

## EXECUTIVE DIRECTOR'S REPORT – MARCH 2021

**November 2, 2020** – Executive Director and Region II Regional Coordinator met with the Director of the Santa Cruz County Boys & Girls Club to discuss possible funding for computers to be used by the children who participate in their programs. The request is for 20 computers and monitors totaling approximately \$ 20,000.

**November 3, 2020** - Participated in the quarterly mandatory webinar: Community Economic Development Advisory Consortium (CEDAC). CEDAC discussion was a continuation of the advisory groups created to address Strengthening Self-Sufficiency of Individuals & Families. The purpose of these advisory groups is to develop a system/program to help eliminate poverty in Arizona.

**November 5, 2020** – Participated in the mandatory Supplemental Nutrition Assistance Program (SNAP) training for SFY21. SEACAP's application for SFY21 was approved and will continue to provide assistance for SNAP applications through September 30, 2021.

**November 9, 2020** – All staff participated in a webinar/conference call with the Arizona Department of Housing in regards to the Eviction Rental Assistance Program that SEACAP has been participating in since March 2020. This program has been providing rental assistance to families affected by the COVID-19 virus. This program ends on December 31, 2020.

**November 13, 2020** – 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 17, 2020** - Participated in a Wildfire meeting in regards to the Home Energy Assistance Fund, of which, SEACAP receives utility assistance and appliance repair & replacement funds every year. This meeting was to discuss the future of this fund and distribution of monies per county.

**November 18, 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) Mid-year amendments and carryover projections; 3) Reassignment of Contracts Management Specialists within DAAS, 4) Proposed training planning on ROMA, Organizational Standards and Strategic Planning 5) Discussion on mid-spring 2021 monitoring to resume.

**December 7, 2020** - Participated in a mandatory Division of Aging and Adult Services (DAAS) call to discuss COVID-19 process at all CAP agencies.

**December 8, 2020** – Participated in a call with the Santa Cruz County in which SEACAP was informed that we must vacate the building we are currently using by June 30, 2021. This building is going to be demolished because of health and safety issues related to the building. Santa Cruz County stated they will try and help us find a new location or maybe SEACAP can request funding from the County to help pay for the rent at a new building.

**December 10, 2020** – Participated in a Wildfire conference call to discuss year to date expenditures for the programs in which they provide funding for.

**December 28, 2020** - Provided VITA Income Tax training to staff for the 2020 tax year. Staff will begin preparing income taxes for their communities starting Feb. 2021. Staff is expected to complete 300 returns this year.

**January 4, 2021** – Executive Director and Fiscal/Contract Manager participated in an MIP (accounting software) webinar in preparation for issuing W-2's / 1099's.

**January 20, 2021** - Participated in the Community Action Agency Directors (CAAD) & Division of Aging and Adult Services (DAAS) month meeting. The discussion was about the new DES Emergency Rental Assistance Program (ERAP) that will begin on February 23, 2021.

**February 9-11, 2021** – Executive Director, Fiscal/Contract Manager, Administrative Assistance, WAP Program Manager and Regional Coordinator participated in a training/meeting with Arizona Department of Housing Program Manager to discuss the application process for the Rehabilitation Program that SEACAP is applying for in May 2021. Weatherization audit for SFY2019 was also conducted at this same time.

**February 11, 2021** – Executive Director and Fiscal/Contract Manager worked with Colby & Colby to complete the SFY2020 agency audit.

**February 19, 2021** – Participated in the quarterly Board meeting for Wildfire (Arizona Community Action Association).

**February 26, 2021** - Traveled to Phoenix to deliver case files requested by Colby & Colby to be audited.

**March 3, 2021** – Participated in a mandatory SNAP (Supplemental Nutrition Assistance Program) training to prepare for the submission of the FFY21 SNAP Application.

**March 17, 2021** - Participated in the Community Action Agency Directors (CAAD) & Division of Aging and Adult Services (DAAS) month meeting. The discussions included 1) ASCI Survey and SNAP Outreach Sites 2) Process Mapping presentation 3) Update on the State Plan and when it will go out for public comment 3) Website Language

**March 18, 2021** – Participated in the NCAF Strategic Planning Webinar. Overview of how to complete a strategic plan was discussed.