



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** EXECUTIVE BOARD MEETING

---

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

**Friday, October 21, 2011 at 10 a.m.  
City Hall Annex Community Room  
808 8<sup>th</sup> Avenue  
Safford, 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](mailto:rheiss@seago.org).

Attachment



# EXECUTIVE BOARD AGENDA

10 A.M., FRIDAY, OCTOBER 21, 2011  
CITY HALL ANNEX COMMUNITY ROOM  
808 8<sup>TH</sup> AVENUE  
SAFFORD, ARIZONA

ALL ITEMS ARE SUBJECT TO ACTION.

		Page
<b>I. CALL TO ORDER/INTRODUCTIONS</b>	Chair John	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair John	
<b>III. ACTION ITEMS</b>		
1. Consent Agenda		
a. Approval of the May 13, 2011, Minutes	Chair John	1
b. Ratification of the May 25, 2011, and July 8, 2011, Action by the Executive Committee	Randy Heiss	8
c. Approval of 2012-2016 TIP Amendment No. 1	Randy Heiss	17
2. Proposed Amendments to SEAGO's Policy Manual	Randy Heiss	22
3. Replacement of Cochise County Private Sector Rep.	Randy Heiss	52
4. Revised Funding Levels for SFY 2011-12	Kathleen Heard	26
5. FY 12 CDBG Method of Distribution (MOD)	Bonnie Williams	29
6. SEAGO Revolving Loan Fund Documents Approval	Akos Kovach	30
7. Pathways Temporary Labor Program Proposal	Chris Vertrees	34
<b>IV. INFORMATION ITEMS</b>		
1. Finance Report	Cindy Osborn	44
2. Future Meeting Dates	Randy Heiss	45
3. Water Quality (208) Program Update	Randy Heiss	46
4. Strategic Plan Update	Randy Heiss	50
5. Update on SEAGO's New Facility	Randy Heiss	51
6. Update – Title VI Implementation and Public Participation Plan	Randy Heiss	53
7. Update – Traffic Count Program	Randy Heiss	54

**AGENDA CONTINUED**

8. Bank of America Foundation Grant	Julie Packer	55
9. CDBG Fact Sheet	Bonnie Williams	56
10. Pathways Out of Poverty Job Program	Chris Vertrees	62
11. SEAGO Transit Report	Randy Heiss	63
<b>V. RTAC REPORT</b>	Kevin Adam	
<b>VI. POWERPOINT PRESENTATION ON THE INTERMODAL, FREIGHT, AND INTERNATIONAL TRADE OPPORTUNITIES IN SOUTHEASTERN ARIZONA</b>	Randy Heiss/ Akos Kovach	
<b>VII. CALL TO THE PUBLIC</b>	Chair John	
<b>VIII. ADJOURNMENT</b>	Chair John	

**INDIVIDUALS WITH DISABILITIES WHO REQUIRE SPECIAL ACCOMMODATIONS MAY CONTACT YOLANDA URBINA AT (520) 432-5301 EXTENSION 207 AT LEAST 48 HOURS BEFORE THE MEETING TIME TO REQUEST SUCH ACCOMMODATIONS.**

**CALL-IN NUMBER:**

**DIAL IN AT 1-800-326-0013, CONFERENCE ID NO: 5682213**

**DRAFT MINUTES OF THE  
EXECUTIVE BOARD  
CITY OF WILLCOX COUNCIL CHAMBERS  
300 REX ALLEN DRIVE  
WILLCOX, ARIZONA  
MAY 13, 2011**

**OFFICERS PRESENT:** Chair Drew John, Graham County  
First Vice Chair Sam Lindsey, City of Willcox  
Treasurer David Gomez, Greenlee County

**MEMBERS PRESENT:** Ann English, Cochise County  
Mark Fenn, City of Benson  
Ransom Burke, City of Bisbee  
Art Garino, City of Nogales  
Tom Reardon, City of Sierra Vista  
Steve Troncale, City of Tombstone  
Eric Merriman for Bob Rivera, Town of Thatcher  
Terry Rambler, San Carlos Apache Tribe  
Bob Phillips, Santa Cruz County Private Sector Representative  
Gail Hackney, Greenlee County Private Sector Representative  
Rebecca Orozco, Cochise County Private Sector Representative  
Marie Freestone, Graham County Private Sector Representative  
Bernadette Polley, Cochise County Private Sector Representative

**STAFF PRESENT:** Randy Heiss, Executive Director  
Chris Vertrees, Pathways Program Manager  
Cindy Osborn, Accounts Manager  
Luke Droeger, Transportation Planner  
Kathleen Heard, Area Agency on Aging Director  
Akos Kovach, Economic Development Planner  
Julie Packer, Housing Programs Manager  
Bonnie Williams, Community Development Program Manager

**GUESTS:** Kevin Adam, RTAC Liaison  
James Zumpf, ADOT  
Patsy Gomez  
Susan Buchan, Commerce Authority Energy Code Ambassador  
Librado Ramirez, Jr., SEACAP  
Yvette Ramirez, SEACAP  
Daniel Oriero, SEACAP  
Diana Renteria, SEACAP  
Erik Vega, SEACAP  
Gustavo Campillo, SEACAP  
Patricia Carbajal, SEACAP

Nicole Franco, SEACAP  
Sally Barba, SEACAP  
Virginia Avila, SEACAP  
Sam Dominguez, SEACAP  
Frank Soto, SEACAP

## **CALL TO ORDER/INTRODUCTIONS**

Chair John called the meeting to order at 10:05 a.m. Mayor Sam Lindsey led the Pledge of Allegiance and then welcomed everyone to Willcox. Prior to introductions, Chair John gave Randy Heiss the floor for a point of personal privilege. Director Heiss and Chair John presented a “Priceless Partner” award to Librado Ramirez, Jr., SEACAP executive director.

## **MEMBER ENTITIES’ DISCUSSION**

Drew John asked everyone to introduce themselves and report on their communities. Mayor Lindsey said **Willcox** is still fighting the budget, and introduced Representative Peggy Judd (District 25), who was glad to be at the meeting. David Gomez said **Greenlee County** is also working on budget issues, but he is starting to see a small turn around. Governor Jan Brewer had come to Clifton the previous night to re-open the Chamber of Commerce. Copper at around \$4.50 a pound is good news. Mark Fenn (**Benson**) said this would be his last SEAGO Board meeting, since Mayor-Elect Toney King would be seated. The Benson budget is OK, and they are not dipping into reserves. The Benson Area Transit is up and running. Mark Fenn thanked SEAGO and reported that he and his wife will be going on an LDS mission to Argentina to help build a temple. Art Garino said **Nogales** is in the middle of their budget and things are looking good except for HURF. He reported on his trip to El Paso where he met with President Obama, Secretary Napolitano, and Commissioner Percy. He continues to work closely with the mayor of Nogales, Sonora, and reported that the border governors have signed an agreement similar to the one between the border mayors. He is feeling very positive about trade, and thanked SEAGO for its support. Ann English thanked Art Garino for his work on border issues, which she said needed to be kept in front of the executive branch. She reported that **Cochise County** is having some budget issues due to legislative action, and that Cochise Health Systems had lost the long-term care bid from AHCCCS. This will mean the loss of 50 county employees, and she is concerned about the effect on the long-term care system. The county is meeting with the company that was awarded the contract. She commented that no county was awarded long-term care contract renewal. Marie Freestone from the **Graham County Chamber of Commerce** reported that Freeport McMoRan has job openings, and these are good jobs. Tourism is up from a year ago. The prisons also have job openings. Bob Phillips reported that the **Santa Cruz Community Foundation** continues to work on development in Nogales, Sonora, which is important for the whole border. Stanford and three other California universities are going to provide internships, as interest in border issues is growing. Three interns will begin this year. Gail Hackney reported that the recovery has not yet trickled to **Duncan**. They have had an active farmers market with live music, so bring an instrument and join in. Drew John introduced Terry Rambler as the new Tribal Chairman of the **San Carlos Apache Tribe**. Terry reported that they too have budget challenges. He summarized the benefits from the Apache Gold Casino of around 400 jobs, and revenues that help with the elderly, courts, and police. Revenues are

also used to pay into the state. The new hospital should open in late 2013 or early 2014 and provide 350 jobs. The Tribe is considering using Banner Health instead of Indian Health Service. Tom Reardon reported that the **City of Sierra Vista** expects \$3M in reserves and no layoffs. He is working to have the city's strategic vision be more regional and to engage more with SEAGO. He recently visited sister city Cananea, Sonora, and was impressed by the fact that they worry about the same issues as we do. Eric Merriman said **Thatcher's** budget is doing OK. Eastern Arizona College can grant a bachelors degree in nursing. Freeport-McMoRan (FMR) has new leadership, which helps the whole area. FMR is working on the tailings pond, on getting a new mill and cleaning up Clifton. Steve Troncale said **Tombstone** is in the black, just barely. He hopes to rehab the old city hall into a museum, starting on the first floor with a Boothill fund, and doing the second floor later. The mayor and council are working on the same old problems. Bernadette Polley (**Cochise County Private Sector Rep.**) reported on an event held at the Arizona Veterans Cemetery in which 18-20 veterans' cremains that had not been claimed were laid to rest with full military honors. Cochise County can be proud that over 500 people attended. She pointed out that many mortuaries have unclaimed veterans' cremains. Rebecca Orozco (**Cochise County Private Sector Rep.**) reported that Cochise College would be graduating a record 1,341, with 800 expected to walk. She commented on the positive partnership with the SEAGO Pathways program. She has taken a new job as the head of the Cochise College history department, so this would be her last meeting. Drew John (**Graham County**) said that both Mark Fenn and Rebecca Orozco would be missed. He had recently read the Cochise County strategic plan and it reminded him that we need to be proactive. He plans to attend the free civility seminar on June 8 at ASU Mercado Building that the Association of Counties is holding. It is free to city council members as well. He also commented on the redistricting process, advising that if there are any old wounds from the past it is time to work on them. He is concerned that we will not have a rural district. He thanked Representative Peggy Judd for her help on the budget. Graham County had also met with Senator Sylvia Allen, and reminded everyone to thank their representatives. Randy thanked Rebecca for her board membership and Pathways partnership. He also introduced a new SEAGO employee, Cindy Osborn as the new accounts manager. He looks forward to having regular financial statements. He commented that we should all work together and have each other's backs.

Chair Drew explained that before turning to the action items that Chris Vertrees (Information Item IV. 9) and James Zumpf would be making their presentations, so that they could attend to other business.

#### Pathways Out of Poverty Job Program

Chris Vertrees said he wanted to echo Randy's comment on the partnership with Becky Orozco, who will be missed. He went on to summarize job changes that had been made since the last meeting, including his promotion to program manager. Alison Van Gorp is the new job developer, Edith Lee is the lead case manager for the San Carlos Apache Tribe, Safford, Thatcher, Pima, Clifton, Duncan, and unincorporated Graham and Greenlee Counties, Steve Roybal is the junior case manager for Douglas, Bisbee, Tombstone, and unincorporated Cochise County, and Sarah Montoya is the junior case manager for Sierra Vista, Benson, Willcox, Nogales, Patagonia, and unincorporated Santa Cruz County. To improve accessibility to clients and potential employers, offices were established at 125 East Fry Blvd. in Sierra Vista and at 7

Bisbee Road, Suite G in Bisbee. The Pathways program now has regularly staffed offices in Bisbee, Douglas, Sierra Vista, and Safford. The program also conducts regularly scheduled visits to Benson, Willcox, Elfrida, Nogales, and the San Carlos reservation to bring services to clients in those areas. The SEAGO Pathways program continues to be one of the national leaders in recruitment, enrollment, training courses completed, and nationally recognized certification obtained. They have reached 716 individuals with a target of 500, served 328 with a target of 250, trained 287 with a target of 200, completed basic skills for 214 with a target of 100, assessed 240 with a target of 200, certified 222 with a target of 100, and placed 34 with a target of 126. Job placement will begin in earnest in July. He reported that the green requirement is gone, as the program now understands that in terms of job placement, a job is a job.

## **ARIZONA LONG-RANGE TRANSPORTATION PLAN (WHAT MOVES YOU ARIZONA)**

James Zumpf of ADOT commented that ADOT is in that state budget with the rest of you. He pointed out two handouts that summarize “Investment Types,” and “How a project gets into the five-year plan.” The ADOT Board adopted Building a Quality Arizona on January 15, 2010. It calls for a system that addresses multimodality, economic vitality, sustainability and environment and safety and security. They began by visioning without fiscal constraint, but then tried for a realistic horizon out to 2035. There is a deficit of \$35B in this time period. The plan is to be updated every five years. Most of the feedback has been to focus on preservation of existing systems. There is some consideration of modernization, and very little on expansion. There was discussion as to the efficiency of rail between Phoenix and Tucson. Kevin Adam commented that the Arizona population is expected to triple by 2050, which will pressure all modes of transportation.

Chair Drew John returned to the action items on the agenda.

## **ACTION ITEMS**

### Consent Agenda

- a. Approval of the February 18, 2011 Minutes
- b. Ratification of April 12, 2011 Action by the Executive Committee
- c. Appointments of ACOA Members
- d. Funding Levels for SFY 2011-12
- e. 2012 TIP Draft and Public Participation Process

Chair John pulled consent agenda item “e” for discussion.

**David Gomez made the motion and the second was made by Bob Phillips to approve the consent agenda “a” through “d” items listed above. Motion carried unanimously (Vote: 16/0).**

Luke Droeger provided a spreadsheet with the 2012 Draft TIP as well as a Draft 2011 TIP Amendment No. 2, and explained them. Ann English explained that the TAC was implementing a new strategy to use up the STP funds as much as possible each year by putting design and right of way acquisition projects in the TIP to develop construction projects for future years. Most of the new projects in the proposed 2011 TIP Amendment No. 2 and the Draft 2012 TIP are for design, right of way and environmental. Randy pointed out that the 2011 Amendment No. 2 and the Draft 2012 TIP were basically the same document. **Ann English made the motion and the second was made by Bernadette Polley to approve the 2012 TIP and Public Participation Process. Motion carried unanimously (Vote: 16/0).**

#### SEAGO Annual Assessment and RTAC Membership

Randy explained that the plan would be to maintain the current RTAC and SEAGO assessment, but to use the 2010 Census to allocate the assessments to each member entity. **Steve Troncale made the motion and the second was made by Gail Hackney to approve the 2012 Assessment Schedule and RTAC membership. Motion carried unanimously (Vote: 16/0).**

#### FY 2011-2012 Budget

Randy explained that the primary reductions in funding levels are from the Pathways Program (\$230,102), Housing Program (\$134,200), and the Truck Stop Electrification (TSE) Program (\$26,000). The reasons for these reductions are expiration of grants (Pathways and TSE), the phasing out of the Your Way Home Program (Housing), and the cancellation of our contract to administer the Save My Home Arizona Program (SMHAZ) in the SEAGO region (also a Housing Program - see information memo on this subject). The cancellation of the SMHAZ Program resulted in the need to eliminate two full-time program staff positions. Salary increases continue to be unsustainable. However, in order to maintain current compensation levels, SEAGO will pick up the 1.55 percent increase in employee contributions to the ASRS. **David Gomez made the motion and the second was made by Bob Phillips to approve the SFY 2011-2012 Budget. Motion carried unanimously (Vote: 16/0).**

#### Contract Renewal for SFY 2011-12

Kathleen referred to the list of the providers included in the packet. Contract renewal packets were opened May 3 and all providers wanted to continue providing the same services, with the exception that the Northern Cochise Community Hospital decided to stop providing congregate meals in Willcox as of July 1, 2011. **Bernadette Polley made the motion and the second was made by Eric Merriman to approve the award of contracts to the current providers to begin July 1, 2011. Motion carried unanimously (Vote: 16/0).**

#### EDA Resolution 2011-01

Akos explained that the resolution is for an Economic Development Administration (EDA) partnership planning assistance grant for funds in the amount of \$82,500 to continue the ability of SEAGO to administer the Economic Development District (EDD) program. The \$35,357 is needed to fund the required matching amount; these proceeds are funded through annual

assessment (membership) dues paid by SEAGO member entities. **Terry Rambler made the motion and the second was made by Tom Reardon to approve Resolution 2011-01. Motion carried unanimously (Vote: 16/0).**

#### Request for Authorization to Open a SEAGO EDD Revolving Loan Fund Checking and Savings Accounts

Akos pointed out that the lack of access to capital has hurt many a good idea, and so the EDP requests permission to open two new bank accounts in order to establish a Revolving Loan Fund (RLF) banking relationship and financial industry presence. By opening these initial accounts, the SEAGO EDP can begin fundraising activities. Randy explained that the Administrative Council had questions about the structure and that he promised to provide more details as this idea is further developed. He gave an example of using the \$145,000 that had already been approved for the remodeling of the new building, placing these in the fund, so that they could be matched and then using a loan from the fund to actually complete the remodeling. Ann English commented that the communities have not paid attention to SEAGO in economic development, so we need to support this new venture. She said that questions about the process for prioritizing, and what the qualifications will need to be answered, possibly with a business plan. Drew said he felt that there was a commitment on Randy's part to answer these questions and to fill in the details. Terry Rambler reported that the Tribe had applied for a revolving loan fund from USDA and had been funded. These funds will support the small business incubator in Bylas.

Gail Hackney reported that she had been in on the start of WIFA, and offered to be a sounding board and could offer other resources as well. Akos said all the decisions would be brought before the board. Terry also reported that the Tribe plans to start an economic development authority. Many comments were made about the SEAGO EDD program finally being visible and that communities had been contacted more by Akos in the last few months than in the past five years. **Ann English made the motion and the second was made by Bernadette Polley to authorize the opening of dual signature banking accounts (checking and savings) for an EDD Revolving Loan Fund. Motion carried unanimously (Vote: 16/0).**

#### 5300 Grant Submission

Luke Droeger explained that a review committee had reviewed the 28 applications for the 5310, 5316, and 5317 transit programs, and ranked them. ADOT has the final funding authority but he asked for the board to support the committee's recommended ranking. **Terry Rambler made the motion and the second was made by Gail Hackney to approve the recommended ranking for 5310 applications for ADOT Transit funding. Motion carried unanimously (Vote: 16/0).**

## **INFORMATION ITEMS**

### Future Meeting Dates

Randy Heiss reviewed the potential dates, and asked whether there was a preference for Fridays or Saturdays. Fridays were preferred. The next meeting should therefore fall on October 21 and be hosted by a member in Graham County.

### Census Comparisons and County Resolutions Process

Randy reported that he still did not have specifics as to the process for contesting the Census. The Census Workshop to be held at the Benson Campus of Cochise College on June 28 is now full.

### Water Quality (208) Program Update

Randy thanked Susan Buchan for her ground work on the 208 Plan. The draft is now out for public review and the Environmental Review Committee (ERC) has received and reviewed the final drafts of three chapters of the 208 update. He asked that the membership look at the goals, Chapter 6, and the executive summary. There may be the need for changes about whether septic systems of a certain size should be tracked and be added to the revised draft. Drew said he wanted to be sure that we kept local control and did not wind up writing regulations. Randy suggested that Table 1.1 would show when an amendment would be triggered. Bob Phillips expressed concern about the runoff from the new plant in Sonora. Randy said he had not been contacted, but knew that there were concerns about cadmium. Gail commented that this plant was only being designed for human waste. Art Garino said there were to be two lift stations and he is concerned about the size of two new housing developments across the line. A discussion about IBWC followed.

### Strategic Plan Update

Randy reported that with the 208 Plan and other issues, he had not had time to work on the strategic plan.

### Update on SEAGO's New Facility

Randy reported that Luke has made real progress on the drawings; the engineering plans are now approximately 80 percent complete.

### Outstanding Policy Amendment

Randy said he had not gotten this ready as yet.

### CDBG Application Information

Bonnie Williams said the memo in the packet was outdated. Applications to the State are due August 1, so they are due to SEAGO on July 1. She cautioned that this date could be delayed again. She estimates an 18 percent reduction in funding. In addition, the Census numbers may change but the State will work with SEAGO to update the data in an application. It is reported that people are not drawing down their funding fast enough, so she encourages folks to get busy. She distributed a COSCDA fact sheet and urged members to contact their congressional representatives and let them know the value of CDBG. Drew commented that now is the time or else if the trend continues, CDBG will go away. Randy pointed out that it is one of the most flexible programs, especially when compared with federal highway funding.

Bonnie went on to describe the new pot of funding for “colonias.” Currently, this pot has FY 2010 money, of around \$1.3M, but could also include 2011 funding if ADOH finds out the FY11 allocation amount before applications are due **August 31**. Entities still have time to designate a colonia, and she summarized the criteria. A colonia is a designation that also applies to non-CDBG funding. Applicants must have their project ready to start within 90 days of funding award, and funds can only be used for water, sewer, and housing projects.

### Save My Home Arizona Program Funding Cuts

Julie Packer reported that SEAGO received notice on **April 20**, that funding for the Save My Home Arizona (SMHAZ) program has been cut. SEAGO was also informed that April is the last month that SEAGO can bill for any services rendered under this program. Of the 21 agencies that had been receiving this funding, 11 were cut. While the funding is gone for SEAGO to administer the SMHAZ program, the program is still open and SEAGO can refer people to the SMHAZ Web site. There is a new component of the Save My Home Arizona program and that is an unemployment piece that began in March. The unemployment piece offers families up to 24 months of assistance while seeking new employment. The unemployment piece requires quarterly face to face counseling and families were not to travel to get that counseling. SEAGO will continue to do counseling, and homebuyer education.

### Update and Report on Comprehensive Economic Development Strategy (CEDS)

Akos Kovach reported that the CEDS is available for review and comment electronically. It will continue to evolve. Individuals can look at data just for their community. He walked through some of the features by projecting the Web site on a screen. There is a lot of data provided by the Cochise College Center for Economic Research. There is a new regional five year calendar of events on line available for everyone’s use. We have now officially entered into the final public comment phase of the CEDS process. If you have suggestions or recommendations, now is the time to provide that feedback.

### **ENERGY CODE WORKSHOP INFORMATION**

Susan Buchan explained that the Department of Energy in conjunction with the Arizona Commerce Authority is supporting a program to bring awareness of the existence of the 2009

International Energy codes to administrators and elected officials throughout the state. She played a DVD and distributed copies. She asked that individuals give the DVDs to the appropriate code person in each jurisdiction. These codes can cut utility consumption by 20-50 percent, which could give consumers an extra \$200 to spend. There is no extra cost for the codes in new construction.

## **RTAC REPORT**

Kevin Adam discussed the budget cuts that had been made at the state level. He said 49.5 percent of the HURF went to local governments. These funds were reduced by around \$100M. On a positive note, public revenues are picking up. March had the largest increase in four years. However, he predicts another year of state cuts.

Kevin went on to say that at the federal level, most of the cuts so far were to transit and rail so Arizona fared well. However, future cuts are expected of 10 percent in discretionary, non-defense spending on top of the cuts that were made in FY 2011, because there does not seem to be the political will to tackle entitlements. The Highway Trust Fund has received infusions of general fund money in the past, but in the near future, there may be a need to cut 30 percent in federal transportation funding.

## **CALL TO THE PUBLIC**

Akos reported that SEAGO was compliant with the Open Meeting Law and pointed out the new Public Notice tab on the SEAGO main Web site.

## **ADJOURNMENT**

Drew John thanked the City of Willcox for hosting the meeting. The meeting adjourned at 1:45 p.m.



# EXECUTIVE BOARD PACKET

---

**MEMO TO: EXECUTIVE BOARD**

**FROM: RANDY HEISS, EXECUTIVE DIRECTOR**

**DATE: OCTOBER 12, 2011**

**SUBJECT: RATIFICATION OF ACTION BY THE EXECUTIVE COMMITTEE**

---

On **May 25, 2011**, the SEAGO Executive Committee held a joint telephonic meeting with the Administrative Committee to consider approval of the 2011 TIP Amendment No. 2. The Committees also held a joint meeting on **July 8, 2011**, to consider the approval of the region's CDBG projects and approval of a request to amend signatories on the SEAGO EDD Revolving Loan Fund checking and savings accounts.

All items under consideration at these meetings were unanimously approved by both the Administrative Committee and the Executive Committee.

RH:YU

Attachments: Joint Administrative and Executive Committee Minutes of May 25, and July 8, 2011, meetings and backup materials

Action Requested:  Information Only  Action Requested Below:

**A motion is needed to ratify the actions taken by the Executive Committee on May 25, and July 8, 2011.**

RH:YU

**DRAFT MINUTES OF  
THE JOINT  
EXECUTIVE COMMITTEE AND ADMINISTRATIVE COMMITTEE  
MAY 25, 2011  
CONFERENCE CALL**

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

**ADMINISTRATIVE COMMITTEE OFFICERS PRESENT:** Chair Steve Pauken  
Kay Gale, Vice Chair  
Terry Hinton, Secretary

**OTHER GUESTS:** Terry Cooper, Administrative Council  
Karen Lamberton, TAC Chair

**STAFF PRESENT:** Randy Heiss, Executive Director  
Yolanda Urbina, Executive Assistant

**CALL TO ORDER/INTRODUCTIONS**

Chair Drew John called the meeting to order at 8:05 a.m. and a roll call was taken of those present and there was a quorum of the Administrative Committee and Executive Committee.

**BRIEF EXPLANATION OF ADMINISTRATIVE AND EXECUTIVE COMMITTEES' ROLES/DUTIES IN CONDUCTING SEAGO BUSINESS IN BETWEEN REGULARLY SCHEDULED MEETINGS (RANDY HEISS)**

Randy explained for those persons who join the telephonic conference call. The Administrative Committee and Executive Committee (officers of the Administrative Council and Executive Board) were delegated to take care of business (not policy) in between regularly scheduled meetings. The Administrative Committee makes recommendations on business matters to the Executive Committee. Officers of both committees would make the motions to approve action items (two separate votes). He asked that after each action item was discussed that the Administrative Committee make a motion to recommend approval to the Executive Committee. The Executive Committee would consider the Administrative Committee's recommendation when voting. Everyone on the conference call can participate in the discussion.

**DISCUSSION AND APPROVAL OF THE STATE FISCAL YEAR 2011 TIP AMENDMENT NO. 2. (RANDY HEISS)**

Randy reported that Luke Droeger was no longer with SEAGO and he had sent out e-mails to the Administrative Committee, Executive Committee, Administrative Council, and Executive Board with the information.

## **EXECUTIVE AND ADMINISTRATIVE COMMITTEES**

**PAGE 2**

**MAY 25, 2011**

Randy explained the reason for the conference call. The Transportation Advisory Committee (TAC) had met on **May 5, 2011**, to rank State Transportation Projects. There was not a specific item to amend or approve the draft 2012 TIP on the TAC agenda. After projects were tabulated and ranked, there was not a quorum of members present. A TAC conference call was held **May 23** and members ratified approval of the 2011 TIP Amendment No. 2 and the draft 2012 TIP. The last page of the 2012 TIP lists the projects ranked by the TAC (revision sent out **May 24**). Approval of the 2011 TIP Amendment No. 2 will allow jurisdictions to request from ADOT their Intergovernmental Agreements, project manager, TRACS number, and get the funds obligated. The TAC has chosen to break down projects by design, right-of-way, and construction phases. **Administrative Committee Chair Steve Pauken made a motion which was seconded by Kay Gale to recommend approval of the 2011 TIP Amendment No. 2. Motion carried unanimously (3/0). Executive Committee Treasurer David Gomez made a motion seconded by First Chair Sam Lindsey to approve the 2011 TIP Amendment No. 2. Motion carried unanimously (3/0).**

## **ADJOURNMENT**

Randy thanked everyone for their patience and understanding. **Executive Committee Treasurer David Gomez made a motion seconded by Second Vice Chair Rudy Molera to adjourn the meeting. Motion carried unanimously.** The meeting adjourned at 8:15 a.m.

Insert TIP.

**DRAFT MINUTES OF  
THE JOINT  
EXECUTIVE COMMITTEE AND ADMINISTRATIVE COMMITTEE  
JULY 8, 2011  
CONFERENCE CALL**

**EXECUTIVE COMMITTEE OFFICERS PRESENT:** Chair Drew John  
First Vice Chair Sam Lindsey  
Treasurer David Gomez

**ADMINISTRATIVE COMMITTEE OFFICERS PRESENT:** Chair Steve Pauken  
Secretary Terry Hinton

**ADMINISTRATIVE COUNCIL MEMBER:** George Barnes, City of Tombstone

**EXECUTIVE BOARD MEMBERS:** Jacque Attaway, City of Safford  
Ransom Burke, City of Bisbee  
Ann English, Cochise County  
Tom Reardon, City of Sierra Vista

**STAFF PRESENT:** Randy Heiss, Executive Director  
Akos Kovach, Economic Development Planner  
Cindy Osborn, Accounts Manager  
Yolanda Urbina, Executive Assistant

**CALL TO ORDER/INTRODUCTIONS**

Chair Drew John called the meeting to order at 10:01 a.m. and a roll call was taken of those present and there was a quorum of the Administrative Committee and Executive Committee.

**BRIEF EXPLANATION OF ADMINISTRATIVE AND EXECUTIVE COMMITTEES' ROLES/DUTIES IN CONDUCTING SEAGO BUSINESS IN BETWEEN REGULARLY SCHEDULED MEETINGS**

Randy explained for those persons who join the telephonic conference call the purpose of the role of the Administrative and Executive Committees. The Administrative Committee and Executive Committee (officers of the Administrative Council and Executive Board) were delegated to take care of business (not policy) in between regularly scheduled meetings. It is easier to get a quorum for a meeting from 3-4 members (officers) out of the 19 members. These proceeding are ratified at the full Administrative Council and Executive Board meetings. The Administrative Committee makes recommendations on business matters to the Executive Committee. Officers of both committees would make the motions to approve action items (two separate votes). He asked that after each action item was discussed that the Administrative Committee make a motion to recommend approval to the Executive Committee. The Executive Committee would consider the Administrative Committee's recommendation when voting.

**EXECUTIVE AND ADMINISTRATIVE COMMITTEES**  
**PAGE 2**  
**JULY 8, 2011**

Everyone on the conference call can participate in the discussion. Randy offered to answer any questions.

Approval of the CDBG Application Projects

Randy Heiss reported on the Community Development Block Grant (CDBG) item for Bonnie Williams who is on annual leave. Traditionally, the Administrative Council and Executive Board approve the CDBG application projects at their meeting; however, the application date was moved to July 1. These applications need approval by the Executive Board per the Method of Distribution. The total funding for SEAGO this year is \$1,909,996 (last year's funding was \$2,293,033). **Projects included: Bisbee (Bakerville drainage improvements for \$267,443); three projects for Cochise County: (Emergency home repair, Fry Fire Station improvements, and Bowie Fire District emergency extrication equipment for \$267,443); Huachuca City: (Drainage improvements for \$267,443); Sierra Vista: Busby Drive sewers, street, and sidewalks for \$267,443); Clifton: (Street Improvements for \$100,000); Pima: (Street improvements for \$322,293); and Patagonia: (Water system improvements for \$417,931).** Administrative Committee Chair Steve Pauken made a motion which was seconded by Terry Hinton to recommend approval of the CDBG application projects listed above. **Motion carried unanimously (2/0).** Executive Committee First Chair Sam Lindsey made a motion seconded by Treasurer David Gomez to approve the CDBG application projects listed above. **Motion carried unanimously (3/0).** The applications will be submitted to the Arizona Department of Housing by August 1.

Approval of the Request to Amend Signatories on the SEAGO EDD Revolving Loan Fund Checking and Savings Account

Chair John stated that signatories previously approved were incorrect and the Administrative and Executive Committees were approving new names. Akos reiterated Chair John's comments and that the Revolving Loan Fund's (RLF) names have been superseded by Randy Heiss, Stephen Pauken, Kathleen Heard, and W. J. Porter as authorized signatories on the checking and savings accounts. **Administrative Committee Chair Steve Pauken made a motion which was seconded by Terry Hinton to recommend approval of changing names for the RLF as recommended by staff. Motion carried unanimously (2/0).** Executive Committee Treasurer David Gomez made a motion seconded by First Chair Sam Lindsey to approve changing names for the RLF as recommended by staff. **Motion carried unanimously (3/0).**

**ADJOURNMENT**

**A motion was made and seconded to adjourn the meeting. Motion carried unanimously.** The meeting adjourned at 10:09 a.m.



# EXECUTIVE BOARD PACKET

---

**MEMO TO: EXECUTIVE BOARD**

**FROM: RANDY HEISS, EXECUTIVE DIRECTOR**

**DATE: OCTOBER 12, 2011**

**SUBJECT: APPROVAL OF 2012-2016 TIP AMENDMENT NO. 1**

---

Listed below are projects that were added to the TIP at the **July 21, 2011**, TAC meeting:

## **Highway Safety Improvement Program (HSIP) Projects**

- Sierra Vista City-wide sign replacement; FY 2013; \$25,000
- Graham County Reay Lane/Safford-Bryce Road intersection construction; FY 2013; \$444,228
- Graham County 8<sup>th</sup> Avenue/Airport Road intersection construction; FY 2013; \$130,772
- Graham County 8<sup>th</sup> Avenue/Airport Road intersection construction; FY 2014; \$600,000

## **Surface Transportation Program (STP) Projects**

- Nogales Crawford Street Pavement design and environmental; FY 2012; \$82,500

## **Safe Routes to School (SRTS) Projects**

- Nogales - SRTS Initiative (hiring a SRTS Coordinator); FY 2012; \$45,000
- Rio Rico - Making the Connection (hiring a SRTS Coordinator); FY 2012; \$45,000

## **Bridge Replacement (BR) Projects**

- Graham County Fort Thomas Bridge; \$500,000

The TAC also removed a number of potential ARRA project placeholders, projects submitted for functional classification, and transit information projects from the main TIP, and created a separate tab for these information items for future reference.

The following administrative changes were necessary between the July and September meetings:

1. The sponsorship of the SRTS projects in Nogales and Rio Rico were clarified to indicate the U of A Cooperative Extension office. SEAGO was also informed that these projects have obligated so they were moved to the 'funding obligated in 2011' section.

2. Because the Davis Road HPP and MP 13 (STP) projects were unable to obligate in 2011 as previously programmed, the design and ROW acquisition phases were moved to 2012. The construction funding for the projects was reprogrammed to 2014.
3. SEAGO then learned that the Davis Road HPP (TIP Year 2012), MP 13 (STP; also TIP Year 2012), and MP 5 (STP; TIP Year 2015) design were not eligible for reimbursement. Therefore, the design funding for those projects was moved into ROW acquisition. If there is leftover funding from the ROW acquisition, the excess funds will be moved into construction.
4. The Douglas SRTS project was unable to obligate in 2011 as previously programmed, so the funding was moved into 2013. The funding was also split into design and construction phases with construction now programmed in 2014.
5. The Willcox Fort Grant Road Transportation Enhancement project was authorized and was moved to the 'funding obligated in 2011' section.
6. The design and construction phases for most of the remaining TE projects were identified and broken out into separate phases.
7. The Sierra Vista Path to Higher Education project design phase has obligated and that phase was moved to the 'funding obligated in 2011' section.
8. The Bisbee Glass Sidewalk TE project design amount was increased to \$15,397 (vs. previous estimate of \$4,715, thereby reducing the amount available for construction to \$49,987 (previously \$60,669).
9. A project identification number has been assigned to each project.

On **September 15, 2011**, the SEAGO TAC made the following additional amendments to the TIP:

- Removed the San Carlos project from TIP year 2013 due to unresolved eligibility issues.
- Removed the Douglas 3rd Street project from TIP year 2014 at the City's request as it will now be locally funded.
- Removed the Santa Cruz County placeholder for Palo Parado Road from TIP year 2014 at Santa Cruz County's request as it will be resubmitted for STP funding (instead of HPP) with a revised project scope.

The above amendments to the TIP represent the 2012-2016 TIP Amendment No. 1 and are hereby submitted to you for your approval.

RH:YU

Attachment: 2012 - 2016 TIP Amendment No. 1

Action Requested:  Information Only  Action Requested Below:

**The Administrative Council recommended approval of the 2012-2016 TIP Amendment No. 1 (Vote: 10/0).**

TIP3



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** PROPOSED AMENDMENTS TO SEAGO'S POLICY MANUAL

---

Once again, there are a number of amendments to the SEAGO Policy Manual that I am recommending as a matter of housekeeping.

### 8.3 Disciplinary Hearing

The current policy requires an 'informal' hearing with the employee whenever *any* disciplinary action is being contemplated. This requires the supervisor, the HR officer, the Executive Director, and the employee to all be present for the hearing. It also requires a minimum of 24-hours' written notice of the hearing and disciplinary charges, and preparation of a written record of the meeting, summarizing the charges and responses of the employee. This process is burdensome in terms of time and resources and actually discourages supervisors from taking even the most basic steps to document efforts to improve an employee's performance, such as a written reprimand. I am asking you to consider an amendment to the policy that requires these steps be taken only when the disciplinary action may cause a loss of status, income, or employment (demotion, unpaid suspension, or termination).

### 8.5 Appeals from Termination, Demotion, and Unpaid Suspension

Although the Administrative Council recommended changes that I requested be made to Section 9.7 of the Policy Manual back in February, at least one member of the Executive Board was opposed to the idea of offering termination pay to employees who resign in lieu of being terminated. While I can appreciate the spirit of fiscal conservatism behind the one Board Members' objection, based on 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 negotiate an offer of termination pay when an employee is willing to resign in lieu of termination. The now-proposed policy revision gives the Personnel Committee the authority to deviate from the 'Termination Pay' schedule set forth in Section 7, when the Committee determines it is in the Organization's best interest to do so.

#### 9.7 Termination Pay

As discussed above, the Executive Board opted not to approve the previously-proposed revision to this section of the Policy Manual that deals with severance pay. The way the policy currently reads, the only circumstance that would warrant severance pay is retirement. The now-proposed amendments further reduce those eligible for termination pay and the amount due in certain circumstances. Any deviations from the 'Termination Pay' schedule would be at the discretion of the Personnel Committee.

#### 10.5 Application and Exceptions

The travel policy is not specific enough in its brief reference to the State's travel policy. This has resulted in some confusion. The proposed amendment should make it abundantly clear that all SEAGO travel must comply with the State's statutes and travel policy.

#### 10.6 Amount Allowable

While the travel policy makes it clear that no claim can exceed the actual amount of the expenses incurred, it does not specifically state that receipts must be provided as documentation. The proposed amendment will clarify this requirement.

#### 10.7 Authorization to Incur Travel Expense

In practice, the finance officer doesn't make travel arrangements for employees. The proposed amendment clarifies that travel arrangements are the responsibility of the employee or the supervisor, who shall provide the appropriate documentation to the finance officer.

RH:YU

Attachment: Policy Revisions 8.15.11

Action Requested:  Information Only  Action Requested Below:

**The Administrative Council recommended approval of the proposed policy amendments recommended by staff (Vote: 10/0).**

POLICY2



# EXECUTIVE BOARD PACKET

---

**MEMO TO: EXECUTIVE BOARD**  
**FROM: RANDY HEISS, EXECUTIVE DIRECTOR**  
**DATE: OCTOBER 12, 2011**  
**SUBJECT: REPLACEMENT OF COCHISE 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.”*

One of the previous private sector representatives from Cochise County, Ms. Rebecca Orozco, has informed SEAGO that she is unable to continue serving on the SEAGO Executive Board. Mr. Mark Schmitt, Director of the Small Business Development Center at Cochise College, has expressed an interest in replacing Ms. Orozco on the Board. Mark has collaborated with SEAGO’s Economic Development Program on a number of events throughout the region and we believe his service on the Executive Board has the potential to enhance SEAGO’s renewed economic development focus.

The Board will be considering the appointment of Mr. Schmitt at their meeting on October 21. If there are any questions, comments, or concerns with his appointment, I will do my best to respond to them.

RH:YU

Action Requested:  Information Only  Action Requested Below:

**A motion is needed to approve the appointment of Mr. Mark Schmitt as the Cochise County Private Sector Representative.**



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KATHLEEN HEARD, AREA AGENCY ON AGING DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** REVISED FUNDING LEVELS FOR SFY 2011-12

---

Since your May meeting, the DES Division of Aging and Adult Services (DAAS) has revised funding levels three times. The first was to allocate a \$5M reduction in state funding and replace it with \$5M in federal Social Services Block Grant (SSBG) funds. This so called "SSBG swap" changed the funding source for \$355,222 in SEAGO's AAA budget. Whether this SSBG swap can be maintained next year is unclear. The second revision reduced Older Americans Act (OAA) funding by \$26,561, reduced the Nutrition Service Incentive Program by \$9,143, and increased state funding by \$1,637. The latest revision provides one-time Older Americans Act funding in the amount of \$23,864.

Attached are spreadsheets which reflect these revised allocations and includes the actual OAA carryover of \$129,127 and \$16,187 in funding for Medicare counseling.

The Advisory Council on Aging will meet on **October 20**, to act on staff's funding recommendations.

KH:YU

Attachments: Tentative Allocation Spreadsheets

Board Action Requested:  Information Only  Action Requested Below

**The Administrative Council recommended approval of the revised funding levels for the current fiscal year (Vote: 10/0).**

## TABLES 2



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** BONNIE WILLIAMS, CDBG PROGRAM MANAGER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** FY 12 CDBG METHOD OF DISTRIBUTION (MOD)

---

The draft of the FY 12 MOD is enclosed for your review and approval. There are no substantial changes from last year.

CDBG applications from Douglas, Benson, Tombstone, Willcox, Thatcher, Duncan, and Santa Cruz County will be due to SEAGO on **May 1, 2012**.

A complete timetable can be found on page 9. Please let me know if you need any assistance.

Please note that all funding allocations are based on last year's amounts and should be used as budgeting estimates only. Final allocations will be distributed as soon as they are available from ADOH, usually in March.

BW:YU

Enclosure: FY 12 MOD

Board Action Requested:  Information Only  Action Requested Below

**The Administrative Council recommended that the FY 12 MOD be approved (Vote: 10/0).**



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** AKOS KOVACH, ECONOMIC DEVELOPMENT PLANNER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** SEAGO REVOLVING LOAN FUND (SRLF): SRLF STANDARD TERMS AND CONDITIONS; SRLF OVERVIEW; AND RELATED SRLF FORMS AND DOCUMENTS

---

1. During the May 2011 Administrative Council meeting, the Economic Development Planner (EDP) requested and was granted approval to open checking and savings accounts for a SEAGO Revolving Loan Fund (SRLF).
2. Subsequently, the Executive Board endorsed the recommendation of the Administrative Council authorizing the opening of these accounts.
3. EDP has since complied with the terms of opening the accounts (dual signature accounts) and has begun fund raising to support the SRLF.
4. At this time, the EDP hereby submits a document entitled SRLF Standard Terms and Conditions, SRLF Overview – which outlines marketing, underwriting, establishment of a five member loan committee, specifies loan minimum and maximum size, provides text from existing online SRLF Web site donation promotion, and proposed loan grading scale.
5. EDP requests support and approval of the attached and a recommendation to the Executive Board that they be adopted.
6. EDP requests that as funds become available lending activities begin immediately, allow the EDP/Loan Officer or Loan Officer designee to begin making loans subject to the appointment of the SRLF Loan Committee by the Executive Board. (Note: the SRLF Loan Committee must approve or deny all loan requests and can only be overridden by majority vote of the Executive Board.)

AK:YU

Attachment/Enclosure: SRLF Documentation

Board Action Requested:  Information Only  Action Requested Below

**The Administrative Council gave its affirmation and approval recommendation to the Executive Board to: Accept the proposed SRLF Standard Terms and Conditions; SRLF Overview, and Commencement of SRLF lending activities as presented. The vote was 8/2 (Kay Gale voted nay and carried the proxy for Terry Cooper who also voted nay).**

SRLF 3



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, PATHWAYS PROGRAM MANAGER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** PATHWAYS TEMPORARY LABOR PROGRAM

---

The Pathways Out of Poverty Program is a highly successful training and job development program as demonstrated in the Pathways Progress Report. The program is scheduled to terminate on January 31, 2012. Over the last two years, the program has developed considerable skills in coordinating training, case management services, and job development. The overall goals and the skills developed by the program's staff and clients appear to be a natural fit within the temporary labor arena. The program is a valuable resource to our local communities that should not be lost. It is the program's goal to take advantage of the skills developed by our staff and clients to expand the program and make Pathways self-sustaining beyond the current grant window. To do this, the Pathways Program will be submitting for your review and consideration a proposal for a four month pilot Pathways Temporary Labor Program. The first month/phase would be exploratory in nature. During this phase, the program will promote and solicit contracts with potential employers. Phase 2 (December through January) will test the long-term viability of the program. Pathways would only move into Phase 2 if the employment numbers are sufficient to ensure no loss to SEAGO.

CV:YU

Attachment: Pathways Temporary Labor Program Proposal

Board Action Requested:  Information Only  Action Requested Below

**The Administrative Council recommended approval of the Pathways Temporary Labor Program with the proviso to submit a status report around December before the Executive Board approves continuation of the project in February (Vote: 11/0).**

# **Pathways Temporary Labor Program Proposal**

## **Introduction**

The purpose of this proposal is to demonstrate the feasibility of an employment agency operated by the SEAGO Pathways Program. Over the past year, the Pathways Out of Poverty Program has developed considerable skills in coordinating training, case management services, and job development. The program's overall goals and the skills developed by our staff and clients appear to be a natural fit within the temporary labor arena. It is our goal to take advantage of the skills developed by our staff and clients to expand the program and to make Pathways self-sustaining beyond our current grant window.

## **Our Niche**

Our program is in an excellent position to capitalize on the fact that many small- and medium-sized businesses as well as government organizations are now outsourcing their recruitment, payroll, and general labor needs to third parties. As an employment agency, we will partner with these companies/organizations to recruit, train, provide labor, and manage the payroll issues associated with the labor provided.

It is our goal to establish a niche within the "green" business community. Client skills developed through our training programs allows us to market ourselves to solar installation, recycling, building performance, building weatherization, environmental remediation, LEED builders, and "green" manufacturing industries.

It is our belief that a key component of our marketing strategy is to be a nonprofit entity. In doing so, we can take advantage of the "halo effect" often associated with nonprofit organizations. It is our belief that in general the public is more willing to offer money or time or do business with a nonprofit because of a real or perceived view that your organization is founded and operated in the public interest. The belief that we are doing something for the public good fits well with the "green" market. Other major advantages of being nonprofit include tax-exempt status and the eligibility for both private and government grants.

## **Our Services**

To be successful, the Pathways program must find employment for 126 of our clients. We will initially focus on creating job opportunities for our Pathways clients. Our clients have been trained and received nationally recognized certifications in solar photovoltaic installation, equipment operations, lead paint removal, hazardous material handling, building weatherization, construction site safety, and building performance auditing. We have a large established base of trained clients that will appeal to potential partners in our target market.

The Pathways Temporary Labor Program will focus on finding suitable jobs (both permanent and temporary) for our Pathways clients with employers in the target market. Within the target market, there are a number of businesses that operate among a number of industries that have a continued demand for new hires. The agency will accomplish its permanent and temporary candidate placement by contracting small- and medium-sized businesses as well as government entities to act as their outsourced staff recruitment, training, and temporary employment management, and permanent placement department.

The program will provide temporary labor services, which will provide the program with a recurring stream of income from job candidates that are placed in temporarily positions. The program will collect payments from companies that contract with the program for temporary labor. The program will then pay the temporary employee directly rather than having our client directly pay them. This is an extremely important revenue stream for the program as it will generate recurring streams of high margin revenue on a monthly basis. Typically, these positions will pay by the hour (with an average wage of \$10). Our agency expects to bill the business client \$13 to \$19. Management expects that 90 percent of the program's revenue will come from this revenue stream.

Eventually, our program will offer recruitment and placement services to our hiring partners. In this capacity, we will match employer partners with well trained and screened Pathways program participants. Our direct placement fee will be \$250 per placement. This will include a certified background investigation report, DMV report, and initial drug test. It is expected that 10 percent of our revenue will come from the direct placement of candidates in permanent positions.

Our program will also offer customizable training services to our partners. The Pathways grant will cover a majority of the training expenses during the six-month test-period. It is the goal of the agency to seek out additional grants that will focus on providing training at no charge to potential partners.

### **Potential Partnerships**

Through our training and job development efforts, the program has developed several relationships that will be of significant value in establishing employment partnerships. Some of our potential partners include:

- **Cochise County Waste Management Department:** Our training in hazardous materials, OSHA 10, lead abatement, asbestos abatement, and heavy equipment is a good fit in comparison to their training needs.
- **Residential Solar Installers (Single Source Renewables, Net Zero Solar, Technicians for Sustainability, Solar Gain, Copernicus Energy):** Many solar installation companies are not in the position to hire full-time employees. Many use personnel agencies to address labor needs. Through our discussions with

these companies, our certified entry level installers would be a very appealing labor option for them.

- **Building Performance (FSL Home Improvements, AE3Q, Thermal Star, SEACAP):** Several Phoenix based companies have work in Pima/Cochise County. They often must bring labor with them at high costs. Trained and certified labor would be very appealing. In addition, SEACAP and its contractors would find our BPI and LEED GA certified labor of great value.
- **ServPro and Camp Naco Project:** Both will need certified asbestos removers. We have several certified asbestos removers that can be utilized on an as needed basis.
- **Nord Enterprises:** They are a small copper mining company located outside of Willcox. Our MSHA, HAZWOPER, and heavy equipment certifications are of significant value to them. Our ability to provide trained local labor at no cost is an excellent fit for a partnership.

### **Industry Analysis**

In the United States, there are 13,000 companies that specialize in the placement of job candidates and providing temporary labor. Each year, these businesses generate more than \$4.7 billion per year, and employ more than 113,000 people. These businesses provide over \$2.6 billion of payrolls. The growth trend among these businesses has been extraordinary over the last five years as many small- and medium-sized businesses have discovered that it is far less expensive to maintain an outsourced HR and recruiting/hiring department rather than to keep these operations in house. This is primarily due to the fact that these companies can quickly screen a potential job pool for the best and most qualified applicants available.

The annualized growth rate over the last five years for firms entering this market has been 2.4 percent per year. However, over the same time period, the revenues collectively generated by these businesses have exceeded 13 percent per year.

### **Marketing Plan**

The Pathways Temporary Labor Program intends to maintain an extensive marketing campaign that will ensure maximum visibility for the business in its targeted market. Below is an overview of the marketing strategies and objectives of the business.

#### **Marketing Objectives**

- Develop an online presence by establishing a Web site and placing the agency's name and contact information with online directories.
- Implement a local campaign with the agency's targeted market via the use of flyers, local newspaper advertisements, job fairs, open houses, and word of mouth advertising.
- Establish relationships with small-, medium-, and large-scale businesses/government organizations within the target market.

## Marketing Strategies

Our program intends on using a number of marketing strategies that will allow us to easily target job seekers and companies seeking to hire new employees within the target market. These strategies include traditional print advertisements and ads placed on search engines on the Internet.

We intend to take advantage of our Pathways roots. We will promote our nonprofit status and “green” focus. We will utilize the training provided to our clients and their program commitment as key selling points to potential partners.

We intend to take advantage of our well-developed Pathways Program training, workforce development, community organization, and employer partnerships to promote and solidify service agreements.

We will also use an Internet based strategy. This is very important as many people seeking local services, such as temporary and full-time employment agencies, now use the Internet to conduct their preliminary searches. We will register our employment agency with online portals so that potential job candidates and companies seeking to hire employees can easily reach the business.

The business will also regularly attend local job fairs so that it can generate a substantial number of potential candidates for positions that are sought by the program’s business clients. Not only will this substantially increase the program’s visibility within the target market, but it will also provide an influx of potential candidates to fill temporary and permanent positions sought by the agency’s business clients.

## Our Pricing Structure

We will utilize a sliding scale involving the number of contract employees (the more employees an organization contracts for, the less the cost to the contractor).

Pricing Structure			
Labor Type	> Five (5) Employees	< Five (5) Employees	Employee Wage
Cochise County Landfill/Recycling	\$13.75	\$13.00	\$8.00
Solar Installation	\$16.75	\$16.00	\$11.00
Building Performance	\$17.75	\$17.00	\$12.00
Manufacturing/Construction	\$14.75	\$14.00	\$9.00
Equipment Operators	\$18.75	\$18.00	\$13.00
Miscellaneous Labor	\$13.75	\$13.00	\$8.00
Asbestos Removal	\$15.75	\$15.00	\$10.00

## Sales Forecasts

Through discussions with potential partners, the following are anticipated positions that can be filled within the next 90 days:

Projected Employment Agreements and Revenues		
Labor Type	Agreements	Projected Revenue
Cochise County Landfill/Recycling	6	\$34,650
Solar Installation	9	\$63,315
Building Performance	4	\$29,820
Manufacturing/Construction	5	\$30,975
Equipment Operators	4	\$31,500
Asbestos Removal	7	\$46,305
Miscellaneous Labor	6	\$34,650
<b>Totals</b>	<b>41</b>	<b>\$285,285</b>

## Estimated Costs

Staff costs can be absorbed by the Pathways Program over the first three (3) months of the program. However, finance department costs have been calculated in to cost projections.

Estimated Costs		
Cost	First Month	Three (3) Months
Finance: Payroll Management	\$2,029	\$6,087
Payroll	\$21,120	\$178,920
Workers' Compensation Insurance	\$3,042	\$18,222
Liability Insurance	\$1,250	\$7,500
Unemployment Insurance	\$1,167	\$7,000
Marketing	\$1,500	\$7,500
Drug Testing	\$500	\$1,500
Background Investigations	\$810	\$4,050
Miscellaneous Costs	\$422	\$3,578
<b>Totals</b>	<b>\$31,840</b>	<b>\$234,357</b>

## Cost Assumptions

**Payroll Management:** Estimate includes a 10-hour weekly increase for finance manager and financial assistant. Projection includes 35 percent fringe benefit and payroll tax increase assumption. A projection of 10 additional staff hours per week for each 15 client increase has been included in the six-month cost projection. **(Cost can be absorbed by Pathways Grant.)**

**Workers' Compensation Insurance:** Quote provided by SCF Arizona using the rate bases in the following chart:

<b>Workers' Comp Rates</b>			
<b>Labor Type</b>	<b>Rate</b>	<b>Payroll</b>	<b>Three (3) Month Total</b>
<b>Cochise County Landfill/Recycling</b>	4.51%	\$20,160	\$2,728
<b>Solar Installation</b>	18.34%	\$41,580	\$7,626
<b>Building Performance</b>	4.51%	\$20,160	\$2,728
<b>Manufacturing/Construction</b>	5.44%	\$18,900	\$1,028
<b>Equipment Operators</b>	4.81%	\$21,840	\$1,051
<b>Asbestos Removal</b>	5.44%	\$29,400	\$1,599
<b>Miscellaneous Labor</b>	5.44%	\$26,880	\$1,462
<b>Total</b>	<b>N/A</b>	<b>\$178,920</b>	<b>\$18,222</b>

Solar Installation rate is high due to roof installations. **Total cost is approximately 7.3 percent of payroll.**

**Liability Insurance:** Quote provided by Sierra Vista Insurance Company.

**Unemployment Insurance:** Based upon initial 2 percent base rate for first \$7,000 in income.

**Marketing:** Budget capped at \$1,500 the first month and will be re-evaluated thereafter. **(Cost can be absorbed by Pathways Grant during the test-period.)**

**Drug Testing:** Will invest \$500 first month for 75 ready test kits. Remaining budget includes the purchase of 150 additional kits and \$2,000 for lab testing when needed. **(Cost can be absorbed by Pathways Grant during the test-period.)**

**Background Investigation Checks:** Based upon \$54 quote per investigation provided by Employment Screening Services Incorporated, the budget allows for 75 background investigations to secure 50 jobs. **(Cost absorbed by Pathways Program during the test-period.)**

**Miscellaneous Costs:** Projected at 2 percent of payroll.

### **Profit/Loss Projections**

The following is our Profit and Loss Projection for a six-month test-period.

<b>Profit and Loss (6-month projection)</b>	
<b>Activity</b>	<b>Amount</b>
Sales	\$285,285
Payroll Costs	\$178,920
Insurance Costs	\$32,722
Operating Costs*	\$19,137
Miscellaneous Costs	\$3,578
<b>Net Profit</b>	<b>\$50,928</b>

*\*Operating costs can be absorbed by the Pathways Grant during the test-period. When taken into account, a profit of \$70,065 can be achieved.*

### **Start-up Costs**

There are certain costs the Pathways Program could not absorb. SEAGO would have to absorb the initial costs for the following:

<b>Start-up Costs</b>	
<b>Activity</b>	<b>Amount</b>
Payroll (1 <sup>st</sup> Month)	\$21,120
Workers' Comp Deposit (30%)	\$5,466
Insurance Premiums (1 <sup>st</sup> Month)	\$2,417
Miscellaneous Costs	\$422
<b>Total Start-up Cost</b>	<b>\$29,425</b>

Partners will be invoiced on a bi-weekly basis. Initial costs should be recovered during the program's three-month test period.

### **Growth Strategy**

**Improve Accounting Software Capability:** Our finance/payroll cost analysis basically shifts work from our Accounts Manager to others to keep her free to handle the payroll data entry requirements of the program. A better option than adding staff hours and shifting work would be to increase our accounting software capability. SEAGO currently has one (1) accounting software license. This limits our growth ability. Increasing our license to allow up to three (3) computers would greatly enhance our growth ability and would allow our finance team to manage increased payroll needs without additional staff or hours. The cost is approximately \$20,000 with training. If proposal is approved, the Pathways Program will solicit approval from NARC and DOL to utilize Pathways funds to purchase the license. If not approved, the license can be purchased through profits achieved by the program.

**Seek Out Grant Opportunities:** This program will give Pathways and SEAGO the platform to seek out job development, job training, and renewable energy/"green"

program grants. This will give us additional resources to continue/improve our training plan.

**Enter New Industries:** Recycling and building deconstruction are areas that we feel have a high profit to cost margin. We intend to shift a part of our training focus to these industries. We have established strong partnerships with several Phoenix area recycling companies. We intend to continue to develop these partnerships with the intent to get them to enter the Cochise County market.

### **Conclusion**

We have a unique opportunity to take advantage of the skills developed by our Pathways staff and clients and the relationships we have fostered during our job development efforts. The skills developed by our clientele include solar installation, building performance analyst, heavy equipment operators, asbestos abatement, lead paint removal/abatement, hazardous material handling, and building weatherization are skills that are needed within our communities. The Pathways program has found in its job development efforts that most "green" related companies do not want to hire full-time employees. It is more cost effective to utilize temporary labor. Companies normally have to import many of these skill sets from out of region areas. The end result is that the wages paid to these temporary employees leave the region. Pathways is in an excellent position to fill employer needs with skilled ready to work people. Therefore, keeping the salaries paid for these skill sets within the SEAGO region.

Pathways is requesting a 4-month test program. The first month/phase would be exploratory in nature. During this phase, the program will promote and solicit contracts with potential employers. Phase 2 (months 1-3) will test the long-term viability of the program. Pathways would only move into Phase 2 if the employment numbers are sufficient to ensure no loss to SEAGO.

**Note:** **ARG Staffing** located in Mesa, Arizona has a similar model to what we are trying to accomplish. Their Web site is <http://argstaffing.com/index.html>.

Attachments: Labor Law Review

## Attachment A: Labor Law Review

**Program Purpose:** The primary purpose of this program is to provide Pathways program participants' exposure to potential full-time employers and the opportunity to practice the skills they developed through training. This will provide them an opportunity to expand their resume and make them more employable. It is not the goal of the program to make them full-time and/or long-time SEAGO employees. Therefore, we must pay close attention to labor issues that could impact their temporary status. The following are labor issues associated with managing a temporary labor program.

**Classification:** Pathways temporary labor program participants will be classified as "leased temporary employees." To comply with classification rules/laws, "temporary employees" must be hired for a particular project or for a finite period of time. To comply with labor law, all participants will be required to sign a contract that is time specific and shall not exceed eleven (11) months in duration. As a result of the short-term nature of their employment, temporary employees generally do not receive any benefits, other than those required by temporary employment.

**Fringe Benefits:** Under section 414(n) in the Tax Equity and Fiscal Responsibility Act of 1982, leased and temporary help workers must be counted by the client firm as employees for the purposes of qualifying retirement plans and certain other fringe benefits (such as life insurance) **if the workers have provided these services "on a substantially full-time basis for at least a year"** and the client primarily controls or directs the work of the leased or temporary employees. The rule does not apply to health insurance plans. To ensure our compliance with the law, the program will take the following precautions:

1. Participants will be eligible for the program for no more than eleven (11) months.
2. Participants will not be allowed to work more than 29.5 hours per week. This cap will ensure that no temporary leased employee is misclassified as a full-time employee.
3. Participants will sign a contract advising them of the employment length, maximum hours that can be worked, and their ineligibility for benefits.

**Fair Labor Standards Act (FLSA):** Temporary and/or leased employees are protected under FLSA. This includes:

- If they work more than 40 hrs per week they must be paid time overtime pay for all hours over 40 at a rate of 1½ times per hour.
- They must be paid at least minimum wages or comparable wages for skilled workers. In other words, if the employee is hired to do general laborer, flag man, or like work he could be paid as little as minimum wage. If an employee is a power equipment operator, HVAC installer, window/door installer, insulation installer, carpenter, mason, electrician, etc., that employee would have to be paid comparable wages to those currently working for the hiring organization; however, that employee could be paid at the lower range of that job classification (which is usually much higher than minimum wage).

- A minimum of one-half hour lunch break and a 15 minute break in the a.m. and p.m.
- If an employee is on call and works between 7 p.m. and 7 a.m., night differential pay would have to kick in.

Program procedures will address each of these issues. All partnership agreements shall include a wage scale that ensures comparable wages are paid for like work in the public sector.

**Unemployment Insurance:** The program will be required to pay unemployment insurance. However, the program's responsibility involving individual unemployment claims will be limited. According to the United States Department of Labor Web site: Temporary/leased labor workers that separate from a temporary job with a predetermined expiration date, are generally disqualified from unemployment insurance on the grounds that they voluntarily accepted a job with an ending date, and so the unemployment is voluntary. Any termination of a program participant for cause shall be appropriately documented. In addition, unemployment insurance costs have been calculated into the proposal.

**Workers' Compensation:** The program shall be required to pay Workers' Compensation Insurance. The proposal includes occupation specific quote information provided by SCF Arizona.

**Family and Medical Leave Act (FMLA):** The program appears to be exempt from FMLA laws. For an employee to be eligible for FMLA, he/she must have worked at least 1200 hours during the 12 months immediately preceding the date the leave commences. Due to our employment time and hour limitations, our temporary workers will not be eligible for FMLA leave.

**Anti-discrimination Laws:** The program shall be responsible for compliance with all state and federal anti-discrimination laws. Program procedures will address this issue.

**Davis-Bacon Act:** According to DOL, our employees will be considered "leased" employees. Davis-Bacon does not apply, unless they are specifically hired to work on a Davis-Bacon Project by the hiring organization. All partnership agreements shall include a wage scale that will reflect Davis-Bacon compliance.

**Business License:** State law defines an employment agent as any persons, firms, corporations, or associations which for a fee, commission or charge that is collected from persons seeking employment. Our program will not be charging such a fee and appears exempt from licensing requirements. However, state law does require that any professional employer organization that provides professional employer services in this state to register with the Secretary of State. The program may be subject to registration requirement.



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CINDY OSBORN, ACCOUNTS MANAGER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** FINANCE REPORT

---

The auditors arrived on Monday, September 26, 2011, for the FY 11 audit. I will give you a verbal report at the October 21 meeting.

Since joining SEAGO in late April, I have been able to raise the standard of accounting practices to include implementing accounting processes that are more efficient, and a better utilization of our accounting software.

Once I have corrected the deficiencies, financial reports will be available for our program managers that are more accurate.

CO:YU

Board Action Requested:  Information Only  Action Requested Below



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** FUTURE MEETING DATES

---

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 at 10 a.m. on the Friday or Saturday two weeks following the Administrative Council meeting unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

<b>Administrative Council</b>	<b>Executive Board</b>
February 3, 2012	February 17 or 18, 2012 Greenlee County
May 4, 2012	May 18 or 19, 2012 Santa Cruz County
October 5, 2012	October 19 or 20, 2012 Cochise County

RH:YU

Action Requested:       Information Only       Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** WATER QUALITY (208) PROGRAM UPDATE

---

The draft SEAGO Section 208 Water Quality Management Plan has been revised to eliminate consistency reviews for on-site wastewater treatment systems (septic systems) in response to concerns raised at the Administrative Council level. Under the revised draft, only systems with a combined capacity of 24,000 gallons per day will undergo consistency review. In order to keep an inventory and track concentrations of on-site systems, SEAGO will informally receive information from ADEQ on these systems and enter the information in a data base. I have also developed process flow diagrams for the various 208 processes within the plan. These are intended to clarify the steps in the 208 processes, how the process will flow from step to step, and the related processes that will be initiated along the path.

I am currently running various development scenarios through the consistency review process to determine if there are any unanticipated problems with the way the process will perform. It will be much easier to make adjustments to the plan now, than after the plan has been adopted. Once I am satisfied that the process will flow as intended, a final draft of the Plan will be made available for public comment.

The Environmental Review Committee (ERC), the Administrative Council, and Executive Board will have an opportunity to review and comment on the Plan before it becomes available for public review. Then, public hearings will be held, after which, any comments from the public, the comments of the ERC, the Administrative Council, and the comments of the Board will be incorporated into the Plan if practicable. The updated Plan must then be adopted by the Executive Board. At this time, I anticipate the Board's consideration of Plan adoption will occur in February 2012.

RH:YU

Attachment: Flow Charts

Action Requested:  Information Only  Action Requested Below

## Flowcharts



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** STRATEGIC PLAN UPDATE

---

As you may recall, from your May meeting, I reported no progress on the strategic plan. I regret to inform you that the report for this meeting is the same.

As previously reported, in addition to my duties as Executive Director, I am performing the Water Quality Management Program duties. I have completed the re-write of the SEAGO 208 Water Quality Management Plan (see associated report), but I am now performing the Transportation Planning duties until the position is filled. I am hopeful that I will be able to return my focus to leading the strategic planning efforts by January 2012.

RH:YU

Action Requested:             Information Only             Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO: EXECUTIVE BOARD**  
**FROM: RANDY HEISS, EXECUTIVE DIRECTOR**  
**DATE: OCTOBER 12, 2011**  
**SUBJECT: UPDATE ON SEAGO'S NEW FACILITY**

---

Since the May Executive Board meeting, we have completed the plans, specifications, and bid documents for the renovation of the property at 1403 West SR 92. The City has completed its review and the plans have been revised in response to the comments received.

In order to control the project costs, there is some minor demolition work on the interior of the building and some clearing of vegetation around the perimeter of the building that needs to be performed before the project can go out to bid. This work will be performed with a combination of temporary employees from the Pathways Program and Department of Corrections' workers.

It now appears that the project will go to bid later this fall with an expected move in date around the first of the year. In reviewing our lease with the City of Bisbee, we are able to continue our lease on a month-to-month basis as needed unless otherwise notified by the City.

RH:YU

Action Requested:                       Information Only                       Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** UPDATE - TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN

---

As you know, ADOT has required SEAGO to develop and submit a plan to comply with Title VI of the Civil Rights Act of 1964. The Plan was presented to the TAC at their July 21 meeting and the comments received from the TAC have since been integrated into the Plan. There were no comments received from the Administrative Council or the Executive Board, and the Plan was sent out for public comments. No public comments have been received to date, and I will inform you of any comments that may be received during the Public Comment period. As noted below, the Public Comment period will end September 30. The ADOT Civil Rights office has informed me that Executive Board approval of the Plan is not required as was previously believed necessary. Below is the updated schedule for implementation of the Plan:

1. Preparation of a preliminary draft plan. – Completed June 28.
2. Evaluation of draft plan to ensure compliance with all federal regulations. – Completed June 28.
3. Review of draft plan by SEAGO staff and ADOT. – Completed July 15.
4. Posting draft plan to SEAGO Web site. – Completed July 16.
5. Review of draft plan by SEAGO's Technical Advisory Committee. – Completed July 21.
6. Review of draft plan by SEAGO Administrative Council and Executive Board. – Completed August 1.
7. Revision of draft plan based on the above reviews/Completion of a final draft plan. – Completed August 15.
8. Circulation of draft plan for at least 45 calendar days. – Completed September 30.
9. Produce finalized Plan and publish to Web site. – October 1 through October 21.

Action Requested:

Information Only

Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** UPDATE – TRAFFIC COUNT PROGRAM

---

Each year, the TAC is required to update the SEAGO Highway Performance Maintenance System (HPMS) with input of average daily traffic counts. At a minimum of every three years, counts are required on all functionally classified roadways eligible for federal funding within the region. Performing the traffic counts is the responsibility of each jurisdiction. At this time, there are very few jurisdictions with the capacity to stay current with the FHWA requirement. Therefore, most of our communities are out of compliance.

This has been a long standing discussion with the TAC, and as you may recall from last October's meeting, the TAC, the Administrative Council, and this body all approved the concept of SEAGO initiating a Request for Proposals (RFP) process to hire a consultant to perform traffic counts on the functionally classified roads throughout the region. Since that time, a number of staff changes sidelined this important project. I'm pleased to report that, over the last few months, the RFP has been developed in accordance with the scope of work specified by the TAC, published as required by SEAGO's RFP Procedures, and we are now looking forward to the receipt of proposals.

We initially believed that use of federal funding for the project would have required a 5.7 percent cash match from each member jurisdiction. While the amount of the match for such a project would not be significant (ranging from as little as \$27 [Duncan] to \$1,997 [Cochise County]), we have identified an alternative approach that will not require a cash match.

Below is the schedule for implementation of the project:

**Publish RFP** – Completed August 31 and September 7.

**Pre-Proposal Conference** – Completed September 21.

**Submittal Deadline** – Completed October 12.

**TAC Subcommittee Review and Ranking** – October 26.

**TAC Recommendation to Award** – November 17.

**SEAGO Administrative and Executive Committee Approval** – Any time after November 17.

**Contract Award/Notice to Proceed** – Immediately after Committee approval.

Please take note that awarding this contract will require a late November or early December meeting of the Administrative and Executive Committees.

RH:YU

Action Requested:

Information Only

Action Requested Below:



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** JULIE PACKER, HOUSING PROGRAMS MANAGER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** BANK OF AMERICA FOUNDATION GRANT

---

SEAGO received notice that the Bank of America Foundation has awarded \$10,000 to us for the continuation of counseling services. This funding was requested specifically for Foreclosure Prevention and Homebuyer Education counseling services.

The Housing Department continues to provide counseling for homebuyer education, rental, mortgage delinquency/mortgage default, foreclosure prevention, and financial fitness. If you know of families that need our services, have them contact Julie Packer, Housing Programs Manager at (520) 432-5301.

We are also looking for the best way to inform the resident's in your communities of the counseling services that are available. Please call me or send an e-mail to [jpacker@seago.org](mailto:jpacker@seago.org) as to what you feel works best in your community.

JP:YU

Board Action Requested:     Information Only     Action Requested Below



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** BONNIE WILLIAMS, CDBG PROGRAM MANAGER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** CDBG FACT SHEET

---

Please read the attached information regarding the jeopardy of CDBG funding outlined in an e-mail from Deborah Cox (director of Government Relations and Legislative Affairs) from the National Association of Development Organizations. She recommends contacting your congressional members.

BW:YU

Attachment: NADO E-mail

Board Action Requested:  Information Only  Action Requested Below

NADO 5

HUD 1



# EXECUTIVE BOARD PACKET

**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, PATHWAYS PROGRAM MANAGER  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** PATHWAYS OUT OF POVERTY JOB PROGRAM

The Pathways Out of Poverty Program is entering the final quarter of the program. The following chart reflects the progress of SEAGO's Pathways Out of Poverty Program.

<i>Milestone</i>	<i>NARC/DOL Target</i>	<i>SEAGO Totals</i>	<i>% of Target Met</i>
<b><i>Outreach</i></b>	<b>625</b>	<b>1224</b>	<b>196%</b>
<b><i>Recruitment</i></b>	<b>500</b>	<b>753</b>	<b>150%</b>
<b><i>Total Participants</i></b>	<b>250</b>	<b>374</b>	<b>150%</b>
<b><i>Beginning Training Activities</i></b>	<b>200</b>	<b>315</b>	<b>158%</b>
<b><i>Participated in Basic Skills Training</i></b>	<b>125</b>	<b>223</b>	<b>178%</b>
<b><i>Received Assessment Services</i></b>	<b>250</b>	<b>303</b>	<b>121%</b>
<b><i>Received Case Management Services</i></b>	<b>125</b>	<b>324</b>	<b>260%</b>
<b><i>Received Supportive Services</i></b>	<b>125</b>	<b>342</b>	<b>273%</b>
<b><i>Completed Job Training Activities</i></b>	<b>150</b>	<b>192</b>	<b>128%</b>
<b><i>Total National Certifications</i></b>	<b>150</b>	<b>367</b>	<b>245%</b>
<b><i>Training Related Employment</i></b>	<b>126</b>	<b>72</b>	<b>57%</b>

Pathways participants were trained and hold national certifications in Solar Installation, Building Performance Analyst, Building Weatherization, Backhoe Operator, All-terrain Forklift Operator, HAZWOPER (hazardous material worker), OSHA10, Lead Paint Renovator, Lead Abatement, Asbestos Abatement, and Mining Safety (MSHA). The Pathways program is currently working on a LEED GA certification program.

CV:YU

Board Action Requested:     Information Only     Action Requested Below



# EXECUTIVE BOARD PACKET

---

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 12, 2011  
**SUBJECT:** SEAGO TRANSIT REPORT

---

Attached for your review is the SEAGO Transit Report prepared by SEAGO consultant, Melanie Greene.

YU

Attachment: SEAGO Transit Report

Board Action Requested:  Information Only  Action Requested Below:

TRANSIT

