**LEADERSHIP TEAM**

**MINUTES**

**3/16/2020**

**Discussion Items:**

COVID 19 response across the agency. See below as to individual programs.

Per Lisa’s email to All Staff on Friday, at this time those who are able to engage in meaningful, documented work from home should do so (after consultation with supervisors).

**DARKO**

All Programs:

* Have developed program specific COVID-19 plans.
* Will develop on Monday, March 16 Work from Home plans for staff who are able to perform documented work from home.

**BEI**

* Bakhita staff have cancelled or rescheduled upcoming trainings or presentations of large groups. This includes the Fort Knox presentation to Catholic women that was scheduled for 3/20
* The Freedom Network Conference in Miami, FL was cancelled, so staff are participating in online training through Freedom Network on 3/18-3/19 being provided by Freedom Network. Staff are working on travel cancellations and refunds for travel.

**SVC**

* **Renter Evictions are protected** because the Courts will not be hearing those cases during this time and Louisville Water Company will **not shut off water for non-payment** during this time. LG&E will not shut off power until May 1. Therefore, we will not be doing any financial appointments at this time.
* We are making sure that all staff stay healthy so that the Center can stay open. We are working with smiles on our faces and helping those in need. We
* We will have no more than 4 clients in the waiting room at any time and keep people distanced from each other as we bring food orders out to them.
* We will deliver food to doors steps if elderly residents can’t get to SVC.

**ILS**

* As of March 16, ILS will not take client appointments in person through at least the end of March.
* Someone will be in the office to collect client paperwork and payments as necessary.

**LS**

* We are fully operational and ready to respond to the language interpreting needs in the community.
* The LS team will work from home until the end of March, or as long as necessary.
* Printed instructions have been given to the Front Office for distribution to walk-in translation customers.
* Nurio Ahmed will come in on Fridays to print all translated documents for pick-up.

**LTCO**

* As of March 14 no ombudsman should visit a LTC facility. We are expecting a memo from the State Ombudsman. But Governor Beshear stated the same yesterday at the press conference.
* If we receive a serious complaint call regarding abuse or neglect, including infection control, we are to contact the State Ombudsman. We must notify her immediately for more guidance.  We must not make any LTC facility visits at this time without notifying her, even if the resident is actively dying.
* Ombudsmen can continue to work in our case management system and by phone to address resident concerns.

**MRS**

* Meetings completed with supervisors to discuss individual team’s approach to addressing covid-19. Covid19 action plan submitted.
* Colin will reach out to staff to inquire if they or anyone in their household is in a particularly vulnerable, and for them to submit a work from home plan.
* We are facing issues with staff who don’t have childcare; we will address it on an individual basis for them to work from home.
* No recent official communication from processing regarding arrivals, apart from cases have been diverted not to fly through Europe, cases still scheduled to arrive.
* We would like to request prophylactic items (masks, gloves) for than to wear at airport pickups and home visits from CCL.
* School, work, and cultural orientation has been suspended until April 6th.

**CEG**

* Will submit this week an USDA grant application.

**CT**

* We have made the difficult decision to cancel class and all catering this week.
* We will suspend the soup subscription until the situation is under control and then resume as normal.

**FSS**

All classes this week have been cancelled and will be cancelled next week too.

**BART**

**P Drive Access**  
Attached are directions for accessing the server at home if you do not currently have that capacity.   Your account needs to be specifically activated for this so please inform me and I can make the request.  In the meantime, if you have files saved locally on your machine you need to work with, save them in your user folder on the server (P drive) and you can access them at home.

**Office 365**

* If you do not have Office products on your home machine, you can access Office 365 (not Outlook though) to work with Word, Excel, PowerPoint, etc.  Go to <https://office.com> and click sign in.  Choose account created by work or school.  Use your archlou credentials to sign in.  You can work directly from the office website or should be able to download specific applications, like Word, to your machine.
* **Virtual Terminal**

In finance we’re currently speeding up access to the virtual terminal server.  They should have full remote access to their profiles, including program files, server files, and MIP – through one secure connection.  Fortunately they are all operating on WIN7 machines, so they already have the proper licensing.

* The three resources above coupled with the regular online resources we use should allow many of our staff to perform some meaningful work away from the office during the next few weeks, however, we can consider this potential with other program director or key staff in the weeks to come, but they will have to already have been slated to be on the virtual server.

**ELLEN**

* Need for external communication on behalf of whole agency as to what is open and what is not.

**BECKY**

* The rally on 03/17/2020 for  Immigration and Refugee Day at the Capitol has been cancelled.  As of 03/13/2020 the Welcome Home Wednesdays meetings held with the legislators are still on scheduled for 03/17/2020.
* Many resettlement agencies have either suspended or limited programming being held at their agencies due to COVID-19 but their agencies are still operational.  KRM suspended the program for Services to Older Refugees (age 60 and over). Most agencies have suspended their ESL programs due to the closure of public schools.
* Maria and Becky Jordan are still scheduled to meet with Eric Friedlander, the CHFS Secretary on 03/20/2020.
* ORR has announced that they are working on their FY21 budget, and the arrival numbers provided to them by the Executive branch to build a budget were 18,000 refugees, 920 Victims of Trafficking, 10,000 SIV and 16,000 Cuban Entrants.

**NICK**

* Finalizing Budget
* Finalizing 990’s
* Month End is complete

**LUCIO**

* Sick