**LEADERSHIP TEAM**

**Minutes**

**3.23.2020**

**Discussion Items:**

* How will hourly staff be paid for regular hours if they are not able to work their regular hours?
  + Vetta spoke with Archdiocese and confirmed that hourly staff should be paid for regularly scheduled hours regardless of whether they are able to actually work that many hours in a day/ week.
  + Hourly staff should clock in as they normally do. For instance –
    - Staff Person X comes in to sort mail and collect paperwork for three hours on Monday. She should clock in and out for those three hours.
    - Staff Person X works from home for six hours on Tuesday. She should clock in and out for those six hours.
    - Staff Person X does not work at all on Wednesday, because she is responsible for child care all day. She should record a full day of sick time. Remember that unlimited sick time is available for this crisis.
  + Supervisors will need to carefully review Paycor with respect to hourly employees, and add time as necessary. If Staff Person X normally works 7 hours a day, then …
    - Her supervisor should add a time entry in Paycor for Monday and for Tuesday with enough additional work time to equal 7 hours per day (add 4 hours on Monday, add 1 hour on Tuesday). This means that X’s paycheck will remain the same.
* **Operational report:**
  + 2911 will move to a skeleton staff; Pat will not come in. If you have not set up your voicemail please do so that your name will be in the directory – the main phone line will be sent straight to the options menu that includes the dial-by-name.
  + Sondra, Pam, and Yanitza will come in regularly – that’s one person per floor. Bart will be in periodically to check on the building – Tony and Ron will do the same at Market Street.
  + Thanks to Ellen, Lisa has a FAQ for staff prepared and mostly ready to go. It will be shared by email. For the time being, Lisa will check in with all staff by email at least once a week, more often if there is any important development.
* **Programmatic report:** see the Program Updates sheet that will be circulated by email and posted online.
  + Dare to Care has confirmed that as a food distribution site, Sister Visitor Center is an essential service per the most recent orders from Indiana and Kentucky. We will continue to distribute food as safely and respectfully as we can.
* **Mission report:** Lucio has been in contact with social service providers around the Archdiocese to check in, see if there is anything we can do to help.
* There are a number of different offers circulating with respect to support for non-profits … CC-USA; the Community Foundation and the Mayor’s Office; Deacon Scott sent something from the Dunkin Foundation. Mostly they are all short on details about who they intend to help and how.
  + Nick will pull together some numbers showing projected lost revenue with respect to decreased work in Language Services, Immigration Legal Services, Common Table catering.
  + Lucio will connect with CC USA to see what the parameters are for their emergency assistance.
  + Darko will call Sabine in the Mayor’s Office to ask about the local assistance and get on her radar.
  + Ellen will investigate the Dunkin foundation.

**Updates:**

**BECKY**

* Though resettlement agencies across Kentucky are adapting the best they can, all are still open but operating with a smaller in-the-office staff, or have close their office doors, and are meeting with clients outside, as needed.
* ORR and PRM Conference call on Friday – 03/20/2020. The following was provided
  + R & P arrivals might resume on 04/07/2020 but if so, in extremely limited numbers
  + USCIS and Refugee Service Center (entities that help with arrivals) are doing what they can by corresponding with applicants over the phone etc.,
  + PRM trying to extended the FY19 VOLAG contracts which were scheduled to end on 05/31/2020 to 09/30/2020.
  + Refugees that have arrived were sent with 12 weeks of medication (90 days)
  + Agencies can translate the CDC information into the languages not provided by the CDC, but must remove CDC logo. The CDC information is “How to stop the spread of germs” and “What to do if you get sick”.
  + PRM understands that RHS will be delayed.
  + ORR will be sending out guidance in the near future related to flexibility for programming (spending, liquidations, and other issues)
  + ORR directed states to take up issues with their regional representatives.
* Most KOR staff working from home.

**LUCIO**

* Have been in regular contact with many of our downstate food pantries and Vincent de Paul conferences to make sure they are doing okay
* Discovering some new downstate potential applicants for our local CRS and CCHD grants.
* Our mission team has been meeting by teleconference and discussing how we can continue to engage leaders and parishes in our work while we are unable to currently physically convene.
* Working with CLOUT and others to make sure that many of our most vulnerable, especially the homeless, will be tended to during this crisis.
* CCUSA emergency grant opportunity - availability for downstate parishes and partners providing services?

**ELLEN**

* Development department will be sending out a press releases around some of our services during this time. We are working with LTCO, LS, SCV and CT (table of plenty drive thru) currently.
* Darian and I are calling all program directors to strategize community connections and needs when places are back up and running.
* Kristi is working on a proposal around volunteers/groups to streamline the process.
* Emily is working on World Refugee Day - Hopeful June 19 will still be a go.
* Lots of computer and file cleanup is happening.

**NICK**

* Draft budget has been circulated to Board Finance Committee, which will meet (virtually) tomorrow afternoon.

**DARKO**

**MRS**

* We’ve received our up to date report templates from KOR for semi-annual reporting; staff have begun working on it.
* We have received updated instructions for ClientTrack from KOR regarding FSSP, and Mohamed and Becky are collaborating to make sure that staff are trained to complete the new procedures.
* Mohamed is working on follow ups from R&P monitoring.
* Thanks to Madison’s diligence with the LDS allocation from USCCB, they have allocated an additional $6,000 worth of furniture and $4,000 worth of goods to us through the LDS grant.   We have to expend it by April 20th.
* On Friday we submitted reapplication for preferred communities for $105,000 ($15k more than last year).
* Employment Services continues to be in high demand.

**SVC**

* We ran out of meat on Thursday so we closed the office on Friday afternoon to clean the freezers.
* Today afternoon the MRS truck will pick up food and meat from Dare To Care.

**CT**

* We will hold our regular Table of Plenty lunch on Wednesday, March 25th except it will be served as a box lunch and outside of our building. We will advise community members to keep safe distance as they wait to pick up their lunches. Hand sanitizers will be available at the table. Lunch boxes will be served from noon to 5:00 pm.

**LS**

* LS is offering webinars this week for interpreters and customers to facilitate the use of remote interpreter services.

**FSS**

* LMPHW has offered 5 pack n plays to Family Support to provide to clients in immediate need. I will be picking them up today.