**LEADERSHIP TEAM**

**Minutes**

**11/4/19**

**Discussion Items:**

* Staff Care Retreat Day: Well done! Everyone agreed that it was a good event. Ideas for improvement:
  + Location was generally approved. No matter where you put it, someone will complain about the drive … we mapped this and it is no farther to get to Mt St Francis from 2911 than it is to the Parklands. Good activities for the afternoon.
  + Would have been good to do a full room intro. Might consider intentional seating assignments in order to avoid random concentrations of program staff.
  + No agenda was posted on the day – could be valuable.
    - For some (especially introverts), a little disorienting to not know what the morning would be used for.
    - Including times could be counter-productive as people might choose to arrive late … but listing the topics would be helpful (team-building, get to know, etc.) especially for new staff. Maybe details about keynote speaker.
  + Let’s not go any later in the year than November 1 – would be good to roll back into late October.
  + Food was better this year – more sensitive to cultural concerns.
  + December 20 at 2 pm – Holiday Party.
    - Other ideas to get the whole staff together before we all move into our new building? Bowling was fun last year though not a high attendance. Used to do a cookout in the summer.
    - Vetta is looking into a casual cocktail hour at The Tavern, in Old Louisville – similar to the events the Archdiocese hosts at Oskars, we would pay for some appetizers and people buy their own drinks. Try to do these periodically?
* Faith luncheons: the next one is scheduled for **November 20.**
  + We will be focusing on and celebrating the interfaith make-up of our agency. There are probably only about 20 Catholics employed here.
  + In November, will be presenting generally on how the Catholic Church approaches other traditions with respect.
  + **Hopeful for good dialogue and participation. This is one way that people can get their training credits. And lunch is free!**
  + It would be interesting to know what other faiths are doing during the Christmas season … can we highlight with a little piece on the website, touching on people’s plans for the three days off over the holiday? A short summary of the major holidays of other faith traditions?
* Lisa will be sending an email to all staff tomorrow regarding voting, the Catholic witness policy, and USCCB teaching in connection with faithful citizenship, single-issue voting.

**Updates:**

LUCIO

* Time to work on Interim CCHD grant report for our National Grant related to Tialisha. Due on November 29

LISA

* Board of Directors met. **Program evaluation cycle will resume shortly, committee members will be reaching out to Program Directors to schedule meetings.**
* Met with Archbishop, who expressed his support for our Welcome programs in particular in light of the political climate. After his November surgery, he hopes to be able to join an Advent prayer service here.
* Good meeting with New Directions Housing Corp re community responses to housing issues – NDHC has had a small grant from Humana Foundation on eviction prevention, and will be supporting residents with cash match savings under a federal program. They would like to talk more about things we’ve previously done and might do with them.
* Great meeting with Park Community senior team – Ellen will probably talk more about this.
* Metro Council Planning & Zoning Committee recommended review of our project to the full Council. Next vote by full Council will (presumably) accept review and send the actual question to the Committee for findings of fact and a recommendation. Signs are positive with respect to Council support.

BECKY

* Presidential Determination was signed on November 1, 2019  - for 18,000 refugees
* Kentucky /KOR has yet to receive the first quarter allocation of FY20 CMA Formula Funds for programs effective 10/01/2019.
* KY resettlement agencies are at a standstill concerning the EO until the election (November 5).  KOR has a conference call with all of the resettlement directors on Wednesday (Nov.6) to determine next steps once we know who the next governor is.

NICK

* Grant Accountant position is posted and reviewing resumes
* Month end close for Oct. is ramping up this week
* Monthly recurring meetings with Directors and Program Directors have been setup
* Work on CCL’s 990 is beginning this week (extension to the Nov. 15 deadline will be requested as in years past)

BART

* Nothing pressing at this time

ELLEN

* Newsletter is being worked on, will go out next week. Program directors will see the draft this week to approve as to their own program.
* Hoping to interview this week and fill Events position by Friday.
* Darian and Kristi are working to set up a standard “volunteer opportunity” for groups who call in and want to do something. Mini-Connect, plus service component. Tailoring it every time is very time-consuming and tricky. What is realistic for people to do in 2 hours? Want to make this worth everyone’s while.
* Darian is connecting with parishes, organizations, which sponsored Christmas families last year.
  + It seems like the donors really want specifics around giving. Some feel strongly about wrapping gifts before delivery – however there can be issues around cultural appropriateness.
  + This year is a learning opportunity on all sides. We want to respect donor intent. May be a teaching opportunity for parishes and school engagement as to subsidiarity and the dignity of allowing clients to make choices.

DARKO –

* CCL is officially joining the Continuum of Care (CoC) today at a regular monthly meeting.

**Bakhita**

* We will partner with MRS on the Alternative to Detention (ATD) program and provide services related to human trafficking.

**ILS**

* ILS is so thankful for CT/CEG and the second floor at 2911 (Administration/Mission/Communications & Development)!
* Everyone was so great last week, showing us wonderful support and bringing gifts and treats.
* Pam and Darko helped us immensely with continuing to make progress toward clearing the remainder of our archived files out of the basement. Lucio and CT/CEG made listening to a webinar about pro se motions to change venue a lot more enjoyable by providing coffee and sweets to get us through it, and we loved being able to fellowship over lunches with Mark and Darko!

**MRS**

* We are getting everything squared away for Thanksgiving celebration on 11/23 at 11am. It is important that staff from other departments come
* Welcoming America is coming to visit us on Thursday
* Presidential determination was signed on Saturday. Two cases scheduled for the 31st were deleted. We have a case on the 12th and the 13th that should be coming regularly scheduled.
* Two sponsorship groups ready to receive refugees - St Gabriel’s are assigned for a family arriving the 31st at 11.30pm (it was deleted/delayed); Cathedral assigned for a family arriving on the 13th of November
* Will work this week with BEI on developing the service plan and the budget for LIRS’ Alternative to Detention project.

**SVC**

* Sr. Michele spoke at all the Masses this weekend at the Pax Christi Collaborative Parishes to collect money for COATS FOR CHRISTMAS PROGRAM

**CEG**

* Submitted a grant application with Walmart. The amount of the request is close to $447,000 for two years