PARTNERS	PROVIDERS	PROFESSIONALS	PRIVATE
Cities, Ariz.	Chambers of Commerce	Universities	Consultants	Engineers	Individuals
Counties, Ariz.	U.S. Tourism Offices	Colleges	Banks	Environmental	Retirees
Tribes, Ariz.	Mexican Tourism Offices	Tech Schools	Insurance	CPAs	Honorees
	U.S. Employers	CDOs	Real Estate	Medical Professionals	
	Resorts	Other Government	Public Relations	Medical Clinics, Hospitals	
	Tourist Attractions	ADOT, ACA, ADEQ,	Utilities	Legal	
	Churches	ADOH, U.S. Military,			
	Mexican Employers	U.S. Senator offices			
	Cities, New Mex.	U.S. Congress offices			
	Counties, New Mex.	AZ Legislative members			
	State, New Mex.	ICE, Border Patrol,			
	Tribes, New Mex.	Mexican Consulate			
	Tribes, Mexico	School Districts			

ADDITIONAL SUGGESTIONS:

Universities	
---------------------	--

Southwest Institute for
 Research on Women, Dr.
 Rosie Andrade, 925 N.
 Tyndall Suite 205
 P.O. Box 210438
 Tucson, AZ 85721-0438,
 Phone: 520-670-9075

Other Government

HUD, USDA

School Districts

Valley Union HS and Elfrida Elementary

CDOs

Elfrida Citizens Alliance, Jeanne Shaw, Exec. Dir., P.O. Box 172, Elfrida, AZ 85610, Ph: 520-642-6967
Valley Recreation Council, Cricket Lawson, 10549 Hwy. 191, Elfrida, AZ 85610, Phone:

Utilities

Sulphur Springs Valley
Electric Cooperative, Jack
Blair, 311 East Wilcox
Drive,
Sierra Vista, AZ 85635,
Phone: 520-458-4691

Medical Clinics, Hospitals

Chiricahua Community Health Clinic, Ginger Ryan, Executive Director,



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 25, 2011
SUBJECT: EXECUTIVE SESSION

I would like to meet annually with the Administrative Council in executive session for purposes of evaluating my performance. This is technically the responsibility of the Executive Committee, but as I have mentioned to many of you, I am working to strengthen SEAGO's relationships with the City, Town, and County Managers, many of which suffered considerably during the service of previous Executive Directors. Any direction or recommendations from this body will be forwarded to the Executive Committee for their consideration.

RH:YU

Action Requested: Information Only Action Requested Below:

A motion to adjourn to executive session for purposes of evaluating the performance of the Executive Director.