**LEADERSHIP TEAM   
MINUTES**

**4.20.2020**

**Discussion Items:**

* Another grant committee meeting sometime soon > Wednesday, May 6?
  + Impact 100 Louisville letter of intent.
* What to say this week (Lisa):
  + Links to Amazon Smile, Kroger Rewards, Go 365.
  + Update on building project and Capital Campaign.
  + Send link to children’s book Becky shared?
    - Darian can put it in the Media section on the website, and we’ll include the link in the email.
* Emergency aid:
  + Our programs are submitting their clients to Shalah’s team Monday and Tuesday.
    - Can we assist program clients who are outside Louisville with One Louisville funds? Let’s consider how much the total support would be and see how much we can fund from the Catholic Charities money versus the One Louisville money.
  + Shalah has assisted 8 people so far, with 5 more in the queue.
    - Darko reports that there are 8+ Bakhita clients, 10+ clients of Common Table, and several ILS clients who have been affected. Our clients are pre-screened so we should be able to move more quickly to assist them than some of the referrals we were receiving.
    - There will be a Record feature this week. Lucio has communicated with every St Vincent de Paul conference.
  + West Louisville Community Ministries and Neighborhood House have re-opened their food pantries, resulting in a drop in demand at Sister Visitor Center.
    - We are offering 100 box lunches 4 days a week. (Sister Michelle asked for a break on the fifth day.) Usually they are gone by 1-1:30 pm. Ellen will follow up with Brown-Forman to find out if they will fund in May or if we should hold back some One Louisville money to be able to fund ourselves.

**Updates:**

**LISA**

* Court dismissed lawsuit over landmarking. Now Petitioners have 30 days to decide whether to go on to Court of Appeals.
  + Building A Brighter Future campaign is over 70% funded and we continue to pursue grants from foundations and corporations.
* The Record is reporting on our COVID 19 emergency aid. We will be working with La Casita to help feed immigrant families.

**BART**

* PPE - We do have some PPE available for staff who are required to work onsite and continue to have interaction with the public (SVC, Table of Plenty, 2911 Front Desk ), but we do not have enough stock to give to individuals who are just coming to the office.
* Hellospoke App - Several staff are using the Hellospoke app, which allows you to make and receive calls through your desk phone.  This is beneficial for case management staff who are using their personal cell phone and don’t need to block the number. They will can also receive transfers from the switchboards in real time.  The cost is $1.50 per month for an extension.
* Virtual Terminals - SVC Fiber installation is still slated for early May.  No change has been provided by NA or Spectrum.   We are also currently examining the 4th circuit – as it appears Windstream has not provided the bandwidth we are supposed to have to be able to operate the VTs.  I have been using one from home and it’s been very convenient.  If you have a Windows 7 workstation at the office and are interested in accessing your virtual terminal from home (not your actual computer, but a new WIN10 interface), contact me and we can determine the possibility of it.

**LUCIO**

Covid-19 disbursements from my end as of April 17:

Total $13,000 for disbursements

* Parishes - $5,250.00 & Organization - $7,750.00
* Downstate - 9,500
* Jefferson County - $3,500

CCUSA Funds - 9,500

Louisville One Funds - $3,500

* I have sent communication to all of our Saint Vincent de Paul conference presidents and deacons of the Archdiocese regarding our Covid-19 Emergency Assistance

**ELLEN**

* Marissa and I presented to UPS on Thursday and hopeful to hear grant update in coming weeks. Thank you Marissa, Bart and Darko for your help!
* Working on GrantHub clean up and research. Oliver and Shelia from the ADOL are researching program and capital campaign programs
* Updating website: internal and external
* Working donor development plans - individual donors, marketing, and events for new fiscal year
* Kristi spoke at the PD meetings about volunteer protocol - ALL volunteers must go through the proper channels and connect with her BEFORE anyone can volunteer

**NICK**

* Month End Close is complete
* Please make sure that time and effort reports are completed, accurate, and submitted no later than the 3rd business day of the month
* Directors will receive the March financial statements this week

**BECKY**

* The Wilson Fish TANF Coordination Grant was published last week; due date is June 26, 2020.  4 Year project period, first year of grant for KY would be capped at $700,000.  KOR will be submitting a grant application.
* Final  criteria for the transitional rental assistance was disseminated last week to the resettlement agencies; assistance should be available for May rents

**DARKO**

We have completed the 2019 CCUSA Core Survey. We are working on the Detail Survey, which will be completed by the end of April. Both surveys will be posted on CCL website.

**ILS**

* The March appointments (1o5) report looks as follows:
  + Clients completed telephonic appointments or
  + Advised us they do not want a telephonic appointment and will contact us when we can offer an in-person appointment.
  + Or received messages or missed calls from us inviting them to schedule a telephonic appointment. We called these clients several times but they were unavailable each time for some reason (call went to voicemail, voicemail was full, voicemail wasn't set up, etc.).
* We are continuing to experience low demand from new clients for appointments.
* We are hearing from an increasing number of clients (including those referred to us by MRS) that they are unable to pay our fees at this time. Currently, unless those clients qualify for VAWA of LBF grant assistance, or qualify for One Louisville, we have had to turn those clients away, asking them to come back for assistance when they can pay or when we have new grant funding, which won't be until the summer (July potentially for Louisville Metro and September for SCN).
* Rebecca will explore the possibility of using "repurposing" current/committed grant funds:
* Will ask LBF to expand the current N-400 project to include all clients, regardless of application to be filed, with household incomes below 150% of the poverty line.
* Will reach out to SCN to explore possibility of beginning to spend funds, currently designated for spending between September 1, 2020, and August 31, 2021, now.

**SVC**

* We have put our volunteer student from the Common Table up in a hotel for the past 4 nights. She is experiencing domestic violence and she was homeless. We want her to be safe. Darko has contacted SVDP and CT and SVC will work on getting a more permanent solution for her.
* Our food distribution has been reduced drastically due to the other two food pantries opening up.
* Our Financial Needs just seem to be on the rise due to the fact that unemployed people have not received their checks.

**BEI**

**Mission Moment:** *While parents across Kentucky try to understand NTI and online school for their children, parents with a limited English proficiency are finding it particularly difficult. One Bakhita program participant not only has a language barrier, but also has not had much experience with using a computer. Last week, Bakhita staff spent a couple hours with the mother and her kindergartener, with an interpreter and the child's teacher on the phone, getting their online accounts set up and ensuring that both mom and child understood how each of the programs worked and what was expected of them.*

* CHES Solutions Group is reviewing a draft contract for funding training and technical assistance with Bakhita on child trafficking issues. The first contract will be April-June 2020 for $6046.80 (if we work and invoice them the full 120 hours), and the second contract will be July 2020-June 2021 (at 40 hours/month), for a total of $25,656 (if we work and invoice them for the full 400 hours). The work is actually for DCBS, who contracts with EKU to subcontract with CHES Solutions Group. This is the best way to be included in funding. ICR is included and the hourly rates of the contract were determined by the Finance Dept. When CHES Solutions Group has reviewed and edited the draft contract, it will be sent to Lisa for review and signature.
* Bakhita has 7-10 program participants to refer for services through the One Louisville fund. Staff are working on completing the applications today and tomorrow.
* Meeting with UPS Foundation Staff went well, and UPS has told us to expect an answer to $25,000 funding request by April 24th.

**CT**

* We are working with La Casita on preparing boxes of non-perishable basic food items for 100 families per week for next four weeks.
* We will buy food in bulk to make it less expensive. La Casita volunteers will come to Common Table and take those boxes to their clients.

CEG

* We are working on a new grant application with USDA.

**MRS**

* We are working on finalizing methodology for the KOR rental assistance money.
* We will use One Louisville money for utility assistance, or rental assistance for preferred communities/match grant clients.
* Had onboarding call with LIRS regarding safe release services:
* Will soon be posting position for frontline staff
* LIRS will be shipping equipment to us, we need to identify space to conduct interviews
* ESL team is assisting clients apply for stimulus money
* Currently in research phase
* Does anyone have any simple tax filing resources (that can be done remotely?)