**LEADERSHIP TEAM MEETING  
MINUTES**

**JUNE 8, 2020**

**Discussion Items:**

* Question around hourly workers: Are they/we to stop adjusting their Paycor hours, meaning if they work 5 hours and then the supervisor would go in and add 2 hours to equal 7 hours. If hourly workers want to be paid 7 hours a day, they are to come into the office? If they don’t work the entire day, then do we use sick leave etc. to fill in the gaps?
  + Answer: we are no longer paying people except for time worked or PTO used. If someone is hourly and needs more work to do, please reach out because we can assign projects from other departments.
* Continued discussion regarding salary increases.
  + Discussion of remaining individuals recommended for high merit raises.
  + Context: several people have been recommended for promotion/ job grade change, which will increase their compensation.
  + Context: There will be some move made to get staff away from the minimums regardless of who receives the high/ medium/ low merit raises. Credentials, experience, and special skills will be the criteria to determine who is in the pool for this step.
  + Everyone will receive the word on their new salary this month, but (regardless of reason) per directive from the Archdiocese all salary increases will be on hold until January.

**Updates:**

**LISA**

* Lots of discussions with staff, Archdiocese around communications in light of community unrest and how we respond to protests.
* Completed 360 Assessment Review with Archdiocese. Thanks to everyone who contributed. More to come as I develop my goals.
* Board meeting coming up next Wednesday, followed by 1:1 with Archbishop the following week.

**NICK**

* Month end close is under way, please make sure that mileage reimbursements are sent over by the 5th and expenses on your PNC card are coded by the 5th.
* Reminder that time and effort reports are due no later than the third business day.
* SEFA audit continues, thank you for the continued efforts of gathering documentation.

**LUCIO**

* Very busy week taking calls, questions, and sending resources around the racial issues and challenges within our community and country. Many great faithful people want to know what they can do. Referring them to our website which has pulled together all of this excellently.
* I have culled the candidates for Mark's position down to four, and hopefully very shortly, to interview to finalists. One excellent candidate is in play for the new Hispanic services coordinator, and waiting on some information from a second who would also be a superb candidate, but has some issues regarding her DACA status.

**BECKY**

* KOR staff are working on the Wilson Fish – TANF Coordination proposal due on June 26, 2020
* KOR received our funding amounts for Refugee Health Promotion for FY21 – which is $168,750, this reflects $18,750 for 08/15/2020 to 09/30/2020 and $150,000 for 10/01/2020 to 09/30/2021.   RHP moves to formula funding for FY21.  The $150,000 represents a $10,000 increase from our current FY20 budget of $140,000.; the $18,750 is a bridge of funding to move the RHP program to the new budget cycle beginning 10/01/2020.
* KOR is also working with the finance with the Audit Preparation.

**ELLEN**

* Visited Common Table last week. What an amazing facility! We are excited to help promote existing and new programing.
* Finalizing materials around our COVID response for funders and a newsletter to support it.
* Oliver, Bart and Darko will work with PD to select meaningful grants and begin preparation.
* Development team will be setting meetings with departments to learn and help support FY21 goals – staring in late July.
* Compiling videos for WRD
* MRS and KRM will be preparing joint press release for WRD – KRM is doing a virtual event for a couple hours on June 20 and CCL will be showcasing virtual interviews and performances all week

**DARKO**

**SVC**

* We had one window broken last week so have boarded up all front windows and door.
* We are working with MRS on using their clothing room to provide summer clothes to our clients.

**FSS**

* We have received 21 requests for Metro COVID assistance, and we have obligated $16,044 so far.
* Family support continues to provide classes virtually and offer baby supplies to participants monthly.
* In response to the spike in SUIDs deaths in the city since January, Louisville Metro Public Health and Wellness will be delivering 45 pack n plays to FSS. These are available to anyone in the community who is pregnant or has a baby under one and needs a safe sleep space for their baby. Five of these will be given directly to SVC and any internal department or community agency can call FSS and request a pack n play for a client in need.
* Julie Cole, childcare worker, is retiring 6/15/2020.

**BEI**

* All program staff are working together on completing the VOCA grant application, which is due June 15th.
* Bakhita is working on a Prevention Education Report, which will highlight the program’s prevention education efforts. The report will be complete by June 15th.
* Bakhita is working with researchers and clinicians from Kentucky, Georgia, Utah, Colorado, and Minnesota on development of a screening tool for use with children up to age 13 that screens for labor and sex trafficking, familial and extra-familial. This is a huge gap in the field that prevents properly identifying many child victims of trafficking. Bakhita will work with DCBS to test the tool in KY when it is developed.
* I have some good news and new guidance this morning regarding our wraparound services project.
* USCCB sent this week an amended Alternative to Detention MOU, which has been extended throughJune 30th. USCCB’s understanding is that across all their sites there are about 26-30 referrals approved by ICE for these services.

**MRS**

* Preferred Communities FY2021 budget was submitted by USCCB to ORR. We will be included in the 2021 budget for Safe Release Services, must complete the budget next week.
* Gearing up for the Summer Youth program to start.

**CEG**

* CEG is partnering Urban Agriculture Coalition, which is the lead on the USDA Urban Agriculture Innovation Program grant application, to support language access for gardeners and farmers.

**LTCO**

* We are reviewing costs/facilities for “visitation booth/plexiglass structures” and will partner with Habitat for Humanity to build the booths.
* We are reviewing staffing positions as we expect Essie to retire on July 31st and we expect an MOU with the State Ombudsman Office to fund two PT position in KIPDA and LTADD districts through VOCA grant.
* Facility-wide testing of staff and residents; regular testing required if positive cases identified  (current case update <https://chfs.ky.gov/agencies/dph/covid19/LTCupdate.pdf>)