**LEADERSHIP TEAM   
11/11/2019**

**MINUTES**

**Discussion Items:**

* A request was made last week for someone to volunteer in order to perform court-order community service.  While not frequent, we receive several of these requests per year.  It is our policy not to allow volunteer activity to count for court-ordered community service.  Is this a policy we want to reconsider?
  + The supervision requirements for court-ordered service are extensive and we do not have the capacity at this time to take on that level of record-keeping and oversight.
* GLI’s invitation to participate in their inaugural Employer Resource Summit on Tuesday, December 3, 2019.
  + Colin received an email from GLI’s director on education and workforce development. GLI did a mapping project, and most employers don’t know about barriers to employment (child care, transportation, etc.) They are hosting a summit – suggest we bring plenty of marketing information.
    - Becky Burnside will attend and invite several employers with whom MRS has built a good relationship.
    - Someone from Language Services should attend. Maybe someone for Immigration Legal Services? Tialisha, so that we can talk about how we might be able to help an employer identify and overcome the barriers that are keeping people from working for that employer in particular.
    - We need to address all the things that we can help with – from the employer side. A one-page handout will be best. Darko will get information to Ellen’s team by 11/20.
* Grants committee:
  + Next meeting is 12/5. Questions around agenda – who is the quarterback for the meeting? Answer: Bart.
    - Before we actually apply for anything, we need to square it with Finance … but the discussion at this committee is high-level enough not to require Finance participation.
    - We see lots of stuff between meetings about grant opportunities, but we aren’t really walking through a list of done-pending-possible at each meeting. Bart is working on building this, sorting through Grant Hub.
  + GrantHub: clean-up and development. There is a lot of information on it, but it’s not complete as to all the grants that we’ve received.
    - There is a lot of stuff out there that requires individual log-ins – all these funders have their own portals for grant submission. Some applications you can upload files, some you have to type in their little boxes.
    - The new Communications person can help with boilerplate provisions, maintaining the file of board of directors, org chart, etc. Bart can get the person up to date on what GrantHub can do.
  + Funder communication and cultivation: We should also be keeping tabs in GrantHub around follow-up with funders (whether we get funding or not), to build relationships and increase support for future years. Will discuss at the Grants Committee.

**Updates:**

**BART**

* WIN 7: We’re moving forward with the following plan:
  + All machines eligible for WIN 10 upgrades will be upgraded over the next several weeks and you will be notified if your machine is eligible.  These users will continue to access the domain / internet independently as they currently do.
  + All users with WIN 7 machines that are not upgradable will be moving to a virtual terminal.  You will keep your current machine, but it will not access the internet independently.   These machines will work directly from the server.  Profiles will remain the same and will be able to be access from any machine.
  + Currently the transition plan is being developed with Network Advocates.  More information will be forthcoming in the next few weeks.
* I am currently examining the potential of bringing 4th St. on with Hellospoke (the VOIP provider at Market St.)  This will allow all staff to be on the same phone system and to transfer calls/direct dial extensions between campuses and should reduce our telecom costs.

**LUCIO**

* The 2020 Reaching Individuals Behind & Beyond Bars Reentry Conference is scheduled for Friday, March 6, 2020 at Hotel Louisville.
* Our first OFL – Opportunities for Life Grants have been approved by Archbishop Kurtz. Monies will be distributed to The Golden Arrow Center for Mothers and Children, Lifehouse Maternity Home, Little Way Pregnancy Resource Center, Louisville Moms Helping Moms, Catholics for Children Billboards for Life, and A Loving Choice Pregnancy Crisis Center in Shelbyville and Shepherdsville.
* I will be spending an afternoon with seminarians from St. Meinrad this Wednesday to give them an overview of the work and mission of CCL. Thanks to the program directors for making themselves available on very short notice.

**BECKY**

* The EO effecting the refugee program which requires each state to request the consent of the governor to resettle refugee in the state, was made easier for Kentucky with the election of Beshear.  For each state, the VOLAGS have decided that one VOLAG represented in the state will procure the consent from the governor.  The local resettlement agencies decided that KRM LOU will get the consent from Beshear since one of the KRM board members has a personal connection with the governor-elect.   CC-MRS, will request the consent from Mayor Fisher on behalf of the MRS and KRM LOU.
* KOR (Kentucky) finally received our first allocation of CMA funding that is for expenses from October 1, 2019 to November 21, 2019; unsure as to when we will receive the next allocation.
* KOR staff continues to work on subawarding/subcontracting all of the FY20 funding.

**DARKO**

**Programs FY 2020 Evaluation (Board):**

* The evaluation form has been updated and emailed to the Programs Committee and program directors.
* Finance Department will assist in completing the financial section of the form.
* Programs Committee is expected to have initial discussion on programs evaluation at its January 15 meeting.

**Bakhita**

* VAWA GAN request was rejected by GMB, so unable to adjust VAWA grant budget to meet project needs for end of year. Project ends Dec. 31st.
* Bakhita anticipates applying for OTIP Domestic Victims of Human Trafficking Grant; anticipated release in March 2020.
* Bakhita interested in applying for VAWA funding directly through the federal Office on Violence Against Women.

**ILS**

* The Louisville Immigration Court will be closed through at least the end of January 2020.
* ILS is so thankful for SVC! They brought us breakfast on Monday, lunch (a yummy salad bar!) on Thursday, and dessert on Friday. Sr. Shellie and Lori helped us immensely with continuing to make progress toward clearing the remainder of our archived files out of the basement – we only have one file cabinet drawer of files left to enter on our destroyed files list and then destroy. Amazing!

**LS**

* LS has hired a new employee to serve as the leader for our Victims of Crime project. Her name is Eli Megibben and she will start Nov 18.
* We will hold an interpreter luncheon and recognition event on Dec 7.
* We have proposed an agreement with Spalding University's Behavioral health services to provide interpreter services in exchange for training and mental health services for interpreters who may choose to use them.  This is in preparation for our VOC project to provide interpreters with needed training and self-care resources.
* We will soon hold another interpreter orientation, and we are hiring for all languages except Arabic.
* In the budget that MRS, BEI, and FSS submitted last week to LIRS for the Alternative to Detention program, LS is projected to provide interpretation services in the amount of over $120,000.

**MRS**

* Alternative to Detention project budget submitted to LIRS.
* Know Your Right and Cultural Orientation budget in the amount of $14,400 submitted to LIRS. If funded, MRS will provide orientations to 48 immigrants.
* We are expecting 10 refugees to arrive on November 13.
* We have open cases of 21 asylees, secondary migrants, and Cuban-Haitian Entrants in October.
* Meeting with Facilities Management Systems to explore additional ELT on-site training.
* We are reaching out to Mayor Fisher for Executive order consent.

**SVC**

* The Flaget Alum Association is going to present SVC for direct aid on Wednesday.
* Sr. Michele spoke at the Masses of Pax Christi last Sunday and, as the result, $4,954 have been raised thus far for SVC Coats for Children for Christmas program.

**CT**

* The SNAP staff from Frankfort is coming this Tuesday to discuss our 50/50 grant. We expect the referrals of students to start after that.

**ELLEN**

* Interviewed for Event and In Kind Coordinator.
* Development team will be having an all day/ off site retreat on December 6 to plan for 2020.
* Bakhita recently joined us for a Dev staff meeting and FSS has requested to come in the near future. In 2020, as we schedule these types of special staff meetings it would be good shadowing opportunities for leadership.