**LEADERSHIP TEAM  
3/9/2020**

**MINUTES**

**Discussion Items:**

* COVID 19:
  + WASH YOUR HANDS. Use the hand sanitizer as your second line of defense.
  + Bart has flyers to be posted around the buildings, provided by the Archdiocese. He’ll be putting together a skeleton plan for all scenarios … if nearly everyone needs to stay home, what functions need to continue to happen?
  + Darko forwarded the CC USA webinar to all Program Directors and asked them to consider emergency planning, look through the checklist, etc.
  + Sick leave: you don’t need a doctor’s note to return to work unless you’ve been out for more than three days or are on FMLA or other doctor’s restriction to return to work.
* Salaried staff time keeping:
  + This will be the subject of Vetta’s first Video Vignette on the Employee webpage, as there continues to be a lot of confusion on the subject.
  + Paycor requires that salaried employees put in 7 hours of time each day in order to get paid properly – but for salaried employees, we are only interested in knowing whether the day is a Regular (work) day – regardless of how many hours are worked – or if they day is being charged to the employee’s PTO as Vacation, Sick, or Personal Time. The Fair Labor Standards Act says that a salaried employee’s number of hours worked is irrelevant.
  + Salaried employees need to accurately track their hours worked on Time and Effort sheets to make sure the grants are charged correctly. However, the Time and Effort sheets will often not correlate to Paycor when salaried employees work more or less than 7 hours in any given day.

**Updates:**

**LISA**

* Phase One of strategic planning process is underway – our CNPE consultant Ed Cortas has conducted listening sessions with various partner organizations, folks at the Archdiocese, etc., around our work and unmet needs in the community. The Pastoral Council (parish representatives) meet this weekend and that will be the final piece of the data-gathering stage. The Leadership Team will have our retreat with Ed on Thursday to go through his findings. The Board of Directors will meet on Saturday, March 21.

**LUCIO**

* Our Reaching beyond Bars Reentry Conference this past Friday at Hotel Louisville drew 175 participants. There were a number of great shout outs to Catholic Charities for our work in the community, noting language services, and how we serve everyone no matter what. Made me very proud.
* Encouraging meeting with Metro regarding Indigent Burials and the role our agency could take.
* Sleep in Heavenly Peace is accommodating large groups who call us for volunteer opportunities. Assumption High School is one such group and will be featured in an article about SHP and their new home with us in this week’s Record. INVITATION: All of you are invited to attend the next “bed build” on March 31, anytime from 9 to noon, when Notre Dame Academy will be volunteering. We were also able to get a couple college groups looking for spring break service connected with SHP. A win on all sides!
* Catholics at the Capital is this Wednesday in Frankfort. We’ve been recruiting parishioners and others to join us in bringing our voices to our legislators on a number of issues CCK has identified.
* Working with Lisa on a J.D. for Mark Bouchard’s position upon his June retirement and a draft position for a possible Hispanic Services Coordinator to work with both myself and Eva Gonzales, Director of Hispanic Ministry around supportive services to our Latino community.

**ELLEN**

* With final numbers in **Rouler made $75,000** for the agency. Again thank you to all who made this possible.
* **Agency video** link is on our website - <https://cclou.org/who-we-are/>. We **invite all staff to watch this and to please use** when you are talking with community members and groups to showcase all the work we do.
* Join us on Wednesday, March 18th for another Health Fair! Galen School of Nursing will provide health screenings, along with health and safety information. Shawnee Healthcare will also be providing dental screenings. The Health Fair is from 11:30 – 2:30 pm and **is open to everyone, including CCL staff. Please advertise to your clients and feel free to stop by yourself!** Emily sent a flier for staff to share and post with the directors.
* The newsletter will be hitting the mail in about 2 weeks. Copies will be available at each location for staff to read. If you need more for your location or to distribute to community members please contact Darian.

**BECKY**

* No new updates for the coming week.

**NICK**

* Grant Accountants-In the process of gathering grant documentation for the ongoing internal audit. MRS reconciliation is nearly wrapped up and funds have been drawn for Match Grant and POWIR, R&P is in process. Month end close process is ongoing.
* General Accounting-Month end close process is under way, Denzel is out on vacation, Tek is cutting checks in Denzel’s absence.
* FY21 budget is more than halfway complete, with the goal of full completion on 3/13. 990’s will be completed and submitted to MCM by 3/13.

**BART**

* We are still working through the virtual terminal updates.  If you are a Windows & user, expect getting contacted by Michael at Network Advocates about copying your profile and instructions for a remote desktop connection.
* Spring is coming.  We are in that time of year when it may be warm one day and cool the next.  Please be patient with heat and a/c, especially with the boiler at Market St.  We may have a warm day or two and it will be hot, but we won’t turn the heat off just yet, since there’s always another cold day or two.

**DARKO**

**FSS**

* Family Support just finished another program at TAPP, serving a total of 21 young mothers.
* We have started another Freedom House Program with 14 mothers present in the first week.
* Denise is working on setting up a Gianna’s Hands Pitch with St. Christopher in Radcliffe in early April.

**ILS**

Mission Moments:

* Rebecca shared that she received approval of an asylum application that had been pending for 5 years! The client and her family are from DRC and qualified based on political opinion.
* Kathy shared that she successfully reopened a petition for a child of one of our U visa clients which had been denied in error (USCIS says the child did not appear at an Embassy overseas for fingerprinting when he in fact did, and did so before the deadline).

**BEI**

* An annual report was provided to Rotary of Louisville outline the spending and programmatic work done with their funding over the last year. Rotary had a meeting last week, and is discussion whether or not to provide additional funding to Bakhita over the next year. They would like to see the final version of the Bakhita Advisory Board Annual Report before making a decision. This report will be final by the end of March.
* Now that Bakhita has full access to OVC funding, TVAP is no longer a funding option for foreign born clients, unless they are outside the geographic area of the OVC grant, or other circumstances that would warrant enrollment in TVAP.
* Bakhita staff provided a 1/2 day Guiding Principles Training to the Backside Learning Center staff on 3/6 and will be providing a full day of GP Training to Private Childcare Providers through DCBS on 3/11
* Bakhita staff tabled at a Fort Knox Resource Fair for Victims/Survivors of Sexual Violence on Feb. 20th. On March 22nd, Marissa will speak at Fort Knox for an HT awareness event hosted by Catholic Women of the Chapel with St. Patrick's Parish. CWOC will collect toiletries, gift cards, etc. to donate to Bakhita program participants.
* All Bakhita Program staff plan to attend the Freedom Network Conference in Miami, FL on March 18-19. There is a chance the conference may be cancelled due Coronavirus concerns.
* Marissa was interviewed in 2019 for a study by the National Immigration Law Center regarding the recent changes on public charge policy, and specifically provided insight on the impact of these policies on survivors of human trafficking. The study is titled "Documenting Through Service Provider Accounts Harm Caused by the Department of Homeland Security's Public Charge Rule, and is now available online: <https://www.nilc.org/wp-content/uploads/2020/02/dhs-public-charge-rule-harm-documented-2020-02.pdf>

**CEG**

* Working on the USDA grant application, which should be ready for submission this week.

**MRS**

* Advocacy night with KRM at St. Francis Of Assisi from 5-8 Tuesday 3/10.
* LIRS has received Notice of Award for Safe Release Support program.  Contract should be coming this week.
* Preferred Communities reapplication due Friday March 20.
* Arrivals continue to be slower than expected. 63 refugees will have arrived by the end of March but we were projected at 78 by the end of March.

**SVC**

* We will start implementing the new Rental Assistance Protocol this week.