



## Community Action Advisory Board Meeting Agenda

**Mission: "Empowering well-being and prosperity in Coconino Communities"**

**The Promise of Community Action: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other!**

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Location: Zoom Meeting – Due to COVID numbers at High Transmission

Date: Monday, February 28, 2022

Time: 4:00 p.m. – 5:00 p.m.

Zoom <https://us06web.zoom.us/j/88093653488?pwd=UWpMcHl0YWY0WFovMFdZa2x5N1lodz09>  
Passcode: 853141

Phone +1 346 248 7799 US

Meeting ID: 880 9365 3488

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## Agenda:

- |      |  |                                |
|------|--|--------------------------------|
| I.   | Call to Order  | 4:00-4:05 pm, Phil Byrum Chair |
| II.  | Welcome and Introductions                                    | 4:05-4:10 pm, Chair            |
| III. | Approval of Minutes, 11/1/21 <i>Action Item</i>              | 4:10-4:15 pm, Chair            |
| IV.  | Department Update  | 4:15-4:40 pm, Michele Axlund   |
|      | a. Amy Young – Presenter (Community Health Improvement Plan) |                                |
|      | b. Director’s Report to CAAB (9.3 Standard)                  |                                |
|      | c. Discussion on Changing ByLaws for voting                  |                                |
| V.   | Roundtable – events and issues in the community              | 4:40-4:55, Chair               |
| VI.  | Call to the Public   | 4:55-5:00 pm, Chair            |
| VII. | Adjourn  | 5:00 pm, Chair                 |

Next meeting:

May 16, 2022 4-5pm (Presenter: Health Disparities & Pathways Program)

### Distribution List:

Public Sector District 1: Ann Johnson  
Public Sector District 2: Austin Kerr  
Public Sector District 3: Phyllis Lim  
Public Sector District 4: Vacant  
Public Sector District 5: Miranda Morales  
Consumer Sector: Candis Yazzie  
Consumer Sector: Hazel Hatch  
Consumer Sector: Melinda Holliday  
Consumer Sector: James Carrell  
Consumer Sector: Vacant  
Private Sector: Kristine Pavlik (Secretary)  
Private Sector: Vacant  
Private Sector: Janet Dean  
Private Sector: Sonya Montoya,  
Private Sector: Phil Byrum, Chair  
Kelli Wilde ADES/DAAS  
Andy Sinclair ADES/DAAS  
Shelly Morgan ADES/DAAS  
Alina Girbovan ADES/DAAS

**Minutes**  
**Coconino County Health and Human Services (CCHHS)**  
**Community Action Advisory Board (CAAB)**  
**4:00pm – 5:00pm Monday, November 1, 2021**  
**2625 N King St., Flagstaff, Arizona 86004**

**Members Present:** Phil Byrum (Chair), Kristine Pavlick (Secretary), Phyllis Lim, Hazel Hatch, Sonya Montoya, Janet Dean, Austin Kerr, Ann Johnson, and Candis Yazzie

**Members Absent:** Melinda Holliday (E)

**Guest(s) Present:** None

**Management & Staff Present:** Michele Axlund (Deputy Director), Kim Musselman (Director), Eve Wolters (Deputy Director), George Ovalle (WIOA Program Manager), Lorraine Crim (Senior Services Program Manager), Scott Neuman (Special Projects Program Manager), and Dayna Yates (Administrative Specialist III)

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**I. Call to Order:**

Upon establishing a quorum, the meeting was called to order at 4:01pm by Chair, Phil Byrum.

**II. Welcome and Introductions:**

Phil Byrum, Chair, welcomed everyone and thanked them for attending. Ann Johnson, who will represent District One, joined us today for her first meeting and introduced herself. It was also stated that today will be Austin Kerr's last meeting with CAAB.

**III. Approval of Minutes, 9/20//2021 Action Item**

Upon review of the minutes, Phil Byrum asked for a motion for approval of the 9/20/21 meeting minutes. Kristine Pavlick motioned, and it was seconded by Phyllis Lim. The motion unanimously carried.

**IV. Department Updates**

A written Director's Report was distributed to all members via their board packet prior to the meeting. See CAAB packet for specific details. Highlights of the report were summarized by Deputy Director Axlund and included the following:

**SOCIAL SERVICES**

**Financial Literacy eLearning Course:**

The Financial Empowerment e-learning course is at its final testing stage. This course presents a pre and post-assessment to gauge financial awareness before and after the course. If all worksheets are completed during the course, it will take about 2 hours to complete.

There are real-life scenarios for three different lifestyles and financial challenges. The course allows the user to explore the challenges, help find solutions for each case, and consider the financial principles in their own lives. It offers worksheets for setting financial boundaries, reviewing credit and debt, developing a spending plan, and setting personal financial goals. There are links to the webpage for additional forms and resources that will be available. A certificate of completion is printable once the course is completed.

### **Staff & Updates:**

- Hired caseworker Allisa Reid, referred from DES WIOA program and will be with us through July 2022. We are still recruiting for one more position
- DES will be launching the pilot LIHWAP (Low Income household Water Assistance Program) on October 21<sup>st</sup>, 2021. We were asked by DES to help pilot this program and are the only CAA participating in this pilot in AZ. Clients' maximum water assistance can be up to \$1800.00. This is a limited program and will only be available until September 2023.
- In our continued collaboration with Professor Dr. Walters from NAU Psy 408, we have requested two interns for Spring 2022.

### **Senior Nutrition Program:**

Meals on Wheels programs in both Flagstaff and Williams continue to operate normally, though meals continue to be served as to-go meals due to COVID. Senior trips also remain on hold.

NACOG approved our RFP in March, which included a proposal to expand home delivered meals by at least 40 clients, adding two routes to the eastern side of Flagstaff, utilizing the kitchen at CCC. A new contract was provided to us earlier this month, and NACOG did not allocate funding for these additional meals in the new contract.

HHS requested in their FY22 Budget potential American Recovery Program dollars to remodel the Flagstaff and Williams Senior Center kitchens and replace a Meals on Wheels vehicle. We are waiting for the budget to be finalized.

### **Homecare/case management:**

Homecare services continue to operate with COVID precautions in place.

### **Staff:**

- Ginny Kinser was hired as an additional backup driver for the Williams Nutrition Program
- The Flagstaff Nutrition Program has an intern from the Arizona Culinary Institute for approximately 6 weeks during October and November
- We continue to look for a home care aide for 32 hours per week.

## **EMPOWERMENT PROGRAMS**

### **Individual Development Account (IDA) Program:**

The original funding source for matching funds requires that the funding be spent by January 2021. Participants have been notified multiple times of this constraint. HHS is working with new and existing clients to figure out the strategy that will work for and benefit them the most.

### **IDA Program Promotion & Recruitment:**

Seven of 15 (47%) of our Winter BBE enrollees are lower-income/lower-asset community members and potentially eligible for the IDA-Biz match-saving grant opportunity. Six of 13 (46%) of our Spring enrollees are lower-income/lower-asset community members and potentially eligible for the IDA-Biz match-saving grant opportunity.

**Building Businesses & Entrepreneurs (BBE)/Micro-Business Plan Training:**

CCHHS-CS’ 2021 Spring BBE Zoom-based 9-week training began March 30th and concluded May 25th. Summer BBE 9-week online training began June 15th and concluded August 10th.

FY22 CSBG-Discretionary funding is being utilized to revisit, revitalize, and expand community economic development (CED) resources for current and new business owners, especially in Page, Tuba City, and Moenkopi. The CED model we proposed and received grant funding to develop aims to inform local leaders, energize entrepreneurs, engage youth, appreciate culture, and encourage local philanthropic giving.

**Pathways Program**

Coconino County is looking to partner with other agencies in assisting people currently incarcerated with navigating through the court system, as well as transitioning back to the public. The idea is an individual would be arrested and we would conduct an assessment. That assessment would show us trauma, substance abuse issues, mental health issues, as well as life basics such as, do they have an income, do they have a place to live, is this the place they want to live, or are they trying to get somewhere else? What other social supports do they need in place to help them be successful and really get back on their feet with a second chance?

This topic will be discussed in more detail during the February 2022 meeting.

**Conflict of Interest**

Arizona law requires a Conflict-of-Interest form to be signed annually by all members. All members present agreed to the statements on the form.

**Report on Standards to ensure Community Action Status**

Michele stated that last year, we submitted a re-accreditation as a Community Action agency, and we received 100% on all compliances. It was mentioned that we are the only Community Action board in the state to receive a 100%!

**VI. Round Table:**

- Ann Johnson: Pass
- Phillis Lim: Pass
- Hazel Hatch: Pass
- Melinda Holliday: Pass
- Dayna Yates: Pass
- Phil Byrum: Pass
- Eve Wolters: Pass
- Lorraine Crim: Pass
- Scott Neuman: Pass
- Sonya Montoya: Pass
- Michele Axlund: Michele touched on Career Services and some of the items that they offer. It was stated one of the areas we are having difficulty in hiring is in HVAC and this is a career we are trying to develop
- Kristine Pavlick: Kristine stated her counterpart with the city, Leah, will be presenting the continuum of care on Nov 2 on the 10-year housing plan. She also mentioned ADOH is starting their homeowner assistance fund who may be able to assist clients who don’t qualify through Coconino County Social Services
- Austin Kerr: Austin stated today will be his last meeting with CAAB as he got accepted into an NAU graduate position that will allow him to take classes and continue to teach full time

Janet Dean: Janet stated some funds are being allocated to be able to pay past due bills for utility customers who had been behind at the time the disconnection moratorium ended at the end of October. Customers will need to contact APS customer service for assistance.

George Ovalle: George mentioned that as Truckers are aging out, CCC in partnership with Phoenix Trucking is bringing CDL training to the Page area in the next month or so.

**VII. Call to the Public:**

No one from the public present.

**XIII: Adjourn:**

There being no other business, Phil Byrum adjourned the meeting, and the meeting concluded at 4:51pm.

Reviewed & approved for distribution by:

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Phil Byrum, Chair

Minutes by Dayna Yates

**Coconino County Health & Human Service - Community Services (CCHHS-CS)  
Staff Report to the Community Action Advisory Board  
February 28, 2022**

**SOCIAL SERVICES:**

**Staff & Updates:**

- DES has launched the pilot LIHWAP (Low Income household Water Assistance Program). We were asked by DES to help pilot this program. We are the only CAA participating in this pilot in the State of AZ. Our staff has all completed the training. DES will house the LIHWAP funds and our consumers will be able to apply through the state by :
  - Online portal
  - Paper applications
  - Call center
  - We can apply for them through a “side portal”
- Clients’ maximum water assistance can be up to \$ \$3,000. This is a limited program and will only be available until September 2023.
- LIHEAP APR Funds available  
We were awarded an additional \$338,252.00 from DES for more utility funds as of September 2021. We have currently spent \$99,119.00 and counting. These funds will be available through September 30, 2022.
- Two new interns began from Dr. Walters from NAU Psy 408 professor. Both are working in social services focused on rental assistance.

**FY21 Expenditures (July 2021 – February 7, 2022)**

Grant	Total Funding	Expenditures as of		
		2/7/2022	Fund Balance	% Expended
APS Bill Assistance	\$15,167.00	\$10,215.95	\$4,951.05	67.36%
CDBG	\$134,927.00	\$36,775.45	\$98,151.55	27.26%
CSBG	\$50,000.00	\$26,995.75	\$23,004.25	53.99%
CSBG Cares Act	\$36,410.33	\$36,410.33	\$0.00	100.00%
EA County	\$58,333.00	\$36,091.56	\$22,241.44	61.87%
LIHEAP	\$425,437.00	\$208,105.30	\$217,331.70	48.92%
LIHEAP ARP	\$338,252.00	\$99,119.00	\$239,133.00	29.30%
LIHEAP Cares Act	\$28,038.70	\$28,038.70	\$0.00	100.00%

<b>NHN</b>	\$810.00	\$640.00	<b>\$170.00</b>	79.01%
<b>TANF</b>	\$100,000.00	\$60,823.18	<b>\$39,176.82</b>	60.82%
<b>URRD</b>	\$23,636.00	\$2,411.72	<b>\$21,224.28</b>	10.20%
<b>Warm Spirit</b>	\$12,355.00	\$2,227.53	<b>\$10,127.47</b>	18.03%

**SENIOR SERVICES:**

<b><u>Nutrition Program:</u></b> <b>Flagstaff and Williams</b>	<b>Total Numbers</b> <b>FY2022</b> <b>July- January 2022</b>	<b>Total Numbers</b> <b>FY2021</b> <b>July- June 2021</b>	<b>Total Numbers</b> <b>FY2020</b> <b>July- June 2020</b>
Congregate Meals served	10,193	15,416	18,330
Meals on Wheels Served	8,770	18,230	22,433
Volunteers Hours	546	1,070	5,036

**Senior Services Programming Updates:**

Meals on Wheels programs in both Flagstaff and Williams continue to operate normally. The congregate programs, however, continue to be served as to-go meals due to COVID. Senior Trips also remain on hold.

NACOG approved our RFP in March, which included a proposal to expand home delivered meals by at least 40 clients, adding two routes to the eastern side of Flagstaff, utilizing the kitchen at Coconino Community College. NACOG did not ultimately allocate funding for these additional meals in the new contract. Senior Services is exploring other options for expanding meal service.

Senior Services was awarded American Recovery Program dollars to remodel the Flagstaff and Williams Senior Center kitchens. Preliminary planning on the kitchen remodels has begun.

The request for American Recovery Program dollars to replace one of the Meals on Wheels vehicles was denied. Senior Services was awarded a grant through ADOT that will cover 80% of the cost for a minivan with ramp for our Senior Trips.

Homecare services continue to operate with COVID precautions in place.

**Senior Services Staff Updates:**

Christine Tucci was hired as a part-time home care aide. Senior Services is in the process of hiring one more backup driver each for the Williams and Flagstaff nutrition programs.

**EMPOWERMENT PROGRAMS:**



### **Individual Development Account (IDA) Program:**

The original funding source for matching funds requires that the funding be spent by January 2021. Participants have been notified multiple times of this constraint. HHS is working with new and existing clients to figure out the strategy that will work for and benefit them the most.

### **IDA Program Promotion & Recruitment:**

IDA participant recruitment continues with most inquiries and interest coming from current and former BBE participants wanting IDA-Business capital for starting and/or expanding micro-businesses.

Seven of 15 (47%) of our Winter BBE enrollees are lower-income/lower-asset community members and potentially eligible for the IDA-Biz match-saving grant opportunity. Three have enrolled. One more has submitted some supporting documentation for her application packet but has not finished the process after several months and is not responding to repeated email and phone call attempts.

Six of 13 (46%) of our Spring enrollees are lower-income/lower-asset community members and potentially eligible for the IDA-Biz match-saving grant opportunity. However, only one applied and was successfully enrolled in the IDA program. This single mom, who already had launched her business, lived at a Flagstaff shelter. Unfortunately, she has dropped out and moved back to Las Vegas where she has a larger support network.

Staff is working to increase exposure to potential IDA-\$ave2Learn (IDA-\$2L) post-secondary education candidates. We have reached out to Coconino Community College (CCC) and participated in a needs/program assessment conducted by CCC's Career and Technical Education (CTE) Department. As a result, CTE staff now can better appreciate the potential value of the IDA and have agreed to increase the promotion of both IDA-\$2L and IDA-Biz opportunities to their working students.

### **Building Businesses & Entrepreneurs (BBE)/Micro-Business Plan Training:**

CCHHS-CS' 2021 Fall BBE Zoom-based 9-week training began September 21<sup>st</sup> and concluded November 16<sup>th</sup>. Of the 21 enrollees (19 businesses), three dropped out, 11 pitched their business concept the last class, 13 earned certificates of completion, and 12 produced viable business plans. Final business plans included: Bayley Jordan Phototography, Detour Clothing Company, ACE Consultomg Services (marina mgmt), Coconino Home Solutions (cleaning & organizing), Navajo Business Consulting, Precision Projects (custom carpentry), Massage by KG, Vance Artsy Welding, R & J's Mexican Food, Moon Flower (herbalist/health coach), GTS-Gonzales Tech Services (computer systems), and Life Envisioned (wellness).

LV initially was all over the place and was urged to focus his business idea and structure. He created a cohesive plan and he had a very engaging pitch. He is moving forward with his business and he was very excited at what he learned during the class. KG had a personal crisis

early in the training but overcame it and caught up quickly to develop a very comprehensive, clearly laid out, and created business plan - one of the best we have seen. CT struggled to define her business objective and lacked confidence to launch. Our facilitator met with her a couple times 1-on-1 outside of class to offer additional support and guidance. By the end, the plan was great and she had confidence in doing a viable business.

At the time of this update we have just completed week five of nine for the Winter BBE 9-week online training began January 11<sup>th</sup> and will conclude May 8<sup>th</sup>. A total of 20 candidates enrolled to develop plans for 18 businesses. After the first class two realized they couldn't devote the time needed due to other obligations and asked and will be allowed to join BBE sessions later this year, one in spring and the other this summer. The remaining 18 participants are developing plans for 16 businesses.

These include: franchise retail, food truck, CSAA(crafts, art, soaps, foodtrucks, fresh produce), custom framing & printing/updating old art, ice cream cart, art collective & private lessons / therapy, consulting (cultural resource law compliance), fitness & holistic health, landscaping, plumbing, pottery, obstetric physical therapy private practice, used vehicle (buying, fixing, & reselling), mobile dog grooming, restaurant, and maternal/infant health with occupational therapy/lactation consulting.

For the Spring 2022 BBE training three have been enrolled and we continue to recruit others. BBE is the gateway for county residents to utilize the community economic development (CED) resources provided by FY22 CSBG-Discretionary funding. We are working hard to assist current and new business owners beyond Flagstaff, in Tuba City, Moenkopi, Page, and Fredonia to the north. But we are also finding interest in Williams and Valle to the west and Mountaine Aire and Munds Park to the south. The CED model we proposed and received grant funding to develop aims to inform local leaders, energize entrepreneurs, engage youth, appreciate culture, and encourage local philanthropic giving.

We continue to urge BBE candidates to refer others and take advantage of the incentive program. And we continue to present an intro to youth entrepreneurship to Tuba City Greyhills Academy High School CTE students and Page Tse Yato Accommodation students. We're now waiting to be scheduled to present in two other schools. And we've held two BBE support group / forums for current and past-BBE enrollees and offer aftercare consulting/payment assistance, and Zoom-based business summit coming in June.

# **COCONINO COUNTY COMMUNITY SERVICES**

## **COMMUNITY ACTION AGENCY ADVISORY BOARD**

### **BYLAWS**



# Coconino County Community Services Advisory Board Bylaws

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# **Coconino County Community Services Advisory Board Bylaws**

## **ARTICLE I - INTRODUCTION**

### **A. NAME**

The name of the commission shall be the Coconino County Community Action Advisory Board (CAAB).

### **B. DESCRIPTION**

The Coconino County Community Action Advisory Board, referred to hereafter as the CAAB, is the Community Action Board of the Coconino County Community Action Agency as established pursuant to a Resolution adopted by the Coconino County Board of Supervisors on July 6, 1982. The Coconino County Community Action Agency is the Coconino County Community Services Department. The location of the Community Action Agency and the Board is 2625 North King Street, Flagstaff, AZ 86004.

## **ARTICLE II - OBJECTIVES**

### **A. PRIMARY PURPOSE**

The purpose of the CAAB is to focus on the low-income population as follows:

1. To gather, compile and coordinate data regarding community assets and social services; identify areas of unmet needs and service gaps, duplication and overlaps, and strengths; and ensure adequate representation of the county community.
2. To receive recommendations, review and evaluate antipoverty plans, projects and programs, and to make more effective use of other programs related to the needs of low-income individuals.
3. To provide individuals with low incomes the opportunity to have direct input into the planning and operations of Coconino County Community Services programs that alleviate the causes and conditions of poverty.
4. To obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, utilities and employment related assistance.
5. To provide, on an emergency basis, for the provision of supplies and services, nutritious food, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among the low-income.
6. To coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals.
7. To encourage the use of entities in the private sector of the community in efforts to end poverty in the community.

8. To obtain and maintain adequate housing and a suitable living environment.
9. To confer and cooperate with all federal, state, county, city, and non-governmental organizations in achieving these objectives.

### **ARTICLE III - MEMBERSHIP**

#### **A. MEMBERSHIP CRITERIA**

The CAAB shall be a tripartite board that consists of a range of twelve (12) to fifteen (15) members: 1/3 from Public Sector, 1/3 Low Income Representatives and 1/3 Private sector ex-officio members, and shall include:

- Persons of low-income status or their representatives who reside in the county and have been democratically selected.
- Local elected or appointed public officials or their designees.
- Private individuals who represent local community or business interests
- Overall membership shall endeavor to have broad-based community representation reflecting socio-economic, geographic, ethnic, racial and sexual characteristics of the region.
- Board members terms shall be for two (2) years. Membership shall be reviewed annually at the first quarterly meeting of the applicable year.
- Members may be re-elected without a limit on the number of consecutive terms.

#### **B. ELECTION PROCESS FOR LOW-INCOME REPRESENTATIVES**

At least one-third of the Board of Directors (CAAB) will be made up of Low-Income persons who have been democratically selected. Low-income representatives can be selected from organizations comprised of other low-income members such as a neighborhood association, Head Start Program, shelter, etc. In addition, those low-income members who are not affiliated with any particular group could be via written ballot. Coconino County Community Services staff will maintain information on the democratic selection process of low-income representatives.

Given the geographic size of the Coconino County, the Board will offer stipends for low-income members when the budget allows, to defray the cost of transportation, child care or lost wages. This will allow these members to participate without any negative consequences to their finances.

#### **C. PETITION FOR REPRESENTATION**

**Petition Procedure:** Any individual, group or agency, that feels that it is not adequately represented on the CAAB, may petition the CAAB for such representation. The CAAB meeting at which the petition is considered and voted upon shall be a regular public meeting of the CAAB. The CAAB shall give the petitioner ten (10) days written notice of the meeting, at which time the petitioner shall have a fair opportunity to be heard. The Board shall provide the Petitioner and the Board of Supervisors with a written statement of the CAAB's recommendation, including the reasons for the decision. The Board of Supervisors shall act on the CAAB's recommendations within one (1) month at a regularly announced public meeting and render a final decision on the petition.

In the event the petition is approved by the County Board of Supervisors, and there is an available opening on the CAAB, an individual or representative of the petitioner will be seated. Should no

opening currently exist, the representative of the organization will be considered when a vacancy occurs. In the event the petition is denied, the person or organization may resubmit its petition to the CAAB and County Board of Supervisors. Members are appointed by the County Board of Supervisors or their designee.

#### **D. ALTERNATES**

Board members shall be encouraged to designate in writing, to both Coconino Community Services staff and the Board Chairperson, one alternate who shall attend in their absence. Members shall notify Coconino County Community Services staff and the Chairperson prior to the meeting if their designated alternate will be attending in their place.

A designated alternate, attending in the place of a member, shall be entitled to vote on action items. Alternates may not vote if both the member and the alternate are present.

Designated alternates shall receive all notices, agendas, minutes, and related information that members receive.

#### **E. REPLACEMENT OF MEMBERS**

Every effort will be made to fill open positions within 90 days, which may occur due to:

1. Resignation by providing written notice to the Chairperson and Coconino County staff.
2. Non-attendance. Members shall attend a minimum of four meetings per calendar year. A member may request an excused absence by notifying the Board Chairman at least 24 hours in advance of the scheduled meeting. If a member is absent from two or more quarterly meetings without an excused absence per calendar year, he/she shall receive written notice that his/her continued membership status will be voted upon at the next quarterly meeting. Attendance by an alternate shall be considered an absence for this purpose.
3. A change in employment by a planning/advocacy body or provider agency representative (i.e. the individual is no longer affiliated with the organization he/she was representing).

When an individual no longer represents the agency he/she represented at the time of appointment, he/she shall notify Coconino County staff and the Chairperson. The Board shall declare the seat vacant and offer alternative names for replacement, including the name of the individual previously holding the seat if that individual is eligible for appointment.

In the event of membership resignation, his/her designated alternate may elect to fill the open position by becoming a member, contingent upon Board approval by vote at the next quarterly meeting.

### **ARTICLE IV - TRANSACTION OF BUSINESS**

#### **A. MEETINGS**

The State of Arizona Open Meeting laws, rules and regulations will be followed. The Board will meet five times per fiscal year. Members may attend either in person or by teleconference. Board members shall notify staff 48 hours in advance if teleconferencing services are needed. Officers shall be elected at the first quarterly meeting. All meetings shall be held at times and



places selected for convenience of the membership and the public as well as for accessibility for persons with disabilities.

#### **B. QUORUM**

A quorum shall consist of the majority of the membership.

#### **C. VOTING**

Each member or alternate shall have one vote. Voting shall be by voice except when another form is requested by a majority of those present. Ballots will be required where more than one nomination has been made for any position. Alternates may only vote if the member they represent is not in attendance for the vote. Each member or alternate who is present at the Board meeting and who has not recused himself from the action shall be presumed to have assented to action taken by the Board at the meeting unless dissent to the action is entered into the minutes as a negative vote.

#### **D. MINUTES**

Minutes shall include:

- Date, time, and place of the meeting
- Names of Board members present or absent
- General description of all matters considered
- Descriptions of all legal actions proposed, discussed or taken; and
- Any other information necessary pursuant to the Open Meeting Law, A.R.S. State Statute 38-431, et seq.
- Minutes will be available to the Board and public in three (3) working days.

#### **E. ORDER OF BUSINESS**

The agenda will include time, date, and place of the meeting, and a listing of the specific matters to be discussed, considered, or decided at the meeting. The agenda will note minutes of the previous meeting. When designating "old or new" business, the agenda will specifically list items to be addressed in those categories.

#### **F. CONFLICT OF INTEREST**

In discussions of the Board and its committees and subcommittees, members shall state, at the outset of their remarks, any formal association with the service under discussion and such associations should be noted in the record. Members may recuse themselves from discussion and action regarding matters in which they have a conflict of interest. All members shall read, sign, and adhere to the Community Action Board Member Conflict of Interest Statement.

### **ARTICLE V - MEETINGS OF THE BOARD**

#### **A. NOTIFICATION**

Agenda and minutes of the previous meeting will be distributed to the Board and the public at least 24 hours before the scheduled meeting. Notice and agenda of meetings shall be posted on the Coconino County Community Services Website at least 24 hours before the scheduled meeting. As meetings are open to the public (unless otherwise designated as an executive session) a call for public comment shall be made at each meeting.

## B. EMERGENCY MEETINGS

Emergency meetings may be called when, due to unforeseen circumstances, immediate action is necessary to avoid some serious consequence. The Board will provide as much notice as possible in these cases.

## C. MEETING RULES OF ORDER

All meetings shall be conducted in accordance with Robert's Rules of Order (Revised), with the exception of areas mentioned in the bylaws and in keeping with the Arizona Open Meeting Law, A.R.S. State Statute 38-431, et seq.

## D. EXECUTIVE BOARD

The officers of the Board shall be the Chair, the Vice Chair and Secretary

1. The Chairperson shall preside at all meetings, appoint committees, and have general supervision of the work. The Chairperson is an ex-officio member of all committees.
2. The Vice Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson or in the event the Chairperson is unable to complete them.
3. The Secretary will review and sign the draft minutes of the meeting and submit the minutes to the Community Services Department staff for distribution.

The term of office shall be one year. Officers may be re-elected without a limit on the number of consecutive terms. All officers shall serve without financial remuneration.

No employee of an organization, which provides services reimbursed by CSBG funds or, which administers a contracting process for CSBG funded services may serve as the Chairperson or Vice Chairperson, including DES employees. This restriction shall not apply to public officials. However, an employee of an organization, which provides services reimbursed by CSBG funds or, which administers a contracting process for CSBG funded services may serve as the Vice-Chairperson, through a non-provider shall be preferable.

## E. ELECTION OF OFFICERS

Nominations and elections will take place at the last meeting of the fiscal year.

## F. RECALL OF OFFICERS

A motion to recall any officer must be approved by the majority of the Board at any regular or special meeting. The election to fill the vacancy shall be at the next quarterly meeting.

## G. RESIGNATION

Any officer who chooses to resign their position may do so in writing to the Chairperson or Vice Chairperson, and Coconino County Community Services staff. Election of a new officer will take place at the next quarterly meeting.

## **ARTICLE VI - COMMITTEES**

### **A. COMMITTEES**

Committees may be appointed by the Chairperson or as voted upon by the Board, and shall exist as long as deemed necessary by the Chairperson. Committees and subcommittees shall be composed of members of the Board and citizens as deemed necessary.

## **ARTICLE VII COMPENSATION**

### **A. BOARD MEMBER COMPENSATION**

Board members shall not be compensated for service on the Board or any Committees or Subcommittees except for out-of-pocket expenses in accordance with the Coconino County travel, procurement, and administrative policies.

## **ARTICLE VIII - AMENDMENTS**

### **A. BYLAW CHANGES**

Proposed changes to these bylaws shall be submitted to the Chairperson and to Coconino County Community Services staff not less than fifteen (15) days prior to a regular meeting at which discussion of the proposed changes is to be held. Proposed changes must be sent to the Board at least ten (10) days prior to the meeting at which time proposed changes will be discussed and posted.

Amendments or modifications to the Bylaws must be approved by a majority of the members present. The Coconino County Community Action Advisory Board shall have the final approval of the Bylaws and Amendments.

The bylaws will be reviewed every three years and as issues arise that may require the bylaws to be modified.

## **ARTICLE IX. BOARD EDUCATION, PARTICIPATION AND GOVERNANCE**

### **A. POWERS AND DUTIES**

The powers and duties of the Coconino County Community Action Advisory Board shall be:

1. To exercise all powers which the Coconino County Board of Supervisors chooses to delegate to the CAAB.
2. To oversee the extent and quality of the participation of the low-income population in the programs of the Community Action Agency.
3. To determine rules and procedures for the CAAB.
4. To elect officers, Executive Committee, and assign members to all other committees of the CAAB.
5. To deliberate and vote upon the following matters, subject to preemption by the policies of Coconino County:
  - a. Provide direction and oversight of overall program plans and priorities
  - b. Approval of all evaluation, assessment studies and reports, activities and expenditures.

6. To participate in the development, planning and implementation of the program. As a means to effectively equip the Board for this duty, Coconino County Community Services staff will educate the Board on the nature of a Community Action Plan; Community Needs Assessment and Results Oriented Management and Accountability (ROMA) National Performance Standards.
  - a. This information will be provided via an orientation for new board members and an annual review for the full board. Given that this process must be completed by the end of the fiscal year; the review will be scheduled in the 3rd quarter of each fiscal year.
7. To receive Department reports on a quarterly basis to the Board on current program activity.
8. Utilizing the above information for review and evaluation, to approve the Community Action Plan, Community Needs Assessment and ROMA goals before its submission to DES at the end of the fiscal year.
9. The Department has a Policy and Procedures Manual which includes Board Policies. The manual is distributed to all CAAB members and is available at the Department.

#### **ARTICLE X. FACILITY REQUIREMENTS**

Coconino County Community Services currently has offices in Flagstaff, Page, and Williams. These are the County's largest population centers as well as hubs of the smaller surrounding communities. The Coconino County Community Action Board recognizes population and economic dynamics can change over time and thus influence the most appropriate locations for services.

Changes in population demand factors and poverty levels will be reviewed by the Board every three years and as other demographics issues arise. Board members will analyze these factors and make recommendations to the Coconino County Board of Supervisors should the need arise to reconsider the location of our offices.

Last Updated: November 9, 2015

Approved by Coconino Board of Supervisors: August 19, 2013

Approved by Community Action Agency Advisory Board: November 9, 2015

Signed: Director: *Joan K. Regan* Date: *3/18/16*