**LEADERSHIP TEAM MEETING**

**5/4/2020**

**Minutes**

**Discussion Topics:**

* Virtual World Refugee Day?
	+ Given likely restrictions on large gatherings, the committee has been talking about conducting a virtual World Refugee Day celebration.
	+ Could be one day, could be a week. Work with media partners – TV, radio – to focus on different aspects of the refugee experience and our programming.
		- Reach out again to see about coordinating with KRM?
	+ Dcn Lucio confirms no problem with respect to the site (St Ignatius Martyr).
* Recent donor is looking to make more in-kind donations – match needs?
	+ Family Support Services, Sister Visitor Center, Bakhita. What about Common Table – what will they need in their new space?
	+ Sister Visitor Center is running out of gloves.
* This week’s All Staff communication: anything other than re-opening?
	+ Mention Giving Tuesday and new Staff Care activities.
	+ Julie Cole – great story on mission impact. We’ll save this for next week.
* Re-opening the agency:
	+ Timeline: We will begin in the week of May 18.
	+ Phased approach:
		- Who’s coming back to work first? Who needs to be back in the office versus who can continue working remotely?
			* ILS is struggling to carry out appointments remotely. We can designate conference room for meeting with clients, they will alternate who comes in on which days of the week.
			* MRS also could return. Meet with clients in the gym? Bart is not sure what WiFi access is available there – they may not have Client Track access within the gym. ESL school would probably work better.
			* Language Services can function from home. KOR is also working smoothly from home.
			* Bakhita is able to help clients remotely/ at safe distance. FSS is alternating days in the office. The Ombudsmen are operating by phone and taking turns in the office.
			* Common Table and Common Earth Gardens staff can alternate.
			* Development team is doing fine working remotely – they can alternate in the office. Finance is already doing so.
	+ Staff with kids?
		- Some people may need to mostly work from home because they don’t have child care. Other people may need to work from the office more because they can’t get any work done at home.
		- We can allow for people to work outside our usual 8:30-4:30 M-F hours if that allows them to accomplish work and child care.
	+ Facility expectations / requirements?
		- Accommodations for distancing:
			* What number of people per square footage would be acceptable? Bart will do some research into this. Probably no more than 4 people per floor at 2911. St Anthony is more complex.
			* People in shared offices need to alternate days. Measure and mark off six feet from desk to door so there’s a visual reminder not to get too close.
			* Designate first floor bathroom off the Child Care room as the new guest bathroom, to keep people from moving through the building. Will the door to the hall open? If not, we will have to cover child care materials with tarps, tape down.
		- PPE responsibility?
			* People should have their own masks – clients and staff – before the office reopens because those are mandatory to leave the house. We will have a back-up supply available in case someone forgets, but we are not providing a fresh mask to everyone each day.
			* Same for gloves. People should rely first on hand-washing. We will continue to have hand sanitizer at all entrances.
		- Disinfecting supplies? Can we get wipes? If we have them to wipe down faucets, refrigerator handles, there’s a concern that people will take them home.
		- Tony and Ron are planning around how to keep high-traffic areas clean.
			* Close the kitchen? At least, no congregating – eat at your desk, in your car, outside, whatever! Allow people to make use of the fridge and coffee maker but no more shared dishes, silver, etc. Large signs: “If you touch this handle, wash your hands!”
			* The only people in the lobbies will be there by appointment for ILS or MRS, and those appointments should be spread out.
	+ Temperature/ wellness checks
		- Everyone should take temperature before coming in? How are we supposed to do that?
			* Pam spoke with the woman at the Metro Health Department, and we may be getting thermometers from them. It’s the no-touch kind so no worries about sanitation.
		- Set up table at the back door of 2911 with thermometer? Everyone has to check in with temperature and answer the 3 questions? Where do we put this at St Anthony?
	+ Lisa thanks everyone for a good preliminary discussion. We still have 2 weeks to work the kinks out. Program directors will continue discussing with Darko and with line staff.

**Updates:**

**ELLEN**

* #GivingTuesday is Tuesday, May 5.
* Seemed like webinar week. Plus team worked on calling on donors, strategizing, LGL, event research, marketing and communication pieces.

**LUCIO**

* Info on Butterfly Garden guide/seeds to all youth ministers. This has also been sent via Cecelia Price to all Parishes for the May 10-17 Laudate Sii week the universal Church is observing.
* Eva Gonzales, Director of Hispanic Ministry, and myself have been sending out resources, like the YouTube webinar Spanish language *Living Your Life in the Time of Covid-19* to as many of our Hispanic parish leaders as we can. The most recent Record Spanish section featured an article about our CCL Covid-19 emergency assistance efforts.
* Connecting Eva with Kathy Howe-Kerr from ILS about communicating their availability to do virtual consultations, now that appointment levels are down.
* I've been on several Go To Meetings and Webinars last week with CCUSA on *post pandemic parish engagement* conversations and how Charity agencies are doing. Much discussion on the movement from pandemic to Disaster Services – Go To Meeting on this next week with Kim Burgo of CCUSA. I will send you the information on this should any wish to participate. Post-Pandemic Parish Engagement through a Disasters Lens - Fri, May 8, 2020 2:00 PM - 3:00 PM (EDT).\
* *Get Help* CCL tab update: Culling downstate resources and will begin to edit and streamline all of the information in those tabs as we get ready to go live with it.
* Hope to post soon our two mission department positions, Mark's replacement and the new Hispanic Services Coordinator, which will be a shared position with the Hispanic Ministry Office.

**BART**

* $25,000 UPS grant for BEI which has been approved locally will be formally submitted to the foundation this week.
* More than $100,000 in additional COVID relief funding is being sought through Metro Council, Louisville, One (CFL) and Delta Dental.
* Administration has ordered 2 10X10 popup tents for the agency.  Currently being used at SVC for food distribution. Facilities will store and have them available for any department to use.

**BECKY**

* Additional waivers were issued by ORR last week.  Waivers permit resettlement agencies and other KOR providers to assist refugees that have been in the United States longer than 5 years as long as they have not become US citizens.  This waiver is in effect until 09/30/2020.
* Waivers also permitted the use of Refugee Social Service funding for utility assistance. Resettlement agencies, which received housing assistance funds last week, are permitted to re-allocate those funds for utility assistance.  This waiver is in effect until 09/30/2020.
* Waivers also allow refugees to receive Refugee Cash Assistance but with limited participation in employment services.
* KOR is working to adjust the Client Track platforms to accept permitted by the waivers.
* KOR is working on a grant issued by ORR for services in coordination with TANF program in Kentucky.  The funding cap established for Kentucky is $600,000, at least for the first budget period.  Grant is due 06/26/2020.

**NICK**

* Preparing for April month end close upcoming this week.
* The Finance Committee of the Board has recommended approval of FY21 Budget, goes to the full board for approval on Tuesday.

**DARKO**

* Louisville Metro Housing Authority has informed us that our application for the Section 8 Special Referral Program has been accepted. We will be able to start referring our clients starting July 1. We have received instructions and forms necessary to submit referrals with LMHA.

**CEG**

* We have achieved some small victories this past week! We received $1,250 from Slow Foods Bluegrass for marking supplies for incubator farmers, $4,500 from Kentucky State University for infrastructure improvements to the wash station at the incubator farm, and $3,400 from Epiphany Church for compost.
* We have been working with farmers to prepare them for farmers markets opening over the next couple weeks. We have been sharing best practices for participating at markets while protecting the safety of customers and farmers.

**Common Table**

* We served 271 meals at Table of Plenty on April 29. We were featured briefly on WLKY.
* We assembled 100 boxes of food staples for La Casita Center, who picked up the boxes last Friday. We will be doing this for a total of 4 weeks.
* Move in date in the new kitchen has been pushed back until May 26th. Dare to Care anticipates kitchen operations to begin June 8th. But if social distancing requirements are still being implemented, they will only be producing cold meals, and at a very limited quantity compared to their normal operations. DTC understands that we may not have students until childcare in the state is fully back up and running.

**FSS**

* There is just over $4,000 left in our COVID fund, with at least 5 requests still waiting to be completed. We believe we may be able to take one or two additional referrals based on the amounts that have been requested by MRS so far. Shalah will be making updates to the application to prepare for the next round of funding.
* FSS is still running with new procedures. Cydnei is focusing on case management with clients and meeting clients for diaper pick-up. We will be planning a virtual MIC for May and are developing a new format for Mama Matters that includes weekly engagement opportunities and a point system to earn resources. We are also still involved with Freedom House, offering virtual presentations.
* The Cathedral is still offering daily boxed lunch and providing other basic needs to individuals.

**LS**

* LS completed our 1st BTG class online over the weekend.  It appears to have been a great success.  We will, of course, survey the students to confirm their satisfaction.
* LS has seen a significant increase in the demand for video interpreting services.  We are happy to say that we can meet this demand since the conversion to BoostLingo.  Video appointments are available to all customers and programs. Please contact LS for specific instructions.
* LS will be offering free training for interpreters and any other interested staff about working with individuals who identify as “gender neutral” or “non-binary”.  This is being provided to us through our partnership with Spaulding Behavioral Health.  The date is TBD.  More information to come.

**BEI**

* We did not hear confirmation by 4/30 regarding the OVC Housing Grant we had applied for, which would have started 5/1, therefore it is unlikely we received the grant. This would have been a new award. We should receive a notice in the next few weeks with the peer review comments for us to review.
* The deadline for submitting the OVC Specialized Services grant is actually May 18 (not May 15). Marissa, Amy, and Bart are working on this application.
* The Office of Juvenile Justice and Delinquency Prevention has a new grant opportunity: "Prevention Education Specific to Sex Trafficking and Adolescent Girls". Bakhita is planning to apply, to provide funding outside GMB for MLMC prevention education. This grant opportunity has been submitted for review and approval to the Grants Committee. This grant opportunity is due May 26 and is for up to $400,000 over a period of 3 years, starting Oct 1, 2020. This project will specifically be for having MLMC groups with girls in DJJ custody. No match is required.

**MLMC Prevention Education Impact Stories:**

*As part of Session 8 "Making it Real: Stories from 'The Life'”, a survivor/advocate spoke with the group participants at a Louisville-area residential campus. At the end of the session the youth were asked “what is one thing that they will remember the most from the presentations?” They responded with statements such as “I am not alone”, “I learned a lot from the survivor’s presentation”, and “to never give up”. One youth asked to share what she learned after reading the "Survivor's Guide to Leaving" (which we provide to the girls). She expressed learning that everyone has a story, that she can still be whatever she wants to be no matter what happened to her, and that she is not alone.*

**ILS**

* As of Friday, May 1, 2020, the Louisville Office of the Principal Legal Advisor officially closed and the DHS attorneys were relocated to Memphis, TN. Also, the government still says it has not been able to identify viable lease space for a new full immigration court in Louisville, so the court is working on building a hearing location in Louisville where respondents will be able to appear for tele video proceedings. We believe that as of now, that hearing location is in the basement of the Gene Snyder Courthouse. That means that we will not have a court in Louisville any time soon and we will return to tele video hearings out of the Memphis Immigration Court.

**SVC**

* Sr. Michele has learned that a resident of South Hampton Apartments has nominated SVC for a grant that can go up to $10,000 because of what SVC has done for the residents and the neighborhood. It is not clear yet who the funding source is going to be.

**MRS**

* RCA Direct assistance update:
	+ K-tap Differential can be included
	+ For those approved they will need to participate in ESL instruction
		- Materials have been prepared and classes have been offered, we will have to determine a way to track participation, as current attendance tracking methods may not suffice.
* KOR Direct assistance
	+ Utility assistance is now an option.  Waiting to hear from Mohamed an estimate of how much we should obligate to utilities vs rent
	+ We can assist refugees that have been in the US longer than 5 years as long as they have not adjusted to US citizenship.
* One of our clients was featured on the summer works newsletter. Here is the link to the video <https://youtu.be/5l8JNcmP2AM>
* We have started requesting the additional utility payments from one Louisville, the rental assistance from KOR, and RCA payments for those enrolled under the expansion