

System Admin Meeting
November 13th, 2018

Roll Call: Jon, *Janet, Teresa, Ciara, Krista, Kristen, Sara F, Tammy, Carmen, Pam, Sara O.
*Recorder

NEW REPORT

Jon is developing a report (Named: "CAA Statewide CSBG Service Report for FY 2018") that will have all the community action agencies services that we provide. The goal for this report is for all the Community Action Agencies to collaborate and agree to use the same service when possible. (Note: this will not be possible for every service that each agency provides, only for services that are generic that we all do)

Jon has received all the Community Action Agencies feedback on what they are using to record services in Service point. He will compile all our responses into a spreadsheet and send that out for each agency to review. We are to look it over and make sure that he recorded our responses correctly. Jon needs our feedback from that report by November 30th.

Once Jon receives our responses, he will set up a conference call where we will discuss the results.

CSBG ALL CHARACTERISTIC REPORT

Jon is revising this report and he should have it done sometime in December

Janet announced she is retiring in January 2019. Teresa Hofts will sit in as interim Agency Administrator until a new staff person is hired.

Next conference call is Wednesday Dec. 5th at 2 PM