

EXECUTIVE DIRECTOR'S REPORT – FEBRUARY 2022

November 2, 2021 – Executive Director is required to participate in the Community Economic Development Advisory Council for the Department of Economic Security Division of Aging and Adult Services. The purpose of this council is to address: 1) reducing poverty rates across Arizona; 2) sustaining community economic development; 3) expanding community action agency provided social and revenue-generating services; 4) communicating business and economic methods to community action agencies; 5) leveraging community facilities, infrastructure and resources.

November 10, 2021 – Participated in the Community Action Agency Directors (CAAD) & Division of Aging and Adult Services (DAAS) monthly meeting. The discussions included: 1) YTD expenditures for each agency 2) Low Income Home Water Assistance Program (LIWAP); 3) Program Updates

November 19, 2021 - Participated in the quarterly Wildfire Board meeting. This meeting is for all of the Community Action Program Directors to gather information, nationwide, about all programs currently available or will be available to assist low income families in our communities. Wildfire is the State Community Action Association for Arizona.

November 23, 2021 – Executive Director participated in the Community Action Programs Standing Workgroup discussion. The LIWAP Program was discussed in great detail as how this program is going to affect the Community Action Agencies since this service is being provided by DES through their ID.me portal.

November 30, 2021 - Participated in an all agency staff meeting in Safford. Updated staff on the upcoming community service projects for SEACAP to be held. Staff will be participating in the Safford Christmas Light Parade and providing bicycles to 80 students, Pre-Kindergarten thru 3rd grade, at the Solomon Elementary school for Christmas. Also discussed expenditure rates, upcoming holiday time-off, the HOME Program Grant and Weatherization.

December 4, 2021 – All SEACAP staff participated in the 2021 Safford Christmas Light Parade in which SEACAP took 1st place for the category of Social Service Organizations.

December 15, 2021 – All SEACAP staff participated in the Solomon Bike Distribution with Mr. Paul David as our agencies Santa. It was a huge success and Mr. David did an amazing job!!!!!!

December 21, 2021 – All SEACAP staff participated in the Mt. Graham Safe House Christmas Project in which gifts & candy bags were distributed to the children by SEACAP's Santa Mr. John Howard. Mr. Howard was a great Santa and he also did an amazing job!!!!!!

January 12, 2022 – Executive Director, Fiscal Manager, Administrative Assistant, Regional Coordinator and Case Managers presented a Money Management Workshop to the Arizona@Work Santa Cruz County participants. The workshop was for 2 hours and it provided information to 16 students on how to budget their money. Each student was given an assignment to create a budget, with information provided by SEACAP, and to present to staff at the next workshop. The student who creates a complete budget would win \$ 100.00. Staff from Arizona@Work also participated in the workshop.

January 13, 2022 – Executive Director & WAP Program Manager participated in the weatherization peer-to-peer meeting via teleconference. This group had not met since December 2019 so there was lots to discuss. The purpose of this group is for all agencies that provide weatherization services in the State of Arizona, meet to discuss any issues, concerns or comments that need to be provided to the Arizona Department of Housing to improve the weatherization program. Most of the discussion was about the concerns in what types of services can be provided with the increasing cost for materials and about staff having to be in the home of the client during Covid-19.

January 26, 2022 - Executive Director, Fiscal Manager, Administrative Assistant, Regional Coordinator and Case Managers presented a Money Management Workshop to the Arizona@Work Santa Cruz County participants. This was the 2nd workshop provided by SEACAP staff and we were disappointed that not all of the students took their assignment seriously, but we were very pleased with the 3 students who completed a budget, as requested at the January 12, 2022 workshop. The 3 students presented their budget and SEACAP provided 3 prizes. \$100.00 for 1st prize, \$60.00 for 2nd prize and \$40.00 for 3rd prize. The group of students that attended the workshop were actively engaged in the workshop and participated in all of the activities that were presented to them. SEACAP also provided them with tools and resources that they can use to learn how to manage their money correctly.

January 28, 2022 – Executive Director participated in the Wildfire Board of Directors quarterly board meeting conference call. Wildfire is Arizona's State Community Action Association which represents all of Arizona Community Action Program Agencies at the federal/state level.

January 31, 2022 - SEACAP had an agency staff meeting to discuss agency operations, expenditures and changing pandemic regulations. Also discussed were the upcoming additional funds awarded through the HOME Grant from the Arizona Department of Housing that will be provided to SEACAP to assist families in repairing their homes.

February 3, 2022 – Executive Director and Fiscal Manager had a conference call with the Division of Aging and Adult Services at DES (DAAS) to discuss SEACAP's expenditures/funding. SEACAP was informed that it will be receiving additional LIHEAP funding, small amount, and that SEACAP is right on track on spending its money. DAAS has no concerns with our agency and feel that we will be able to spend all our funds by the end of SFY22 (June 30, 2022).

February 8-9, 2022 – Executive Director and Fiscal Manager worked with Colby & Colby Auditing Services for SEACAP's SFY2021 audit (July 1, 2020 – June 30, 2021). The audit had been scheduled several times, but due to unforeseen circumstances on both parties, it was cancelled 4 times.

Throughout the last 3 months, I traveled with staff to all satellite locations to help in providing assistance to our customers as well as filling in for staff that is on vacation. The satellite locations that were visited were Douglas (6 times), Bisbee (3 times), Nogales (6 times) and Sierra Vista (6 times). I continue to travel with staff because this provides me with an opportunity to talk to the weatherization staff at each office as well as keeping up to date with what is going on in these communities.