**LEADERSHIP TEAM
MINUTES**

7/13/2020

**Discussion Items:**

* Building use for meetings that are opening up for CCL employees either in our building(s) or heading by another organization:
	+ An employee who needs clarification about holding a meeting at CCL property should contact Pam or Bart.
	+ **2911 can only have 6 attendees in either of its conference rooms.** Market Street has a variety of rooms that can hold a larger meeting size if needed.
	+ There are other variables to keep in mind, like: bathrooms being cleaned, food, how long the meeting will be, cleaning the room before and after, masks, etc.
	+ **It is highly suggested that we all re-read the Safety at Work CCL guidelines – click here:**[Healthy at Work](https://cclou.org/wp-content/uploads/2020/05/CCL-Reopen-Plan-May-2020.docx)
* Employee page -- forms and policy clean up:
	+ Each of the forms/policy area on the Employee page was considered as to whether a form was up to date or needed any longer. Development team will be working to clean it up in the coming weeks.

**Updates:**

**Lisa**

* Was on vacation, returning Tuesday 7/14.
* Pleased to learn that over 40 staffers have signed up for the Implicit Bias and Racial Identity Workshops, but has heard feedback that others are hesitant to attend in person.
	+ We have reserved very large rooms that will hold up to 50 people with 6 feet of social distancing; mask-wearing and sanitation procedures will be carefully followed.
	+ The workshops were planned in-person at the recommendation of the facilitators, the Office of Multi-Cultural Ministry. Because of this guidance, we chose late July dates when groups of up to 50 would be feasible. However, we are unsure why they prefer in-person training, and Vetta is reaching out to the facilitators to learn more.
	+ When we know more, we will consider whether the training can be offered virtually and in-person, if it makes sense to move everyone to a virtual platform, or if we should consider a “make-up date” for training for those who cannot attend now.

**Lucio**

* Working out details for a Challenge Racism project with the Office of Multi-Cultural Ministries. I met with their staff last Monday. Emily Willis will help us in developing videos, similar to what we did for World Refugee Day. This will be a year-long effort across parishes and archdiocesan offices to address this timely issue within our Church and nation.
* CCL Virtual Conversation on Racism – I am working with Staff Care and Culture team on this. Tentative date was July 28, but we are discussing a move into August to allow time for processing, follow-up discussion on the Implicit Bias workshops.
* I have met with Ruby Thomas to do a Record article about our agency’s Covid-19 assistance work. It will spotlight two parishes who have used our support funds in their outreach, one within Jefferson County and one downstate – St. Michael and St. Joseph Bardstown.
* Final details are being completed for Mark Bouchard’s replacement. If no kinks happen, we will hire Fr. Lawrence Goodwin, CJM. We’ve been working with Archdiocese on specifics like living arrangements, etc.
Interview scheduled with a candidate for the Hispanic Services Coordinator position on July 23.

 **Ellen**

* Met with Farm Credit Mid America last week and will meet with Kentucky Farm Bureau at Incubator Farm this week
* Susan Smith – Communications and Grant Coordinator starts Thursday
* Bart, Darko and Ellen – revising grant process

**Becky**

* Just returning from vacation last week, so I don’t have anything to report.  Still have a lot to catch up on.

**Bart**

* File Server / P: Drive use:
	+ Be mindful of saving items directly to the P: Drive - Charities([\\hoa-arch-ccfile](file:///%5C%5Choa-arch-ccfile)) (P:).  When folders are created or files saved in that location (the top folder level), they are assigned default security and are accessible to all staff within the organization.
	+ If there are files you would like to share among your department, please use the program folders.
	+ If you have questions about folder and file access on the server, please let me know.

**Darko**

* All programs have completed the Condensed Program Information form. This document includes the mission statement of a program, FY2021 logic model, FY2020 outcomes, client satisfaction section, Catholic Social Teachings that each program reflects upon, and the funding overview of the program.

**FSS**

* Family Support has started a new virtual session. We currently have 7 women enrolled. Cricket wireless is interested in sponsoring this session and may be sending funds to purchase all the items we would offer the MIC participants, as well as gift items for Mama Matters and FS On-the-go.
* We officially have the Pack N Plays from LMPHW. Any program that has a client who is pregnant or has a child under one year with no safe sleep space can request a pack n play.
* Healthy Start has been invited to send applications for Lifeline so we can further support pregnant and parenting women in the community.
* The CFL COVID emergency assistance fund still has roughly $1,000 left, but we are waiting for the last few pending requests to be completed before accepting additional applications.
* Metro COVID funding is complete, with just a few checks left to clear the bank, 53 individuals were served.

**SVC**

* We have given out lunches from the Common Table for 2 days last week.

**ILS**

* Kathy recently shared a mission moment: one of her clients, a 17-year-old autistic boy from Honduras, after more than a 4-year wait, finally received permanent residence.

**CEG**

* We are scheduling interviews this week for the Assistant Director position.
* Last week we met with Farm-Credit America and this week we will be meeting with Kentucky Farm Bureau to discuss sponsorship/grant opportunities.

**CT**

* Ellen and Darian visited last week to take photos for the new box lunch menu.
* We are hosting student information session today as we begin enrollment for our August class.
* We began preparing lunches for SVC clients last Wednesday and will continue for 3 weeks.

**MRS**

* Monse Manrique has started as the Safe Release Services Fingerprinting specialist today, working under the Safe Release Services Grant through LIRS.
* Nearly ready to have clients come into the office for walk in appointments.
* Received a donation of household items from Seven Counties to help support clients during COVID-19