**LEADERSHIP TEAM**

**Minutes**

**3.30.2020**

**Discussion Items:**

* Policy amendment specific to COVID19 emergency: we talked through a draft. Bart and Vetta will make the changes discussed, Lisa will review, and we will post on Employee page.
* Messaging to staff this week:
	+ Vetta has a new poster from Dept of Labor on sick leave, FMLA – we are obligated to post this for all staff by April 1.
		- Potential confusion for staff because the poster talks about circumstances that don’t apply to us. We can send a link, or post on internal webpage, don’t have to email it as attachment.
		- Lisa will send notice by email with reminder about what we are doing as an agency. If there are questions, please reach out to Vetta or supervisor.
	+ Likely that we will be closed through April 30 per most recent federal statements. We will wait until Governor Beshear tells us it’s safe to go back to work.
		- Tell staff and supervisors to connect to revisit plans in light of longer duration.
		- If employees are running out of things to do, Program Director should reach out to Darko for information on available agency-wide tasks.
* Distributing emergency assistance: local, downstate
	+ Shalah will take the lead in this new project. We will take an admin/ IDC piece out of the moneys we receive to compensate for time by her team and Lucio’s team.
	+ Criteria for disbursement of emergency funds?
		- Prioritizing parents with children under 18, the elderly, caregivers of the elderly.
		- Utilize the Lifeline intake to assess client need and spending guidelines.
		- In house referrals from other CCL programs as well as referrals from parishes and community partners such as La Casita, Center for Women and Families, St. Vincent De Paul and others.
	+ “Get Help” on the website … we will post a link to the Kentuckiana Works page
* Possible college intern in communications/ grant research – Ellen will connect him with Bart, as he is interested in getting some experience working in databases and the grants database can use some attention.
* Ellen was contacted by The Record, will be providing updates for a story on our continued activities. We were also contacted by Catholic News Service and gave them information.

**Updates:**

**LISA**

* Board of Directors Finance Committee and Programs Committee met last week (digitally). The directors expressed support and encouragement to all our staff for what we’re doing to keep helping our community in this difficult time.
* Continues to cultivate relationships with community funders. Great conversation with James Graham Brown Foundation.

**LUCIO**

* Continuing to make calls and contacts with parishes and outreach organizations.
	+ Pam is creating from this a spreadsheet by which I will be circling back later, once we have financial emergency assistance in hand, to check and see where needs are in order to perhaps send some monetary support.
* Working with Darian and Shalah to create a Get Help tab on our website for easy access to assistance. This would connect people both to our own programs and to other resources, like pregnancy crisis centers.
* Working with Denise to alert parishes and pastor leaders of virtual support resources at this time. Not only around covid-19, but around grief support, and support to caregivers of seniors.
* Circling back with deacon Region heads, around our effort at creating a CCL ambassadors pilot group.
* Bart and I will be working on criteria for Covid 19 assistance, similar to the PHCH project I led in 2009 where we helped those who did not qualify for many available benefits. I will also be working with Shalah on this

**ELLEN**

* We are looking for updates from employees about good things happening during this time and any updates we can share via social media or press releases - pictures, quotes, videos. All are helpful. People love and need good news.
* The Record will be working on an article about us soon. A couple media stations reached out about Table of Plenty last week.
* We are responding to good partnerships that have been happening - like Dare to Care and Brown Forman. Please let us know if groups or individuals are reaching out to you.
* We sent out an email to constant contact list about ongoing programs, shifts in programming and seeking funds during this uncertain time.
* Emily is working to continue planning in hopes we will have World Refugee Day on June 19 at St. Ignatius.
* Ellen and Darian have spoken with all program directors to make plans around community involvement and marketing in the near future.

BART

NICK

BECKY

**DARKO**

**Programs Updates – 3/30/2020**

**BEI**

* The OVC-ECM Extension period closes today 3/30/20. The closeout report will be due on 6/28/20. Match has been fully met on the award. Marissa is working with Maria to gather all the match back-up documentation for the life of the grant, so it will be all together in the Finance Office.
* Education groups that have been meeting already will go online using either Skype or Facetime to complete the last few group sessions. New groups will not be started until social distance restrictions due to Covid-19 have been lifted.
* Bakhita is ready to begin the Alternatives to Detention Project through subcontract with USCCB. We have titled this program "Connect" and have plans to provide the first human trafficking presentation to individuals through this project as soon as social distancing restrictions are lifted, projected for May or June.
* Bakhita will soon be contracting with DCBS (KY Department of Community Based Services) to provide training on the Guiding Principles and Screening to Private Child Care Providers throughout Kentucky.
* Bakhita will become a training hub for the My Life My Choice Curriculum beginning in Fall 2020. Bakhita staff will be trained to provide "Train the Trainers" to others so they may become certified group facilitators. This means Bakhita will no longer have to pay MLMC staff to come to KY to train new facilitators. Bakhita staff will start training new facilitators in March 2021.

**CEG**

* We are putting together a series of how-to videos for farmers at the Incubator Farm. This will help continue education while maintaining distance.

**CT**

* We are currently investigating options to increase to-go food distribution.
* Makeda has been working with the chef at Dare to Care to incorporate more of the techniques from their kitchen into our curriculum.
* Will has been organizing and continuing to pack what he can in the kitchen. He is also going to be starting the Healing Encounters training this week.

**ILS**

* Currently serving clients with March appointments.
* Because of backlog due to moving everyone to telephone appointments, the April books will not yet open to new clients. Hoping we will be ready to do that by Monday, April 6.
* US Citizenship and Immigration Services Office closed at least until April 7.

**MRS**

* In the light of restrictions placed by Governor's Office we are going to restrict staffing at the office even further. Possibly only one person at a time.
* We have received a $117k grant for Safe Release Services from LIRS.
* We are seeing clients being laid off, not in huge numbers, other employers are still hiring.
* Ahmed will speak on behalf of Catholic Charities on the Forward Together Panel: Partnering with Immigrants and Refugees hosted be interfaith Paths to Peace on March 31.

**SVC**

* We are continuing to distribute food and delivering food to elderly every day.
* We are providing financial assistance over the phone.
* Brown Forman is going to fund Dare To Care to provide box lunches to residents in West Louisville several days a week and we have been contacted to distribute them but we are still waiting on final details. This is supposed to happen on April 1.
* LIHEAP has extended till April 30th.

**LS**

* LS is functioning well and helping many customers to adopt the use of remote services. Interpreters are also learning to use remote services.
* LS met with the Louisville Metro office for globalization last week and completed several translations regarding the city's handling of the COVID-19 crisis.
* LS scheduled our first online class for BTG.  This will take place in April but will still require a portion of the training to be done face-to-face.  Exams will also be administered face to face in accordance with the new requirements set by CCHCP.
* LS has arranged for a new radio message to run for the month of April on all 3 Louisville public media stations.  This message will be played at the beginning of each streaming session.  The message focuses on the use of remote services.

**LTCO**

* Natalie is going to participate in the KIPDA Savvy Senior Radio Show this coming Friday with Sherry Culp, the State Ombudsman. The show will be on WLOU 1350 from noon to 1:00 pm.