**Leadership Team Meeting**

**Minutes**

**April 6, 2020**

**Discussion topics:**

* Emergency assistance funds:
  + Lucio has sent out 6 applications to downstate non-profits (food pantries) for assistance. We heard from Family Community Clinic that their clients need assistance also.
  + A dozen parishes have responded with needs for individuals or their parish food pantries.
  + Shalah reports that program directors are responding also with our own clients.
  + We have a line on more potential funds from Catholic Charities USA. One Louisville has encouraged us to apply for more funds.
* Assisting La Casita clients with food delivery:
  + They have 200 clients with special needs children in the family. (They have 900 families total.) They would really appreciate any help. Could we provide food boxes for 100 families (assume 6 people per family)? The cost would be $16 per box.
  + Common Table staff and volunteers would break down the restaurant-size provisions into amounts suitable for family use. Food safety in handling plus masks to protect from virus transmission – and safe distancing while working.
  + La Casita volunteers would come to pick up packed boxes from Common Table – scheduled to not overlap.
  + This is a good project, but it might not be the best use of the funds we have.
    - They were also funded by One Louisville. How much and for what are they using it? Could we go together to One Louisville and ask for $15,000 to allow us to buy the food and prep for La Casita clients?
    - What if anything are they still receiving from Dare to Care? How could we help facilitate Dare to Care in providing food for their clients? They are closed, but could we take their delivery at St Anthony’s, divide up into boxes, and pass on to their volunteers?
* Agency-wide tasks:
  + Darko has put together a draft list, which looks good.
  + A few programs report that their staff are busy, especially SVC. **We’re not trying to add tasks for people who are already busy. This is for staff who run out of meaningful work to do in their own jobs. In that event, the staff person should talk with her/his Program Director – the Program Director can connect with Darko, who will keep an updated list of things to be done.**
    - Someone to help Finance would need good Excel skills – MRS has some staff that can do that.
    - Development is getting some small things from the programs around social media posts. But we really need to build our story telling. People who aren’t busy can write down the story of a great client interaction … write down why they love to work here … something else that is meaningful.
    - The Emergency Assistance Fund may end up needing help from case workers if we get more money and a lot response – language help for Spanish in particular could be useful.
* All Staff communication:
  + Remind everyone that Good Friday is a holiday … and “work from home” doesn’t mean “work all the time.” Acknowledge that this is going longer than we expected – reassuring them that there’s work to be done.
  + Mention that we received funding from One Louisville, part of which goes to our overhead; we applied for the SBA loan funding to support continued employment.

Vetta: mentioned that she has received several requests for unemployment.  She has responded accordingly in that we do not participate in unemployment, so no one – whatever status – can collect unemployment from us….

* + - * An hourly employee has applied for unemployment – even though all our hourly employees are continuing to receive full compensation for regularly scheduled time. Vetta will reach out and resolve whatever confusion led the employee to this misunderstanding.
      * Questions from contractors, interpreters – this is in their contracts that we don’t pay unemployment. Even though the CARES Act makes it easier for contractors to access unemployment, it will have to be through their own records and not via CCL.
  + Prayers for Sondra’s grandbaby who will have surgery on his kidneys tomorrow (Tuesday).

**Updates:**

**LISA**

* We have received $10,000 from CC USA and $50,000 from the One Louisville fund. We will use 20% for internal support, and the remainder for food distribution and financial assistance to those affected by the pandemic who are unable to access other resources, like unemployment.
* We are applying for a forgivable loan under the Payroll Protection program from the Small Business Administration, available to non-profits. The funds are intended to support continued employment during this time of financial uncertainty.

**LUCIO**

* Developed application for use of CCUSA emergency Covid-19 funds for downstate parishes and outreach programs. Already have several organizations that have requested help.
* Worked with Shalah to finalize our process for using Covid-19 One Louisville grant funds to assist parishes, individuals, and families within Jefferson County.
* Our Mission team is continuing to make contacts with all of our parishes to check in and see if there is anything we might help with.
* Doing some work on developing virtual Catholic Social teaching type presentations for schools and colleges. Some we are doing ourselves as well as, sending other virtual resources to the schools from other sources. A presentation last week was done for Spalding students, called Forced to Flee, on Refugee realities. This was done by Mark Bouchard and Alinoti. I also developed for the faith formation office a few years ago, and online Introduction to Catholic Social Teaching, that is available.

**ELLEN**

* Darian has been sharing good news on social media but is always looking for more! Pictures tell a 1000 words - please provide. Are there supplies you need for your programming we can put that out there as well?
* Emily is working to create a World Refugee Day Committee and continuing to plan if you can offer help. Date is set for June 19 - hopefully by then we can celebrate being together again.
* Development is working on a donor cultivation plan - are there volunteers, service providers (lawyers, doctors, etc) you work with on a regular basis that maybe we do not know about? Are they receiving our newsletters and communication? Please provide info to us if you have those people.
* We have a Notre Dame student who will be doing to grant research and clean up in our grant system with Bart. If you have grants you want us to look into please let us know.

**NICK**

* Applied for SBA forgivable loan last week, fingers crossed
* Finishing up Workers Comp. audit
* Working on Month End Close
* Federal Cash Report and Federal Financial Reports Due

**BECKY**

* KOR held a conference call with the KY resettlement agencies on April 1, 2020.  All resettlement agencies have closed their office doors, but some have a handful of staff working in the office. Most resettlement staff are working remotely.  Agencies have been able to communicate with refugees through phone, Facebook, Facebooks line, and video conference calling such as Zoom. Agencies have reported some refugees have been laid off but expect that number to rise in the coming in the weeks.  Staff have tried to enroll refugees in unemployment benefits with some success but many report that many refugees have not been working long enough to quality (The CARE Act provide unemployment benefits to those who have not worked with minimal job history – State of KY is awaiting direction from the DOL).
* KOR was able to identify Refugee Social Service funding in the amount of $179,000 to be used for housing assistance to be allocated to all 5 resettlement agencies; Maria and Becky Jordan are working on the eligibility criteria and the administrative procedures.  Goal to have the funds available to the agencies for the May 2020 rent.  The amount available to MRS is $51,490.  Agencies may also be able to revise their RSS and ESS budgets to free up additional funds that can be added to their housing allocation.   At the present time this funding should be available to the agencies until 09/30/2020.
* KOR staff have set up a weekly conference call each week on Wednesday to update and catch up with one another.
* Department of State has suspended refugee arrivals until the end of April 2020
* The CARE Act (federal stimulus bill passed last Friday) included $350 Million for PRM which is to help combat the virus in overseas refugee resettlement camps.  This is an amount that RCUSA had been advocating for.  The RCUSA ask was to include: Increase the per-cap by $1k, providing floor funding to stabilize agencies.   They had asked for funds for ORR that were not ultimately included, but are continuing to advocate for funds to ORR in a future stimulus package.

**BART**

* Please be mindful of emails that don’t seem to be relevant to you asking that you download files or follow links. Over the past two months there have been two extremely convincing messages – one from PNC and one from the Eckstein Trust – are virtually identical to the legitimate messages received from these organizations.  Those of you who have received these messages have been doing a great job realizing that these messages really shouldn’t be coming to you.  Remember that if it’s something you’re not expecting or doesn’t really relate to you, it is always better to double check.
* We’re in our third week of having most staff working remotely.  It appears most everyone has what they need.  Please let me know if you having any issues.  Over the next few weeks I am going to try to begin moving some of the staff slated for virtual terminals.  When this happens, staff will be able to RDP with their new WIN10 desktop and all of their files.  Information will be forthcoming.
* As of last Friday, the Dismas workers are no longer being released for work.  Tony and Ron will continue cleaning and maintenance. Please be mindful that they are short staffed at this time.

**DARKO**

**Program Updates:**

**LTCO**

* Natalie will present to KIPDA Advisory Council Wednesday, April 8 on current ombudsman practices for LTC.
* Completing final evaluations for two interns. Approval received to continue with their ombudsman certification trainings.
* Planning to identify and create Alternative Care Sites for individuals that test positive in case of a massive surge in cases (ex. University dormitories, park lodges that are vacant, etc.) recommendations are being accepted at this time to generate a list and review appropriateness of sites.  If anyone has any suggestions, please let us know.
* Employment opportunities: There are temporary COVID-19 Personal Care Attendant positions; 8-hr course (5-hr classroom, and 3hr Simulation/Competency Check-Off) at <https://chfs.ky.gov/cv19/PersonalCareAssistant.pdf>
* Concerns with Childcare- long-term care facilities have been given childcare options considering employers are considered 1st responders and are healthcare workers.
* Ways to help the LTC workforce <https://www.pioneernetwork.net/wp-content/uploads/2020/04/Remembering-the-frontline-workers.pdf?fbclid=IwAR2T6WBYK9AgJAbC5WSxjQxKRZTToqFxQ4pA886pycWQcQwdcnj1Q_CSJSo>
* PPE Shortage. Stockpile has been depleted.

**FSS**

* FSS is working with Lucio to prepare for One Louisville funding that will provide emergency assistance to Jefferson Co. residents starting next week. This funding will be on a referral only basis. Community organizations and other CCL programs can refer clients.
* We plan to send a COVID resource sheet to clients on Monday and continue to provide diapers and pack n plays to clients in need.

**ILS**

* Non-detained hearings postponed through May 1.
* USCIS closed until May 4.
* Not much interest from new clients for appointments.
* Completed interviews for apprentice last week.

**LS**

* Invitations were sent out to 9 students for the 1st online BTG class.  Nurio will go into the office later this week to prepare packets for each student including their textbook and class handouts.  These packets will be mailed at the end of the week.
* LS began running a radio campaign on Louisville public media.  Inquiries were sent to public media in Lexington, Northern KY, Bowling Green and Owensboro to run similar campaigns to promote remote services.  Quotes were received from the Lexington and Northern KY areas.  More information to come.
* Eli should have the final draft of our Equal Access project brochure ready this week.  The first 5 tablets have been cleaned and prepared and are ready for distribution

**SVC**

* Continuing operations as planned.
* In addition to providing food five days a week, SVC also provides 100 box lunches four days a week.

**CT**

* Working with La Casita on a food delivery project

**MRS**

* KOR has announced that we will be awarded supplemental funding to assist clients with housing needs.  Becky Burnside has created a spreadsheet and instructed all staff to begin completing it, as a sort of survey to judge need, with this data combined with a final amount of funding we will determine criteria and estimates of funding caps per household.
* Than has been purchasing phones from Walmart for clients who haven’t been able to keep in contact with us via phone.
* Shaali worked with JCPS to sign up over 130 kids for the Chromebooks being distributed for Non-Traditional Instruction (distance learning).
* Antoinette has figured out a loophole for assisting clients with signing up for Spectrum.  The worry was that clients that are unbanked couldn’t access the deal that Spectrum is offering, 60 days of internet for families who have school aged children in their homes.   She has found that some banks are offering credit cards that you can use as a gift card, and with these clients have been able to sign up for Spectrum,  this is entirely too labor intensive to do this on any scale however, it will work for those most in need.
* All staff are doing a great job in contacting our active clients, including both new arrivals, and secondary/long term clients.  This is the main way we are receiving referrals for John to deliver food and essential household items.
* We are in need of the following items to distribute (we acknowledge continued scarcity of some items)

§  Hand Soap

§  Hand Sanitizer

§  Diapers (size 3 through 6)

§  Baby Wipes

§  Toilet Paper

§  Paper Towels

§  Kitchen Trash Bags

§  Feminine Hygiene Products

§  Full Size Toothpaste

§  Bars of Soap

§  Full Size Body Lotion

§  Dish Sponges

§  Brooms and Dust Pans