**Leadership Team  
8/3/2020**

**Minutes**

**Discussion Items:**

* Time and effort:
  + Last year we had an audit finding about our time and effort sheets as reconciled to Paycor. There are again some concerns. Nick was able to address some of this as it pertained to employees who were hourly then became salaried, but there are some that were still erroneous.
  + Nick expects another audit finding on this topic. This year’s finding will be more significant because it will be the second year in a row. **It’s essential that we get this right.** 
    - In the coming year we will have to increase oversight, look for repeat offenders, and consider involving HR discipline for those hourly employees who may consistently err as well as supervisors who fail to correct the errors.
    - Becky says that the Paycor approvals aren’t necessarily occurring at the same time as the time and effort approvals, because the pay periods don’t necessarily line up with the time and effort period.
    - Are there other factors involved? Supervisors of hourly staff who have insights or concerns around their responsibilities here should reach out to Nick or Bart.
  + Bart can run a report out of Paycor that supervisors can use to compare with the time and effort cards.
    - We can run by individual employee or by group. It’s not hard, it’s just time-consuming – but once the report is set up, it can be run.
    - He can provide it to the program directors, because they can only see their own direct reports in Paycor.
  + Hourly staff should be tracking their time and effort on a daily basis, and putting their time into Paycor every day. If necessary, we will have to start spot auditing to make sure that staff have their records up to date on a daily basis.
    - A standardized process would be best. Some consistent requirement on documentation. Almost everyone who is hourly but charges grants works in the MRS program. Bart will reach out to Colin.
* Who wants to do the All Staff message this week? Lisa volunteers Becky to do it.

**Updates:**

**Lisa**

* Strategic Planning Retreat by the Board of Directors went well on Saturday. Now a small committee of directors will convene to write up the plan itself, with input from Leadership Team members as warranted by the various subjects to be covered.
  + When Committee Meetings are scheduled, Lisa will ask LT to hold time on their calendars. Most of the time, you will be able to do your own work during those time blocks – but be ready to be called upon when your input is needed.

**Lucio**

* Will be preparing office space and computer needs for our two newly-hired positions. Living arrangements for Father Goodwin are all worked out. He will be in residence at St Margaret Mary, and assist at St Michael's.
* Record article on the new Office of Hispanic ministry highlighted our new Hispanic Services Coordinator position.
* I will be sending out local CRS and CCHD grant applications to targeted groups, to be returned to me by August 30th. Soon after, will start the Opportunities for Life grant process.
* A CRS Chapter for our Archdiocese has been officially formed to work with our Mission office and our parishes and schools on the global efforts of Catholic Relief Services. Some 12 leaders have signed on.

**Bart**

* The Area Community Ministries will be coming on board CCL’s CLientTrack Data base this month.   This will allow the ministries, as SVC is a part, to have a centralized an consistent data collection mechanism.  They will go live on August 15. For those program who use ClientTrack, who hold concurrent licensing, which means not every user has his or her own, but a limited number of users can be logged in at any one time.  Please be mindful of that when they come on board and report any issues of not being able to log in to either me or Maria Koerner immediately.  If the influx of their users causes us to hit our ceiling, we’ll need to add more concurrent licenses.
* Also, for all programs using Client track (except MRS), we have an additional service agreement with Justify Solutions.  If you need some assistance or are having issues with CT, please let me know and we can get you in contact with them for assistance.

**Becky**

* KOR does not have any significant updates. We continue to work on the FY21 state plan due on August 15th

**Nick**

* Audit is still ongoing as scheduled
* YE is complete, updated financials including any revisions will be generated this coming week
* MEC for July will begin this week
* PNC coding, please try your best to code correctly, new coding per the new chart of accounts will be forthcoming from Bart

**Darko**

**Mission moment:** Louise Sanganyi, and MRS client and one of our PAVE participants, just received one of the scholarships through Park Community Credit Union that Lisa shared with us. She will be attending Campbellsville University in the fall and plans to study nursing. She also received one of the scholarships that we awarded through Pave the Way.

**MRS**

* Contact tracing of refugees and immigrants in partnership with LMPHW will be going forward, starting with training around PPE.
* PRM released the Notice for Funding Award, all current national resettlement agencies can apply. We will be asked to complete our abstract with a quick turnaround.
* We are reaching out to program directors to connect with Monse Manrique, the Safe Release Services Fingerprint Specialist, to learn about internal resources and how best to refer clients that she meets.
* USCCB received the FY2021 preferred communities award,  we should be getting notice of that award soon.
* **LS**
* LS has received another update to the BoostLingo system.  This new update is an enhancement to recently added videoconferencing features and allows for additional customization of customer access.
* Eli has been busy planning online training on nine different topics.  Our training calendar will be packed over the next few months.  All are related to our EAA Project and will be offered at no charge to participants.  Most of these will also be saved in the online library for free access to all participants.
* We are waiting for another update from CCHCP, our BTG licensing agency, regarding the method of providing training through the end of the calendar year.  We expect an announcement in early August that will allow us to reschedule all remaining classes for online delivery as opposed to in-person classes.  More info to come.
* Darian got our EAAP page up on the website.  The link <https://cclou.org/equalaccess/> is where we will be adding the videos and information about project contributors.

**ILS**

* We are reviewing applications that need to get filed before October 2 and we will start updating our USCIS fee schedule cheat sheet this week because the Department of Homeland Security announced a [final rule](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA3MzEuMjUxMjA1MDEiLCJ1cmwiOiJodHRwczovL3MzLmFtYXpvbmF3cy5jb20vcHVibGljLWluc3BlY3Rpb24uZmVkZXJhbHJlZ2lzdGVyLmdvdi8yMDIwLTE2Mzg5LnBkZiJ9.ArElJJmmUdju_5mA1PqeMV7DukxuMMzpRStzX9sKDuI/s/1275774/br/81740362510-l) that adjusts fees for certain immigration and naturalization benefit requests to ensure U.S. Citizenship and Immigration Services recovers its costs of services.
* Unlike most government agencies, USCIS is fee funded. Fees collected and deposited into the Immigration Examinations Fee Account fund nearly 97% of USCIS’ budget.
* As required by federal law, USCIS conducted a comprehensive biennial fee review and determined that current fees do not recover the cost of providing adjudication and naturalization services. DHS is adjusting USCIS fees by a weighted average increase of 20% to help recover its operational costs. Current fees would leave the agency underfunded by about $1 billion per year.
* This final rule also encourages online filing by providing a $10 reduction in the fee for applicants who submit forms online that are electronically available from USCIS. USCIS last updated its fee structure in December 2016 by a weighted average increase of 21%.