**Leadership Meeting   
Minutes**

**2/10/2020**

**Discussion Items:**

* Ellen led a reflection on Redeeming Administration, Chapter 3 – “Trust.”
* Front door security.
  + This is more of a Board issue than a staff issue, as staff typically parks in the back, but we’ve had more than one instance where folks loitered after a meeting and then let themselves out the front door. As no one thought to lock up behind them, the door stayed unlocked until Sondra’s arrival in the morning.
  + A sign has been posted on the lobby door advising everyone to use the back door after 4:30 pm.
  + Please remember that if you have a guest in the building at the end of the day, to direct them to use the back door unless you personally escort them out and re-lock the front door behind them.
* CCUSA 2019 Annual Survey – this will be coming shortly.
* Adopt MRS update
  + MRS got lunch, they unloaded a big truckload of supplies.
  + Some programs have completed their parts and others are still in process.
  + Nice email from Becky Burnside to thank the ILS staff about how their support has made her feel.
  + Our group was supposed to be supporting Than and Siddeq next week, but Siddeq will be on vacation until March 2. We will extend until he comes back – Pam will revise the schedule.
* Mardi Gras update: Rouler is going to be a really fun party.
  + We still need a five (5) volunteers for the event - Please contact Kristi Mattingly if you are interested.
  + Also do not forget the staff challenge to win a free ticket to the event. Odds are very good at this time! Contact Emily if you have completed this.
  + Pre-sale for the big prize packages will open on Bidpal this Thursday. We’ve got some really great stuff including a trip to Alaska, tickets to the SEC Tournament and lodging in Nashville, and a Louisville FC soccer clinic for 15 players (any age).

**Updates:**

**Lisa**

* Good Board of Directors meeting. Thanks to everyone for their timely contributions. In future, Board has requested that materials be posted to their internal Board webpage rather than emailed in advance of the meeting; we will still aim for COB Friday before the meeting as our deadline.
* Very productive visit to the Eckstein Trust in Paducah. We have asked for their support of the Capital Campaign and it feels promising. Very hopeful for a longer-term relationship that supports programming. They identified particular interests in Bakhita, Sister Visitor Center, and senior services (including LTC ombudsmen).
* Met with Archbishop and Chancellor. Archbishop expressed his ongoing appreciation for the good work being done here in tough external circumstances. He will be actively involved at Rouler, including calling the VIP bingo round!

**Ellen**

* Mardi Gras is 15 days away.
  + We’ve sold 250 tickets thus far and have heard from several people that they have not yet purchased tickets from their groups.
* Rice Bowl kick-off luncheon at St. X is this Wednesday.

**Lucio - Advancement**

* Rice Bowl Luncheon this Wednesday. I have invited 3 of our local CRS Rice Bowl grant recipients to be present. They will mix with participants, have a table of information about their program, and give a very brief presentation about their organization.
* Morning with Catholic Charites, our large Connect with Archdiocesan PCL’s and Pastoral Associates is all set for this Thursday. We will have a team of 10 from our agency presenting with me.
* Working closely with our Director of Hispanic Ministry to get the word out on the 2020 Census and how important their participation in this is. Providing resources from KOR and CLINIC to also calm fears around this…
* With Cecelia Price, working on Civilize It-Faithful Citizenship panels in Archdiocesan regions. The first is set for April 14th at Our Lady of Lourdes
* On an exciting note, I have secured a Mardi Gras basket from LMPD that will feature a certificate for lunch and a ride with Chief Steve Conrad.

**Becky – KOR**

* Chris Kenning, (CJ reporter) contacted Colin Triplett and Becky Jordan about a story he wants to write about Cubans and Refugees in Louisville. Becky has already provided Chris with arrival data for Cubans and Refugees in Louisville and for the rest of Kentucky from 2012 to 2019.   He is going to contact Becky later for some follow up questions.  Colin would be providing him families, etc. to talk with.
* USCCB/MRS referred Becky Jordan to Refugee Council USA (RCUSA) concerning her expertise about how the various Federal funding streams operate within the US refugee resettlement program.  This is for a survey they will ultimately push out to the US resettlement network. RCUSA is the National Consortium and lobbying group for the National VOLAGS (Resettlement Agencies) based in Washington DC.
* KOR allocated the final amount of funding remaining in the Wilson Fish program for Intensive Case Management Services for refugee resettlement network in Kentucky.  Funding is in the amount of $226,900 (MRS - $53,596); budget is for March ’20 to Sept ’20.
* KOR received our 2nd quarter (January – March ) allocation of $1,154,220  from ORR on Friday, 02/07 – total amount for 1st and 2nd quarter is $1, 927,257.  This should be enough to get us (KY) through the 2nd quarter.

**Nick – Finance**

* MRS reconciliation under way (Thank you Becky and Cielina for all your help with this!)
* MRS reimbursement backlog being entered, reconciled, and requested
* St. Agnes financial report meeting today, Finance will be reporting moving forward
* Chart of Accounts project being reviewed; estimate provided at approximately $30,000
* Balance sheet review and correcting entries being processed for portfolio and inventory
* Month end close nearly complete for January

**Darko - Programs**

**Common Table**

* Common Table has stopped serving lunch on Tuesdays and Thursdays. Catering is still available 7 days a week.
* We have $2,465 in catering sales Tuesday - Friday this week (not including soup subscription)
* Next Soup Subscription will begin 2/26

**CEG**

* Began winter training series for Incubator Farmers this past Saturday with a meeting about finances, tax prep, and record keeping
* Four new farm teams joined the incubator farm program this past year representing Iraq, Burma, and Somalia
* This weekend we begin collecting recipes from incubator farmers to create recipe cards for each farm team

**ILS**

* We are preparing for the new public charge rules and forms to take effect on February 24. These are drastic changes which will require more effort from both us as well as from the clients. We may need to consider increasing fees and scheduling longer appointments in order to complete affected applications.
* Kathy shared a success story:  One of her clients who was deported while awaiting the decision on his U visa petition finally received approval of the petition as well as his visa and will be returning to the United States this month.

**FSS**

* FSS has been in communication with Caldwell Community Resource Center and KIPDA and may be offering another grandparent/caregiver program in the summer.
* FSS also met with LTCO this week and both departments will collaborate this spring to offer a three-week Senior Care Conversation Series to educate the public on aging in place, long-term care facilities, and community resources available as people near the end of life.

**SVC**

* SVC has created a partnership with Humana and two Tuesdays a month a Humana representative is going come out and spend the afternoon in our lobby talking about health insurance.
* SVC is also creating a partnership with Jen-Care, and they too are going to be coming to the Center 2 times a month to sit in our lobby to greet and talk with our folks.

**Bart – no update**