**LEADERSHIP TEAM   
MINUTES**

**5/18/2020**

**Discussion Items:**

* Add a finance page on the employee/board site?
  + Nick proposes a central location for Program Directors, Board, and anyone else to see how we are doing, where we are compared to budget. This goes to transparency and accountability overall.
  + We would start with monthly financials and FY 21 recommended budget. IT would be dumped out automatically and always current.
  + Ellen asks when things are updated – Nick would send out an email with a schedule when the site is launched. As a rule, everything will be updated on or before the 20th as to the prior month.
  + Darko asks if Nick can provide a list of the kind of reports that would be available. Yes – he has wanted to do this since he arrived. Gets away from individualized requests and also sets a precedent for the program directors that they are responsible for tracking their own budgets and expenses.
    - Maria & Johnny will send out reports/commentaries each month.
    - Finance can prepare some FAQs that would answer the sort of questions people regularly raise.
  + Do some training? Our Board Finance Chair has offered in the past to do a training, walk everyone through the monthly reports and agency-wide finances. It would be a great opportunity to do this and walk through the new site.
  + Ellen and Darian can help with setting up the page when Nick is ready.
* Darko – report on New Directions and housing money, per his Update.
  + $841,000 to Jefferson County from FEMA and DHS. Metro United Way will be managing the funding and CCL will have a seat on the board. Darko has only seen two applications come across so far.
  + New Directions is expanding their Eviction Prevention Program – they received funding from the Humana Foundation, aren’t sure how much. New Directions will be the lead in an application for funding, with us as a partner.
    - The plan is that we will be able to offer more meaningful amounts of rent assistance through Sister Visitor Center.
    - Eviction prevention is a significant issue raised in Tialisha’s work.
    - South Louisville Community Ministries was also involved in discussion with New Directions a few months ago. Not clear if they would also be partnering.
* When are programs going to accept volunteers back?
  + Is anyone asking? Right now Kristi is putting everyone on hold.
  + Lucio provided some information from CC USA. This question is coming up at lots of agencies. Pam checked several other non-profits, right now there is nothing live about accepting people into their site.
  + Program Directors can start thinking about what volunteer needs are, and when they might be ready to consider this. This will vary program by program for sure. **Volunteer person for each program should contact Kristi to talk this through.**
  + There will be logistical concerns to hammer out as well. Talk through specific needs with Kristi. We may want to add a waiver on responsibility for masking, social distancing, etc.
* What goes in All Staff message this week?
  + Lisa will run through updates from ADOL agency directors meeting (below).
  + As we open things up, feedback is essential. If you see something, say something! Bring concerns, thoughts, kudos to Bart and Pam so that we can continue to improve.
  + As we begin to return to work, how long do these messages continue?
    - People seem to find these meaningful, and we should keep them up for a while longer at least.
    - The connection is important while we are all off site.
  + It gives people a sense of comfort to hear from Lisa, but there isn’t much new to communicate.
    - What if starting in June, a different member of the Leadership Team took over the message? We had talked about that in the context of the Employee page – we can start doing it by email.

**Updates:**

**LISA**

* Agency Directors Meeting at ADOL:
  + Salaries will hold still until January. One in 3 or 4 Kentuckians are now unemployed, we have to expect that will affect finances across the ADOL.
  + Filling positions will be done on an as-needed basis. We don’t want to bring people into positions that may have to be eliminated if cuts are made.
  + Summer hours will be in effect as usual – half-day Fridays, earlier mornings.
  + Right now we are asking people not to make plans to travel out of state (conferences etc.)
  + Summer and fall events? Be cautious. If the event needs to happen, think of changing the model, the size, the location. What can technology facilitate?
  + Every day the Mayor and Governor are saying things and sometimes this changes. Pay most attention to the CDC and the Health Dept. State posted yesterday a new version of “Healthy At Work” which no longer requires that everyone has to have their temperature taken at work, people should take responsibility for their own health.
  + People still working from home must have meaningful work with measurable outputs. People may stay home for other reasons, due to health (physical or mental) or child care needs. That is fine, take a sick day. After May ends, you need to have sick time or personal/ vacation time to use. Will re-evaluate in a few weeks.
    - Normal rules can’t apply w/r/t notes for illness. Can require COVID test before return if someone reports direct exposure.
* Good conversation with James Graham Brown Foundation. For right now, they are holding off on their usual grant-making for COVID response. We are free to apply once we spend the Metro Council money; it won’t count as an “open grant” whenever they return to normal giving.
* CC USA Diocesan Directors call: really interesting possibility from the federal more information will be forethcoming.

**BART**

* Everyone should have read and submitted any questions about our Healthy at Work plan.  Please remember, while we all might be great pilots, we’re building this plane as we’re flying it.
* Programs should have their working plans to Darko.  If there are any needs for the facilities, please contact Tony or me.
* Currently we are keeping the same limited reception hours (9:00-2:30) at 4th 2911 for now. This fits into ILS’ current plan for seeing clients.

**ELLEN**

* Due to the COVID-19 pandemic, background checks and safe environment trainings have been put on hold.  Because of this, we are unable to accept new volunteers at this time.  We are able to accept volunteers that have already completed these items with us or the Archdiocese previously. At this time, it is unknown when these will resume.  We will update as soon as we know.
* Working on identifying and scheduling top 10 Louisville Leaders for World Refugee Week. (Virtual WRD – social media, website and hopefully radio and TV).

**LUCIO**

* Covid-19 CCUSA assistance update… I will be asking for some data from all of my grant recipients in order to complete the CCUSA funding report. At the same time, I will communicate information about the Farmers to Families Food Box Program, an effort to assist both struggling farmers and the needs of many wanting for food.
* Parish Ambassadors-Liaisons update – confirmed 28 contacts representing 30 parishes.
* Working on performance appraisals for mission staff.
* Our two mission positions are now posted and beginning to receive resumes.
* Sleep in Heavenly Peace is resuming limited operations. I am checking on their safety protocols**.**

**BECKY**

* KOR continues to make changes to policies, procedures and Client Track Systems due to the multiple waivers approved by ORR.
* KOR amended the FY20 CMA budget justification to provide additional funding for RCA administration costs for the local resettlement agencies. Submission on 05/15/2020. These additional costs are a result of the waivers.  ORR will need to approve before implementation.
* ORR requested that Rylan Truman make a national presentation on her efforts to establish the Kentucky Coalition of English Language Learners within the public schools systems, with funding from the Refugee School Impact Funds from ORR. Presentation was on May 12, 2020.
* There were only 14 new arrivals (all populations) in Kentucky for the month of April 2020 – 11 in Louisville, 2-Owensboro and 1 Bowling Green. (MRS resettled 2 of the 11 in Louisville).

**DARKO**

**Programs Updates – 5/18/2020**

MUW has received notification that Jefferson County is to receive a total allocation of $821,957 from the Emergency Food and Shelter Board Program (EFSP) which provides emergency food and shelter for homeless individuals, for those at risk of homelessness, as well as others who are experiencing financial hardship by supplementing organizations that provide food and housing, as well as emergency financial assistance for rent and utilities.

Catholic Charities is a national partner with this program, and as such, is provided a seat on the local Board which MUW will be assembling in the coming weeks to set local priorities, elect a chair, review proposals from local organizations eligible to apply, and make funding recommendations to the national board.

We are partnering with New Directions on this grant application but will have to recuse ourselves from voting.

**LS**

* LS anticipates returning to the office on June 1, but this will depend upon the activities of ILS, since we occupy the same floor.
* LS held gender sensitivity training last week,  presented by Spaulding Behavioral Health for interpreters. Our agreement with SBH allows us to receive training in exchange for language access services.
* LS will have video conferencing with interpreters available in early June.  This will enable our partners to conduct online meetings with clients without needing to schedule a separate appointment with Zoom or GoToMeeting.

**FSS**

* FSS is preparing for another round of COVID funding from Metro Council. Shalah is working with Bart and Maria to figure out the details. We have helped a total of 47 individuals, 7 of these individuals living outside Jefferson County, with direct aid from One Louisville and CCUSA funding.
* Family programs are still functioning well using online platforms.

**SVC**

* This is our last week for lunches from Brown Forman. We served 3200 lunches during April and May. Thanks to Brown Foreman and Wiltshire Pantry!
* Our WinterHelp Funding has ended.
* We are now working on the close of our Metro Funding.

**CEG**

* Finalizing Farmers Market Promotion Program grant this week for submission by May 26th.
* Have set up a calendar with KOR to coordinate time in the office, but mostly will continue remote work.

**CT**

* Move in date to the new kitchen has been pushed back from May 26th to June 8th.
* Tentatively, we plan to begin class again as soon as we are moved in and all equipment is checked. Dare to Care anticipates this taking 2-3 weeks. That would put the new start date at June 22nd or 29th.
* As soon as possible we also plan to begin soup subscriptions, we may look at beginning soup production in the St Anthony’s kitchen while we wait for the new kitchen to be ready. Plans are being developed for new pick up locations for subscribers who will not be returning office full time.
* We remain in close communication with Dare to Care regarding safety procedures in the new kitchen. They are currently developing their back to work protocol as they do not have anything in place currently besides temperature checks.

MRS

* MRS received an additional $6,000 grant for material and food goods from LDS
* Still no word on what will happen with MG program, USCCB is still trying to clarify some items before releasing guidance to Affiliates
* Community consultation is scheduled for tomorrow.
* Requested approval from KOR to hire contractor to help with RCA duties to assist with expanded case load.
* Still unknown when the Head Start program will begin, but we have a tentative start date in June.  The full-time family advocate should start June 15th, to start training with OVEC.