

## EXECUTIVE DIRECTOR'S REPORT – NOVEMBER 2020

**July 15, 2020** – 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) Update on the Displaced Worker Grant which is offering each community action agency 1 temporary employee (July 2020 – June 2021) to assist with humanitarian services due to Covid-19 (***still on hold***); 3) Follow-up on the proposed Rental and Energy Assistance Portal (not a requirement now, but may be in the future).

**July 29, 2020** – Held a Supervisors meeting with SEACAP staff: Administrative Assistant, Contract/Fiscal Manager, WAP Program Manager and Regional Coordinators. Meeting was to discuss the future of SEACAP, expectations of the Board of Directors and the important role that each one of them has to ensure the success of our agency.

**August 1, 2020** – Participated with Region I staff at the Greenlee County Census outreach project. Set up a table outside of one of the stores in Morenci and enrolled families in the 2020 Census. Staff was able to hand out information to approximately 25-30 families and enroll 10 families in the online census website.

**August 12, 2020** – Executive Director, WAP Program Manager and Regional Coordinators II & IV participated in a telephonic conversation with the Arizona Department of Housing in regards to the Owner Occupied Housing Rehabilitation Project. SEACAP will be submitting an application for SFY21 in August 2021.

**August 13, 2020** – Held a staff meeting with all staff to discuss their roles, Board expectations and the future of SEACAP. Advised staff that there will be regular quarterly Supervisor meetings as well as staff meetings. These meetings will be held to ensure that all staff is aware of SEACAP's direction as well as administrative staff receiving valuable input from the staff on SEACAP operations.

**August 14, 2020** – Executive Director will be meeting with the Fiscal/Contract Manager, Administrative Assistance and Lead Regional Coordinator, one Friday of each month for the next 5 months, to provide training on all administrative/operational duties required to ensure that SEACAP remains open.

**September 20, 2020** – Region I Regional Coordinator, Case Managers and Executive Director traveled to Winchester Heights Community Center to promote and enroll residents for the 2020 Census.

**September 29, 2020** – Executive Director met with the Fiscal/Contract Manager, Administrative Assistance, Regional Coordinators and Case Managers to discuss the new CSBG program that will be implemented to help families with intensive case management services. Another meeting has been scheduled for November 9, 2020 to finalize the program.

**October 6, 2020** – Executive Director participated in 2 mandatory webinars: Community Economic Development Advisory Consortium (CEDAC) and Supplemental Nutrition Assistance Program (SNAP). CEDAC discussion was about creating an advisory group to address Strengthening Self-Sufficiency of Individuals & Families. Another webinar has been scheduled for November 3, 2020. SNAP discussion was about the new SFY21 Contract awarded to SEACAP to provide assistance to families in completing and submitting food stamp applications to DES. Another training is scheduled for November 5, 2020.

**October 9, 2020** - Region I Coordinator, Case Managers, Fiscal Manager and Executive Director participated in the 2020 Graham County Fair. The purpose of the participation was to promote and enroll individuals and/or families in the 2020 Census.

**October 15, 2020** – Executive Director participated in the Community Action Agency Directors (CAAD) & Division of Aging and Adult Services (DAAS) month meeting. The discussions included 1) End of SFY20 year expenditures for each agency 2) Carryover funds from SFY20 and SFY21 expenditures thru September 2020 3) Update on the Displaced Worker Grant fund. Grant ends on April 30, 2022, so DAAS is expecting to hear something before March 2021 as hiring cannot happen until May 1, 2021.

**October 20, 2020** – Executive Director held a Supervisors meeting to include: Administrative Assistant, Contract/Fiscal Manager, WAP Program Manager and Regional Coordinators. Meeting was to discuss the operations of SEACAP, on-going projects, funding expenditures and any issues that need to be addressed to ensure the continued services the agency provides.

**October 27, 2020** – Executive Director held an agency staff meeting to include all staff. This meeting was to address any issues that were identified in the Supervisors meeting the week before. Staff also discussed the presentations that were made at the Bowie & Willcox schools for Halloween.

**October 29, 2020** – All staff participate in the SEACAP Halloween Spooktacular event at the Bowie & Willcox Schools. The Bowie School had a total of 86 children, k-12 grades. The presentation was made in the school gym in 2 separate sessions. The 1<sup>st</sup> session was for k-8<sup>th</sup> grade and the Covid-19 was discussed. The 2<sup>nd</sup> session was for 9-12<sup>th</sup> grade and Energy Efficiency was discussed. All children received a candy bag, coloring book, prizes and lots of pictures. The Willcox School had a total of 350 children, preschool – 4<sup>th</sup> grade that participated. Staff visited approximately 20 classrooms and also discussed the Covid-19 and also handed out candy bags and coloring books.

Throughout the last month, 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 (9 times), Bisbee (11 times), Nogales (7 times) and Willcox (7 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.