



# Regional Council Meeting

June 28, 2018

High Country Conference Center ♦ Flagstaff, AZ

# Mtgs  
Attended  
2018

MEMBER NAME	ENTITY	PRESENT	ABSENT	# Mtgs Attended 2018	STAFF NAME
Robert Adams	Private Sector, Navajo County		X	1	Chris Fetzer
Liz Archuleta	Coconino County	X		3	Mary Beals-Luedtka
Jackie Baker	Town of Camp Verde	X		1	Jason James
Kerry Ballard	Town of Snowflake	X		2	Tod Morris
Robin Boyd	City of Winslow		X	0	Jennifer Brown
Andre Bundy	Town of Fredonia		X	2	Gayle Benton
Sean Casey	Private Sector, Coconino County		X	0	Scott Wolford
Darryl Croft	Town of Chino Valley	X		1	Teri Drew
Cathy Cross	Private Sector, Apache County	X		2	Cindy Binkley
Lew Currier	Town of Jerome	X		2	
Janet Dean	Private Sector, Coconino County	X		3	
Richard Dehnert	Town of Clarkdale	X		3	
Bill Diak	City of Page	X		3	
Tim Elinski	City of Cottonwood		X	0	
Steve Erhart	Town of Eagar	X		3	
Lena Fowler	Coconino County	X		3	<b>GUEST NAME</b>
Randy Garrison	Yavapai County	X		2	<b>REPRESENTING</b>
Stephanie Irwin	Town of Pinetop-Lakeside	X		3	Brandi Bateman
Lee Jack, Sr.	Navajo County		X	0	Yavapai County
John Leech, Jr.	City of Show Low	X		3	Philip Cushman
Juan Massey	Navajo Nation		X	0	Town of Fredonia
John Moore	City of Williams	X		3	Dawn Trapp
Mary Nedrow	Town of Springerville		X	0	City of Williams
Lora Lee Nye	Town of Prescott Valley	X		3	Frank Vander Horst
Ryan Patterson	City of St. Johns		X	0	Town of Jerome
Brad Peterson	Private Sector, Apache County		X	0	Maxine Sutton
Michele Plympton	NACDAB	X		2	Town of Eagar
Alexa Scholl	City of Prescott		X	1	Kyla Allen
Ona Segundo	Kaibab Paiute Tribe		X	0	City of Cottonwood
Joe Shirley, Jr.	Apache County		X	0	
David Smith	Town of Taylor		X	1	
Jon Thompson	City of Sedona	X		2	
Thomas Thurman	Yavapai County	X		2	
Philip Tovrea	Private Sector, Yavapai County	X		2	
Doug Treadway	Town of Dewey-Humboldt	X		2	
Paul Watson	Private Sector, Navajo County	X		3	<b>PROXY/ALTERNATE</b>
Jennifer Wesselhoff	Private Sector, Yavapai County	X		1	<b>REPRESENTING</b>
Jamie Whelan	City of Flagstaff	X		2	
Dawnafe Whitesinger	Navajo County		X	0	
Rebecca With	Town of Tusayan		X	0	
CJ Wischmann	City of Holbrook		X	1	

**I. Call to Order & Introductions**

***Chairman John Moore called the meeting to order at 10:10 A.M. A quorum was present.***

Self-introductions were made. Chairman Moore welcomed the members of the Regional Council.

**II. Pledge of Allegiance**

The Regional Council members, staff and guests recited the Pledge of Allegiance.

**III. Consent Agenda**

Chairman Moore read the list of items to be approved under the Consent Agenda, and asked the council members if anyone would like to remove any single item from the Consent Agenda for separate consideration.

- A. Approve April 26, 2018 Regional Council Meeting Minutes**
- B. Re-Designation of Standing Committees**
- C. Approve EDC 2018-2019 Slate of Officers**
- D. Approve 2019 Regional Council Meeting Calendar**
- E. Approve Revised NACOG Payroll Schedule and Related Amendment to the NACOG Employee Rules & Regulations**

***Tom Thurman moved to approve the Consent Agenda as presented, seconded by Bill Diak. Motion passed unanimously.***

**IV. Executive Committee Report**

Chris Fetzer thanked Chairman John Moore for his service over the last two years and presented him with a plaque commemorating his time as the Chairman of the Regional Council.

**A. Approve Proposed FY2019 Cost of Living Adjustment for NACOG Employees**

Mr. Fetzer reported that like many of the local governments across the region, NACOG's cost of living and merit increase programs were frozen during the recession.

Staff has surveyed the governments in the region and learned that many, like NACOG, have recently undergone a classification/compensation study. Some governments have used their resources to bring their employee salaries closer to current market levels. Others are providing a COLA this year, up to 3%.

Today, NACOG management proposes a 2.6% cost of living adjustment to be applied to all current NACOG employee salaries.

Because Head Start received funds in the amount of 2.6% of their entire base grant, the remainder of these additional funds would be used to provide an additional salary adjustment to Head Start/Early Head Start teachers to bring them closer to current market levels.

Mr. Fetzer has conferred with all members of the senior management team, and NACOG's Program Directors feel confident in the ability to afford and sustain a 2.6% permanent salary increase for their employees.

Over the last six fiscal years, NACOG has provided 2 cost of living adjustments for its employees, in the amount of 4% over six years.

***Tom Thurman moved to approve the FY2019 cost of living adjustment for NACOG employees as presented, seconded by Jackie Baker. Motion passed unanimously.***

**B. Approve Final FY2018 Administrative Division Budget**

Scott Wolford presented the final FY18 administrative division budget for approval. The approved budget for FY18 totals \$1.25 million. Fiscal staff projects that actual expenses at June 30 will be \$1.19 million, a savings of approximately \$54,000.

Budget savings were mainly the result of staff vacancies in NACOG's finance department. The overage in Professional Services was due to the employment of a part-time consultant, who has since been hired on as permanent staff. The overage in the insurance line items was due to a change in carrier for the agency's Directors/Officers coverage and the addition of Cyber Liability coverage.

***Tom Thurman moved to approve the final FY2018 Administrative Division budget as presented, seconded by Darryl Croft. Motion passed unanimously.***

**C. Approve Proposed FY2019 Administrative Division Budget**

Mr. Wolford reported that the budget proposal for FY2019 includes funding for full staff, as well as the COLA that the council approved earlier today. The total proposed amount is \$1.28 million, an increase of \$30,000 over last year's approved budget.

The increase to the rent line item is due to a re-allocation of space occupied at the central office by NACOG's various programs, not an increase in the monthly amount of the building lease. The line item for accounting/human resources software support has been decreased because the agency's file sharing initiative has been installed, and the one-time implementation costs are not anticipated to continue.

***Kerry Ballard moved to approve the proposed FY2019 Administrative Division budget as presented, seconded by Jackie Baker. Motion passed unanimously.***

**D. Report on Executive Director's Performance Evaluation**

Gayle Benton reported that Mr. Fetzer's performance evaluation is the result of two separate surveys that are completed by the Executive Committee and NACOG's senior management team. Mr. Fetzer's performance is evaluated in seven areas:

- Leadership
- Management
- Fiscal

- Government Relations
- Relationships
- Communication
- Strategic Planning

Ms. Benton presented a series of graphs illustrating trends of the last five years' evaluations. This year, the Executive Committee's overall evaluation showed a slight decrease from last year. Management's overall evaluation showed a slight increase. Both groups made many favorable comments with regard to Mr. Fetzer's performance this year.

## **V. Economic Development Council (EDC) Report**

### **A. Program Update**

The EDC Tourism Subcommittee has appointed Becky Christensen of Apache County as its Vice Chair.

NACOG is partnering with Apache, Coconino, Navajo and Yavapai Counties to roll out the Governor's initiative to provide career readiness training to individuals in northern Arizona. Program participants will receive a certification of career readiness.

### **B. Adopt Resolution 03-18 Authorizing Submission of an Application for 301(b) Planning Grant Assistance**

Resolution 03-18 authorizes NACOG to submit its application for 301(b) planning grant assistance from the Economic Development Administration. The Economic Development Council unanimously adopted this resolution at their meeting earlier this month, and expressed their desire for the four NACOG counties to continue as an Economic Development District (EDD).

***Tom Thurman moved to adopt Resolution 03-18 authorizing submission of an application for 301(b) planning grant assistance as presented, seconded by John Leech, Jr. Motion passed unanimously.***

### **C. Approve 2018-2019 Scope of Work**

Annually, the Economic Development Council develops a Scope of Work, based on the region's Comprehensive Economic Development Strategy (CEDS).

Significant changes this year include focus on the CEDS planning process that will begin in January. The EDC will spend much of its time developing the new plan that will take effect in 2020. This planning process will include focus groups to gather input from various economic development stakeholders, such as transportation, tourism, and workforce. Focus groups will work to mitigate duplication of efforts between agencies and add value to services being offered in the region.

Work with the distressed areas of all four counties in the region will continue with this year's Scope of Work. In addition, the EDC will prioritize cultivation of the forest industries to promote healthy forests.

***Kerry Ballard moved to approve the 2018-2019 Scope of Work as presented, seconded by Bill Diak. Motion passed unanimously.***

**VI. Community Services Administration (CSA) Program Report**

**A. Approve Community Action Board (CAB) Restructuring and Related Bylaws Revisions**

Chris Fetzer presented the proposal to restructure NACOG's Community Action Boards.

NACOG is the designated Community Action Agency for the non-tribal areas of Apache, Navajo and Yavapai Counties. Currently, NACOG operates three separate CABs for the counties served. The CABs are managed by NACOG's Community Services staff, and make recommendations to the Regional Council. The CABs also provide information, community input and feedback for the development of CSBG funded programs and activities. Each CAB is required to have tripartite representation in the areas of the public sector, low income, and the private sector.

NACOG has been challenged by a lack of quorum and adequate membership/representation for each of the individual CABs.

Based on lengthy CAB membership vacancies, AzDES has recommended that NACOG consolidate its three current committees into one region-wide committee, which would include representation from each of the three counties served. The consolidated committee would have between 9 and 15 members and would retain tripartite sector representation. The consolidated CAB would continue to meet quarterly, but meetings would rotate to the different areas of the region and provide opportunities for remote participation to address travel distances.

The CAB bylaws would be consolidated to reflect a single CAB structure. The consolidated bylaws require participation from all three counties to maintain a balanced perspective.

Jon Thompson suggested changing Article 3, Section 1A1 of the bylaws to state 1/3, rather than 3 members from Apache County, 3 members from Navajo County and 3 members from Yavapai County. This change is consistent with the rest of the document. The Regional Council members expressed support of this change.

***Tom Thurman moved to approve the Community Action Board restructuring and related bylaws revisions, including the proposed change to Article 3, Section 1A1; seconded by Cathy Cross. Motion passed unanimously.***

**VII. Transportation Policy Advisory Committee (TPAC) Report**

**A. Program Update**

Jason James reported that phase 2 of the regional sign panel replacement project is complete. Phase 3 of the project has completed plans and clearances. The bid opening will be on July 20.

The Regional Strategic Transportation Safety Plan has been completed by the project consultant. A link to the final plan is available on the NACOG website.

There were 62 total applications submitted for Highway Safety Improvement Program (HSIP) funding FYs 21-22. Eleven of these project applications came from the NACOG region. Six of the NACOG region's applications have been approved for funding.

Under the direction of FHWA, ADOT is reviewing the existing functional classification of all Arizona roadways. They are evaluating which roads should be added and which roads should be reclassified.

The TIGER program has been reauthorized as the Better Utilizing Investments to Leverage Development (BUILD) program in the amount of \$1.5 billion. \$150 million is designated for each state, with a 30% set-aside for rural projects. FY18 applications are currently being accepted through July 19.

Tod Morris reported on the Passenger Transportation Study. The study is intended to provide a strategy for enhancing transportation services in Apache, Coconino and Navajo counties. It is not intended to replace or override the vision of any individual communities, but to encourage regional cooperation on issues that extend beyond jurisdictional boundaries.

The project is currently at the stakeholder outreach stage. The consultants are hosting a series of meetings on a bus in various NACOG communities. Initial findings include a lack of awareness, lack of connections to major activity centers, and lack of options to support employment.

The next step in the process includes a review of priority corridors and strategies by the Passenger Study Advisory Committee, the Transportation Policy Advisory Committee (TPAC) and the Regional Council.

**B. Approve of FY18-23 Transportation Investment Plan (TIP) Amendment 6**

Jason James reported that there are 10 projects included in today's consideration for TIP modification:

- Apache County: Stanford Drive (US 60 to Resa Ranch Road) paving
- Town of Clarkdale: Main Street and Broadway overlay
- Coconino County: Mormon Lake Road mill and overlay
- City of Cottonwood: 6<sup>th</sup> Street (Mingus Avenue to Aspen Street) re-construction
- Town of Eagar: 4<sup>th</sup> Avenue mill and overlay
- Town of Jerome: drainage improvements
- City of Sedona: Sanborn/Thunder Mountain/Rhapsody Drive overlay
- Town of Snowflake: Snowflake Boulevard
- Town of Taylor: Papermill Road widening
- Town of Taylor: Willow Lane Sidewalk

***Tom Thurman moved to approve FY18-23 Transportation Investment Plan (TIP) Amendment 6 as presented, seconded by Jackie Baker. Motion passed unanimously.***

## **VIII. Area Agency on Aging (AAA) Program Report**

### **A. Program Update**

Mary Beals-Luedtka reported that aging programs received an increase of approximately \$600,000 from the State of Arizona. These funds will be used region-wide to address the wait list for aging services.

Early House of Representatives proposals are indicating flat funding for the Older Americans Act.

NACOG AAA has relocated its offices in Flagstaff and the White Mountains. Open houses will be hosted in August at the new Flagstaff office, as well as the office in Show Low.

Earlier this month, NACOG AAA underwent a program monitoring by the State of Arizona with an outcome of no findings or program recommendations.

The Advisory Council on Aging continues to have membership vacancies.

## **IX. Northern Arizona Child Development Administering Board (NACDAB) Report**

### **A. Program Update**

Jennifer Brown reported that NACOG Head Start completed its fiscal year on May 31. All program funds have been allocated and staff has begun the close-out process.

End of Year surveys are completed by staff and parents each year.

This year, there was a 62% rate of return for the parent surveys. Outcomes show that parents would overwhelmingly recommend Head Start to others, and that parents feel the activities provided in NACOG classrooms promote school readiness. Top challenges for Head Start/Early Head Start families include budget, transportation, education, child care, housing, health care and employment.

There was a 73% return rate for the staff surveys. Outcomes show that there is an 80% rate of job satisfaction, and that most staff feel that NACOG is a good place to work. The fringe benefit package was rated highly, and center staff feels that active supervision strategies are regularly being practiced.

Head Start child outcomes show significant growth from last fall for students meeting/exceeding widely-held expectations for their ages. Areas evaluated include:

- Social/Emotional, increased from 63% to 89%
- Physical, increased from 69% to 94%
- Language, increased from 59% to 88%
- Cognitive, increased from 61% to 90%
- Literacy, increased from 55% to 84%
- Math, increased from 48% to 79%

Early Head Start child outcomes also show significant growth from last fall for students meeting/exceeding widely-held expectations for their ages:

- Social/Emotional, increased from 77% to 83%
- Physical, increased from 84% to 92%
- Language, increased from 75% to 83%
- Cognitive, increased from 86% to 92%
- Literacy, increased from 84% to 87%
- Math, increased from 78% to 87%

The Office of Head Start released a new program information bulletin stating that any Head Start/Early Head Start program with four consecutive months of being under-enrolled could face ramifications up to and including program re-competition. NACOG Head Start reported full enrollment for the 2017-2018 school year. Staff has implemented systems over the summer to ensure full enrollment before classes start in August.

The application for COLA funds has been submitted. Applications for duration and Early Head Start expansion are still waiting for approval. Staff will submit applications for program improvement funds in the near future. Staff is beginning to work on strategic planning initiatives for the next 5-year funding cycle.

## **X. Nominating Committee Report**

### **A. Present FY2019 Slate of Candidates for Officers and Executive Committee Members**

Supervisor Tom Thurman presented the Nominating Committee's recommendation for officers and Executive Committee members for FY2019:

- Chairwoman: Councilor Lora Lee Nye, Town of Prescott Valley
- Vice Chairman: Councilor John Leech, Jr., City of Show Low
- Secretary-Treasurer: Vice Mayor Kerry Ballard, Town of Snowflake
- Immediate Past Chairman: Mayor John Moore, City of Williams
- Members-at-Large:
  - Phil Tovrea, Yavapai County Private Sector
  - Mayor Bill Diak, City of Page

### **B. Solicit Additional Nominations from the Floor**

There were no additional nominations made.

### **C. Elect FY2019 Officers and Executive Committee**

Chairman Moore asked for any questions or discussion regarding the FY2019 Executive Committee/Officer elections. Hearing none, he asked for a motion to elect.

***Liz Archuleta moved to elect the FY2019 officers and Executive Committee members as presented, seconded by Jackie Baker. Motion passed unanimously.***



**XI. Elect FY2019 Regional Council Private Sector Members by County**

All current private sector members are eligible for re-appointment to another term. Chairman Moore asked the Regional Council members if they would like to make any changes, or if they prefer to continue with the current private sector representatives:

- Cathy Cross, Apache County
- Brad Peterson, Apache County
- Sean Casey, Coconino County
- Janet Dean, Coconino County
- Robert Adams, Navajo County
- Paul Watson, Navajo County
- Phil Tovrea, Yavapai County
- Jennifer Wesselhoff, Yavapai County

Regional Council members expressed satisfaction with the current private sector membership.

***Kerry Ballard moved to elect the FY2019 Regional Council Private Sector Members as presented, seconded by Bill Diak. Motion passed unanimously.***

**XII. Reports from Regional Council Members**

Regional Council members reported on items and current events from their local communities.

The USDA Listening Session will take place at 1pm in the Rees Ballroom next door.

The next meeting of the Regional Council will take place at the Clark Memorial Clubhouse in the Town of Clarkdale on August 30, 2018. Information on events, venues and lodging can be found on the last page of today's meeting packet.

**XIII. Call to the Public**

There were no comments from the public.

**XIV. Adjourn to Lunch**

Chairman Moore asked if there were any further items for discussion today. Hearing none, he asked for a motion to adjourn.

***Janet Dean moved to adjourn the meeting, seconded by Liz Archuleta. Motion passed unanimously.***

***Chairman John Moore adjourned the June 28, 2018 NACOG Regional Council meeting at 12:20 P.M.***