**Leadership Team**

**Minutes**

**4/27/2020**

**Discussion Items:**

* Mail at 2911:
  + Bart has observed some packages and mail backing up at 2911.
  + Pam will sort through mail. Vetta will open the packages (there are a lot from Wal-Mart with no recipient name) and get them where they need to be.
* Zoom accounts: Bart’s heard three inquiries about an agency account. Do we want to look into setting up a Zoom account? We would purchase a package of licenses and then allocate them out to individuals who need them/ departments that wanted to share.
  + It doesn’t seem like our GTM is over-used and congested.
  + The requests seem to come from personal preference, not need.
  + We will leave Go To Meeting as the Catholic Charities default. Departments or individuals can use the free Zoom or sign up on their own dime.
* This week’s All-Staff communication
  + We are now working on the first Friday in May because Oaks will take place in September and we will close because of traffic issues.
  + Will discuss effective dates of raises per ADOL memo.
* Performance evaluations and raises
  + Archdiocesan directive on salary increases. Lisa advocated for our staff to receive increases in July, because our circumstances are somewhat different, but the Chancellor has asked us to be in solidarity with the rest of the Archdiocese.
    - This will add complexity to our federal grant budgets as those years start in October, but Nick is working through it.
    - Possible that the Archdiocese will give a green light earlier based on how things develop, but no guarantee.
  + We will carry out our personnel evaluations as usual, and let people know what their merit raise (low, medium, high) will be whenever we are allowed to do it.
    - As in previous years, the percentage of each category will depend on how many people are in each pool. Nick will have an answer to that in June.
  + Raising agency compensation past the minimums: as we implement the next salary steps, who goes first?
    - We have discussed in this group and with the program directors in January. At this time, we are looking at two groups (potentially overlapping):
      * People with experience, credentials (i.e. MSW degree), or capacity (i.e. language skills) which are not required by their job description but which are valuable to the agency. We hope this will inspire people to pursue additional credentials, etc.
      * People who are operating within their job description (a grade change is not needed) but whose scope of work is greater than it used to be or compared with others with that job description.
    - Program directors and supervisors should consider whether any of their reports would qualify in either category. Vetta will follow up.
  + Hazard pay: this topic was raised on the CC USA Diocesan Directors listserv.
    - If we are able to procure additional funds for corona virus response, we will look at providing hazard bonus pay to staff whose job responsibilities have entailed risk to health in this time.
* Coronavirus response funds:
  + We will be at the end of the One Louisville money this week. Our grant officer did not respond to our update. We plan to go ahead and ask for more money.
  + There’s also a fund available from Louisville Metro. It’s not clear what the difference is between this money and One Louisville money. Will discuss at the Grants Committee meeting next week.
  + We have some CC USA money left for downstate response.

**Updates:**

**ELLEN**

* A mailing around our response to COVID and continued need will be sent donors at the end of next month. We are going to include personal stories, updates and pictures around our response. Please share if you have anything. A couple sentences or a picture is enough.
* Giving Tuesday is May 5 - we ask you all to share on your social media in the coming week - send to contacts. Support Catholic Charities!
* **PD Action Items:** 
  + **Send Kristi Program Volunteer contact (discussed at Qtrly Prog Directors Meeting)**
  + **Please update grants excel sheet from Bart (Friday) by end of day Tuesday**

**LUCIO**

* Update on Covid-19 Emergency Assistance from my end: $18,536, of which $11,200 taken from CCUSA funds. $10,786 has gone to assist 12 parishes, 6 in Jefferson Co. and 6 outside Jefferson Co.
* I sent a personal communication out last week to all of our pastors, reminding them of our available assistance and asking them to give me a CCL liaison contact-ambassador from their parish. As of Friday, 15 names were given to me representing 19 parishes, as some pastors have 2-3 parishes.
* Doing finishing touches on our *Get Help* tab for our website. Receiving feedback from all of our Program managers and yours is welcomed also. Want to be sure to include resources outside of Jefferson County as well. Take a look here: <https://cclou.org/gethelp/>
* Worked with Cecelia Price and Mark Bouchard to provide resources for Earth Day and the 5th anniversary of Laudate Si, including our Common Earth Wildflower Garden guide.
* Given Covid-19 reality, we have moved our October Staff Care Day to Friday, April 23.

**BART**

* Administration has ordered 2 pop-up tents for the agency to use.  They are being shipped to SVC to be used for their current food distribution efforts.  Tony will then maintain the tents and requests for use will go through him.
* Program Directors received a message from me directing them to Oliver Hirm’s document to assist in scrubbing the Granthub database.  We requested that they offer information they have on the grants listed by tomorrow so he can put together a report for the grant committee meeting May 6.

**BECKY**

* KOR (Kentucky) received our 3rd quarter CMA allocation which funds Refugee Cash Assistance, Health Screenings, and State and Local Administration.
* Rental Assistance for Refugee Families funded through Refugee Social Services, is ready to go on April 27th, in time for May rents. Amended sub awards are being prepared. The funding is available to the resettlement until 09/30/2020 or until it is completely liquidated, whichever comes first.
* ORR issued two waivers this week through ORR Policy Letter 20-03.  The Waivers extend RCA and RMA eligibility for no more than 18 months from Date of Arrival in the US. Standard time frame is 8 months. These are RCA eligible populations that arrived in the US between 04/01/2019 to 1/31/2020 but they will no longer be eligible to receive this assistance after 09/30/2020.  For refugees that arrived on or after 02/01/2020, their RCA assistance will last no longer than 8 months (extension would not apply)
* These waivers were optional, states had to opt in, which KOR (KY) did.
* These waivers may also permit additional time to access Refugee Health Screenings and vaccines up to 09/30/2020 for populations that arrived before 02/01/2020.
* Additional guidance, and other waivers are expected to be out next week. These waivers will address Refugee Social Services, programming and funding.
* KOR will be working on policies and procedures related to these new waivers in the coming week, including the need to make changes in the Client Track workflows for these programs.

**DARKO**

* CNPE has scheduled 1:1 meetings with program directors.Those meetings will be a sort of mini SWOT analysis-what are the strengths and weaknesses of each program; where are the opportunities and threats going forward?

**FSS**

* Family Support is almost finished administering the first round of One Louisville funds. $9,759 is remaining. 4 applications are still being processed and we expect to have 13 more- 11 of those coming from MRS.
* Cydnei is doing a presentation for Freedom House via Zoom. We expect to do more in the future and are working on ways to keep our Mama Matters participants engaged.

**ILS**

* Effective April 24 and for 60 days with the possibility of an extension, the President has suspended the entry of immigrants, subject to some exceptions, for those who are outside the United States on the effective date of this proclamation; do not have an immigrant visa that is valid on the effective date of this proclamation; and do not have an official travel document other than a visa (such as a transportation letter, an appropriate boarding foil, or an advance parole document) that is valid on the effective date of this proclamation or issued on any date thereafter that permits him or her to travel to the United States and seek entry or admission. For ILS and MRS clients\*, this means:

1. Parents, adult children, and siblings of U.S. citizens will not be permitted to receive immigrant visas and enter the United States as permanent residents;
2. Spouses and children of permanent residents will not be permitted to receive immigrant visas and enter the United States as permanent residents; and
3. Spouses and minor children of refugees (Visa93) and asylees will not be permitted to enter the United States to join their family members.

\*Other groups are affected but these are examples of the kinds of cases we normally handle. The order does not affect those who are in the United States seeking adjustment of status.

The President is asking for guidance within the next 30 days for additional measures to be taken and within the next 50 days a recommendation as to whether this order should be extended.

* USCIS Closure Extended through June 3.

**BEI**

* Bakhita received a $25,000 UPS Grant for direct services.
* Bakhita is finalizing the first of 2 new contracts with CHES Solutions for more than $30,000 of contract training and technical assistance over the next 15 months.
* BEI is working on the OVC Specialized Services Grant application, which is due on May 15th. We plan to have the final narrative to Lisa for her review on Mon, May 11th.

**MRS**

* The Cooperative Agreement allows USCCB to administer the R&P program on Affiliate Per Capita basis **or** through a flexible funding mechanism referenced by PRM as Minimum Administrative Support (MAS). Because of COVID-19 and a corresponding halt in refugee arrivals, USCCB is making MAS funding available to **all active affiliate offices**. The amount of MAS allocated is based on each affiliate office’s traditional FY20 arrival capacity (October 1, 2019 – September 30, 2020) which is a percentage of USCCB’s overall capacity. A Zoom meeting with USCCB is scheduled on Tuesday, April 28 during of which we will learn more details.
* We have finalized instructions regarding KOR rental assistance. Our Case Management team is leading requests.
* ORR/KOR has expanded Refugee Cash Assistance eligibility criteria. This has greatly expanded the case load. We have temporarily pivoted some staff’s duties this week to begin contacting former clients who are now again eligible.  The first two tiers of need are about 108 clients, most all of these are Cuban clients.
* Zeljana’s team has started reaching out to clients for help with stimulus applications. We have started to see some of the clients that the employment team has helped with unemployment start to be approved
* World Refugee Day planning has continued. We are exploring alternatives to WRD.  We might be moving WRD celebration to a digital/streaming celebration.

**CT**

* The Table of Plenty April lunch is on Wednesday, April 29.
* We have finalized food delivery plans with La Casita and we will start this week and will provide food to 100 clients for the next four weeks.

**CEG**

* We are working on another USDA grant application now.

**SVC**

* Brown-Forman is going to continue providing 100 lunches to our clients Monday-Thursday until May 22nd.
* We are going to purchase a tent to cover the entrance of our office in order to protect our clients from rain.