

**DRAFT MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
OCTOBER 7, 2011**

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

MEMBERS PRESENT: George Barnes, City of Tombstone
Martin Mull, San Carlos Apache Tribe*
Alan Baker, Town of Clifton
Terry Cooper, Graham County proxy to Kay Gale
Glenn Nichols, City of Benson
Patrick McCourt, City of Willcox
Chuck Potucek, City of Sierra Vista
Byron Robertson, Town of Huachuca City
Dave Teel, Town of Patagonia
*Arrived after majority of action items were approved.

STAFF PRESENT: Randy Heiss, Executive Director
Kathleen Heard, Area Agency on Aging Director
Akos Kovach, Economic Development Planner
Cindy Osborn, Accounts Manager
Julie Packer, Housing Programs Manager
Yolanda Urbina, Executive Assistant
Alison Van Gorp, Pathways Jobs Developer
Chris Vertrees, Pathways Program Manager
Bonnie Williams, Community Development Program Manager

GUESTS: Kevin Adam, Rural Transportation Advisory Council Liaison
Marina Galhouse, Santa Cruz Training Program
Yolanda Cagigas, Santa Cruz Training Program
Joseph Banchy, Douglas Rides-Catholic Community Services

CALL TO ORDER/INTRODUCTIONS

Chair Pauken called the meeting to order at 9:09 a.m. Those in attendance introduced themselves.

ACTION ITEMS

1. CONSENT AGENDA

- a. Approval of the May 6, 2011, Minutes

- b. Ratification of the May 25, 2011, and July 8, 2011, Action by the Administrative Committee
- c. Approval of 2012-2016 TIP Amendment No. 1

Kay Gale made the motion and the second was made by George Barnes to approve consent agenda “a” and “b” and recommend to the Executive Board approval of item “c” listed above. Motion carried unanimously (Vote: 10/0).

2. PROPOSED AMENDMENTS TO SEAGO’S POLICY MANUAL

Pat McCourt made the motion and the second was made by Alan Baker to recommend approval of the proposed amendments (8.3, 8.5, 9.7, 10.5, 10.6, and 10.7) to SEAGO’s policy manual as recommended by staff. Motion carried unanimously (Vote: 10/0).

3. REVISED FUNDING LEVELS FOR SFY 2011-12

Pat McCourt made the motion and the second was made by Chuck Potucek to recommend approval of the revised funding levels for SFY 2011-12 as recommended by staff. Motion carried unanimously (Vote: 10/0).

4. FY 12 CDBG METHOD OF DISTRIBUTION (MOD)

Pat McCourt made the motion and the second was made by Byron Robertson to recommend approval of the FY 12 CDBG Method of Distribution. Motion carried unanimously (Vote: 10/0).

5. SEAGO REVOLVING LOAN FUND DOCUMENTS APPROVAL

Pat McCourt made the motion and the second was made by Byron Robertson for the Administrative Council’s affirmation and recommendation to the Executive Board to accept the proposed SRLF Standard Terms and Conditions; SRLF Overview, and Commencement of SRLF lending activities as presented. Motion carried by the majority of members (Vote: 8/2). Kay Gale voted nay and carried the proxy for Terry Cooper who also voted nay.

6. PATHWAYS TEMPORARY LABOR PROGRAM PROPOSAL

Pat McCourt made the motion and the second was made by Bryon Robertson to recommend approval of the Pathways Temporary Labor Program with the proviso to submit a status report around December to evaluate the program before the Executive Board approves continuation of the project in February. Motion carried unanimously (Vote: 11/0).

7. ADJOURNMENT

The meeting adjourned at 11:58 p.m.