

## INTERIM EXECUTIVE DIRECTOR'S REPORT – JUNE 2020

**February 28, 2020** – Assisted staff with tax preparation at the Winchester Heights Community Building. This community is located north of Willcox and 60-70% of the residents are undocumented. These residents work at Nature Sweet plant and needed assistance with filing their income taxes. 10 families were assisted.

**March 5, 2020** – Graham County Regional Coordinator and myself attended the community meeting sponsored by the Federal Correctional Institution in Safford. The meetings are held on a quarterly basis to work together with the community on services that may be available for inmates that may soon be released.

**March 16, 2020** – Met with SEACAP Strategic Planning Committees (3) to assist them with the strategic plan update that will be presented to the Board at the July 2020 meeting.

**March 26, 2020** – Participated in a conference call with the Arizona Department of Housing in regards to the COVID-19 Rental Assistance funds released by the Governor's office. SEACAP was awarded \$75,000 to assist families affected by reduction of income because of the COVID-19 virus. This program will terminate on December 31, 2020.

**March 30, 2020** – SEACAP had an agency staff meeting to discuss agency operations during the COVID-19 pandemic. Also discussed were the additional funds that will be provided to SEACAP to assist families affected by COVID-19.

**April 8, 2020** – Participated in call with Department of Economic Security Division of Aging and Adult Services in regards to the additional LIHEAP and CSBG dollars that will be allocated to the State of Arizona by the Office of Community Services to assist families affected by COVID-19.

**April 13, 2020** – Participated in a 2<sup>nd</sup> call with the Arizona Department of Housing in regards to the COVID-19 Rental Assistance Program rules and regulations. As of today, 98 families have applied for this services, but delays are happening because of the confusion on the implementation of the rules and regulations. A third call has been scheduled for April 27 to evaluate how the program is progressing.

**April 20, 2020** – Staff and I participated in a conference call with Wildfire staff to discuss issues with the rules and regulations on the Arizona Public Services and Southwest Gas Utility Programs as well as the Utility, Repair, Replacement and Deposit Program. Staff attended a training in October 2019 in regards to these programs and Wildfire staff was going to get back to SEACAP on clarification of some issues with the rules and regulations. Wildfire staff cleared up some of these issues today, but will have to do research on pending questions in regards to providing services.

**May 6, 2020** – Participated in a conference call with Department of Economic Security Division of Aging and Adult (DAAS) in regards to the COVID-19 CARES ACT funding released by the Office of Community Services in Washington. DAAS has informed all the agencies that the funds will be released on Friday, May 8, 2020 and they will be issuing a memo indicating agency funding amounts for period June 2020 – June 2021.

**May 13, 2020** – Fiscal Manager, Graham County Regional Coordinator, Weatherization Program Manager, Weatherization Crew Member and I participated in a conference call with the Graham County Electric Cooperative in regards to Energy Efficiency Weatherization funds available for SEACAP to do weatherization in Graham County. After much discussion, it was agreed by both GCEC and SEACAP to recreate the program to ensure that GCEC customers can receive weatherization services on their homes. A second call will be done on May 21, 2020 to finalize the program so that staff can begin taking applications and providing this service.

**May 14, 2020** – Participated in the state-wide Community Action Program Executive Director conference call. During this call, discussion is held with all of the CAP Directors about all funding, services, issues, concerns or problems that all community action agencies are experiencing with our funding sources. This group will collaboratively address those concerns with the funding sources. This is also an opportunity for community action agencies to share with one another pros/cons that they are experiencing. These meetings are held once a quarter.

**May 15, 2020** – 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.

**May 20, 2020** – Participated in a conference call with Department of Economic Security Division of Aging and Adult (DAAS) to discuss the COVID-19 funding released by Office of Community Services in Washington.

**May 21, 2020** – Fiscal Manager, Graham County Regional Coordinator, Weatherization Program Manager, Weatherization Crew Member and I participated in a conference call with the staff from Graham County Electric in regards to finalizing the Energy Efficiency Weatherization funding available for Graham County residents to apply for services. The total amount awarded is \$

**May 28, 2020** – Traveled to Nogales with Region I Regional Coordinator and Fiscal Manager to meet up with Region II Regional Coordinator to discuss and finalize the Strategic Plan Report for SFY2020.

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 (7 times), Nogales (6 times) and Willcox (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.