**LEADERSHIP TEAM**

**MINUTES**

**4/13/2020**

**Discussion Items:**

* Debrief Quarterly Program Directors Meeting.
* What to include in the All Staff communication: not much has changed since last week.
	+ Let everyone know that we are doing OK financially.
	+ New format – hope it will help people remember to look at Employee page.
	+ SVC can make use of volunteers to bag food – 1-2 hrs a day, no client contact required.

**Updates:**

LISA

* Our SBA loan will be funded this week, providing financial support for continued employment.

LUCIO

* Working with Shalah and Darian to put finishing touches on a Get Help tab for our website that connects people directly to what they might need. It is a work in process... <https://cclou.org/gethelp/>
* Continuing to process support monies for parishes and organizations, especially many in the downstate area. As of today, $9,250 has been dispersed to individuals, parishes, and partner agencies.
	+ This is building some incredible goodwill in partnership with our parishes outside of Jefferson Metro.
* Our human trafficking department will be part of a presentation on human trafficking at the next Greater Louisville Reentry Coalition GoToMeeting. The coalition is looking at some of the connections around trafficking, incarceration, and re-entry.

NICK

* Month end close nearly complete.
* Will be working to complete March financials this week.
* Updating FY21 budget.

BECKY

* Maria and Becky are still working on the process for rental assistance managed by the resettlement agencies in the state; goal is complete by 04/24
* Several KOR staff have enrolled in an online class offered by Switchboard, a technical assistance prover for ORR.  The class is a   16 hour class on Gender Equality in Service Programs; a certificate will be issued upon completion.

ELLEN

* Website cleanup is occurring this week, please be patient.
* Bart and I spoke with Oliver about GrantHub clean up and research; he is going to start with investigating the site to understand it and its capabilities first and then will research grants to present to us so the can be imported correctly
* Send us your social media of good works!
* Please review the new volunteer policy - attached.
* **Program Directors Action Item: Please designate a volunteer contact for your department for Kristi to connect with on a regular basis.**

BART – no update.

DARKO

**MRS Mission moment:** We are so grateful for employer partners who are still hiring our refugee clients during these difficult times.  We are even more grateful when we get to work with companies like Clayton and Crume, who have hired our clients to help in making face shields for health care staff working on the front lines fighting the Coronavirus.  We are happy to see our clients contributing to help keep our healthcare heroes safe and healthy. Contact: Becky Burnside.

**ILS**

* ILS is experiencing low interest from current and prospective clients for telephonic appointments, and for appointments in general. In an attempt to do all we can, we posted an announcement on CCL FB page to let prospective clients regarding telephonic appointments.
* We are using this time to complete tasks for which we never seem to be able to find the time as well as to complete online education.

**FSS**

* FSS is receiving requests for COVID emergency funding. Six applications have been received, 4 have been approved, with 2 of the 4 already completed. $1,400 has been spent ($1,000 of this for a family in Monroe County). Another $1,691 is approved but awaiting documents needed.
* FSS is still providing diapers and other baby items to clients in need, using no contact methods. Staff are exploring the idea of virtual instruction for Freedom House residents and ways to allow Mama Matters support group clients to engage with each other using technology. Bologna Alley continues to offer boxed lunches but no ID assistance.

**BEI**

* Tamar is completing her last sessions of a current MLMC group virtually. No new groups will start until Covid-19 related restrictions are lifted allowing in-person meetings.
* Tamar had planned to complete her first 2 I Am (boys) groups virtually, however, the residential facility has requested, due to the challenges these new policies are presenting for them and the boys in their care, that we wait until we are able to complete them in person to finish them. The 3rd boys’ group will start once Covid-19 related restrictions are lifted allowing in-person meetings.
* Tamar met with MRS staff about starting the first prevention education group with MRS youth, which is in the planning stages. This would be the first MLMC group in the country with refugee youth.
* Bakhita continues receiving and responding to calls from the National Human Trafficking Hotline and providing technical assistance and services as needed.
* The new USCCB-funded project "Connect" that provides HT education, screening, and service referrals was expected to start in April, but has been pushed to May, and may be pushed again until June. Amy and Marissa are working on resources, so we are ready to begin as soon as restrictions are lifted.
* CHES Solutions Group, who does training with DCBS, is planning to subcontract with Bakhita (CC) to assist with providing training to DCBS staff statewide, as part of the Strengthening Families Act. DCBS is also applying for federal HT funding for Child Welfare Strategic Response and Capacity Building, and CHES is including compensation for assistance with writing this grant in the subcontract with Bakhita (CC).
* Bakhita is working with the Development and Operations Offices to complete the UPS Foundation Grant for $25,000.
* One of the few HT shelters in KY where Bakhita refers clients for residential housing, The Well of Lexington, is closing (at least temporarily). This may cause more challenges in regards to housing options for clients.
* Bakhita is in the process of completing a new OVC Grant application for Specialized Services, which would provide comprehensive services for foreign born survivors of human trafficking throughout the state.
* Bakhita is currently planning to have 3 interns in Fall 2020, and could take 1-2 more. 2 students are from Kent School at UL, 1 is from Asbury University.
* We should hear by April 30th if we received the new OVC housing grant that we applied for.
* Marissa completed her grants management training through Management Concepts, specialized training on grants for federal grant recipients. This is a training certification program that typically takes 2-3 years for completion.
* Bakhita continues providing direct services to current clients, and some former clients who have expressed increased needs due to Covid-19. Staff are meeting with clients virtually and utilizing mail, e-mail, and drop off to get needed items to clients.

**CT**

* Catalyst Kitchens has issued $500 cash assistance for 10 program graduates. We are working on assessing needs and will be issuing codes for students to get funding this week. Any need over the 10 graduates will be assessed for eligibility and recommended for the CCL One Louisville fund.
* We have sent out regular emails to graduates with links to resources and offered assistance to them whenever needed.
* Staff is working on updating curriculum and creating a handbook for students that includes more information and resources than previously provided.
* Timeline to move to the Dare to Care facility has been pushed back 2 weeks but is otherwise still on schedule.
* The practicum student from Kent School finished his term last week. It was a great experience, and immensely beneficial to the program.  We are especially grateful to Shalah for supervising him throughout the year!
* We will be serving the Table of Plenty to-go meal from the parking lot again this month on April 29th.

**CEG**

* Staff is reviewing market options for farmers for this year, as many farmers markets are moving to an online pre-order model and the incubator farmers are currently not equipped for this.
* We are staying in frequent contact with program participants and partners to inform them of protocols and safety measures being taken.
* We have moved some of our technical trainings to video and will be posting them on the CCL YouTube channel.

**SVC**

* We are continuing providing food to clients five days a week and box lunched four days a week.
* Portland and the Neighborhood House finally opened last week so the pressure on our Center is slightly lower. However, Dare To Care is planning to provide 11,000 pounds of food per month to us going forward compared to 7,000 pounds before Coronavirus pandemic.
* In March we provided rent assistance to 15 households, LG&E to 59, utility/water to 33 and food assistance to 378 households. 806 individuals in households have been helped with food.

**LS**

We are actively working on expending our over-the-phone and video interpreting business to Covington and Lexington.

**MRS**

* Clients are able to contact all relevant staff members. Employment team seeing some layoffs but some industries still hiring. The Employment Team is coordinating job applications and interviews.
* ESL School is working on lesson plans for distance learning.
* Will be assisting clients with stimulus applications
* Family Learning project - We are maintaining contact with clients and have delivered materials and instructions for family activities, for clients to do in the home.
* Case Management team is in touch with both newer arrivals and long-term (extended) arrivals. We are asking clients about financial needs and immediate need of food/donations. John Bizimana is delivering food and household items to those in need.
* Kelsey Hatchitt is continuing to assist clients in refugee health screenings (only site open to appointments as of last week was Home of the Innocents) and coordinating other medical issues.
* Youth Mentoring activities are continuing. Katie is meeting with Youth Violence Prevention Research Center to plan for a curriculum combating youth violence amongst refugee youth. She will be reaching out to Library and KRM.
* Shaali has coordinated with JCPS to sign up clients for Chromebooks.
* KOR has made $51k available to be used to pay rent for clients affected by COVID-19. We have made a spreadsheet to track clients in need of assistance.

**LTCO**

* Continuing to assist residents and families.
* Working closely with the State Ombudsman’s Office on sharing information.