**LEADERSHIP TEAM
5/11/2020
MINUTES**

**Discussion Items:**

* Agency re-opening plan: this plan is where we start from. It’s OK that we may still have questions. We will make changes as we find better ways to do things and as the external environment changes.
	+ People should continue working from home if they can work from home … acknowledging that there may be any number of reasons that people need to or want to start getting back to the office at least some of the time.
		- If someone has trouble working at home – then express to your supervisor that you want to come in, and we will work out a system to facilitate that as much as possible, in light of office space/ building/ duties for you and others.
		- It’s a good idea for everyone to have some regularity to schedules. These are your days to come in … you don’t have to come in on those days, but try not to come in on other days. If you need something, call ahead.
		- What people need to realize is – when you are in the office, it’s not an opportunity to socialize. You need to keep your distance and remember to put safety first.
	+ Permissible number of staff? Section 2.A says the 2911 building can have 12 staff … to be clear, that is up to 12 staff. We won’t be calling people at home to come in when we have fewer than 12 staff in the building.
	+ If 2 people are in the same room, they need to be wearing masks. Common work space? This is why we need to coordinate office usage.
	+ Client appointments: We will only take scheduled visitors. SVC will continue to operate as they currently are. Common Table needs to coordinate with Dare to Care – plan to abide by whatever restrictions they are using for the new location.
	+ How will masks be distributed?
		- Cloth masks for staff: One batch will be available by 5/15, and the other hopefully will be available this week as well but perhaps not at the same time. They will be dropped off in offices, hanging on doorknobs, or something similar.
		- Paper masks for visitors who arrive without them – we have several boxes (20 per box) and they will be at the reception desks at MRS, 2911, and SVC. Reminder –when making appointments, tell visitors to wear masks. Our supply should be used for back-up only.
	+ Tony is working hard to get all supplies together.
	+ There will be fewer people coming in and out of the building. At 2911, only immigration clients – and only one person seeing clients at any one time.
	+ Internal meetings: we will add a section to the plan on this.
		- The first two questions to ask with respect to any prospective meeting: Does this need to happen in person? Do multiple people have to be present?
		- There may be times that we do have to host several people in person. If that’s the case, please consult with Pam or Bart to figure out how the meeting can go forward as safely as possible. How can we set up the room in advance, facilitate what needs to happen?

**Updates:**

**LUCIO**

* Working with Denise Puckett and Donna Young from Saint Vincent de Paul to identify potential families who could benefit from our Mother-Care Infant and Mamma Matters programs that will be offered via online.
* Deacon Aspirants Presentation for May 16th – As part of their formation, I am working with Trey Mobley to offer a Zoom workshop around the Church and Culture. I’ve asked both Colin Triplet and Eva to be part of this with me.
* *Get Help* CCL tab update… Content all collected – attached in Word. Will begin to edit and make more user friendly. How many buttons? Missing anything like support groups for addiction, grief, and divorce? Take a look. Suggestions welcomed. <https://cclou.org/gethelp/>
* This year’s local CCHD-CRS grant process – With the parish closures due to Covid-19, we have very little local monies as of now to distribute. I need to delay opening the cycle or take a year off if the coffers are not replenished. a good number of new possible grantees have been recipients of our CCUSA Covid-19 funds.

**ELLEN**

* Prepared for Mardi Gras committee this week – preparing for event like last year for now; will make adjustments as we move forward if needed.
* WRD committee working towards a virtual event. More details to come.
* Darko and Ellen finished VISTA applications and job descriptions
* Front desk volunteer Karen Vogel (at 2911) and friend making masks for CCL staff
* Oliver and grants team seeking new grants and researching.

**BART**

* *Reminder:* GoToMeeting – please remember to check the Outlook calendar prior to scheduling meetings within the GoToMeeting hub.  We had another overlap last week and it was not a capacity issue, but rather a scheduling issue.
* The fiber connection was initially supposed to be placed in SVC this week, which would allow for access to the virtual terminal for Win7 clients.  I requested an update from Network Advocates about this last week, but have yet to receive it.  I’ll pass more details as they become available.

**DARKO**

**ILS**

* Kathy shared a mission moment: A refugee who arrived in the United States nearly 20 years ago and after arrival made some choices which led to criminal issues which made him ineligible for permanent residence, received a waiver and as a result his green card. In this time when USCIS tends to deny applications, this approval is especially meaningful.

**Common Table:**

* The kitchen progress is moving quickly. Equipment was beginning to be delivered last week. We had planned on the Dismas guys helping us move one reach in cooler from the current kitchen as well as the kitchen supplies. Tony said last week that as of right now there is no planned date for the guys to return. It would be difficult to move the cooler without additional help, so Tony recommended a professional moving service. We are looking into that cost this week. We will be recruiting former students to assist in moving smaller kitchen items.
* We have a list of items we still need for the kitchen, and the Development Department sent that to an interested donor. Following her response, we will be looking for additional donations to cover the remaining supplies.

**Common Earth Gardens:**

* Farmers began markets this week – support your farmer and buy local!

**SVC**

* A grant application with Glick Philanthropies has been submitted on behalf of SVC for funding up to $10,000 to provide emergency assistance to our clients. A resident of Hampton Place, a property of Glick Property Management, had nominated SVC for the service to its clients. We will learn by May 22nd if we have received funding.

**FSS**

* Family Support is starting a new round of virtual Mother-Infant Care tomorrow. Curriculum has been developed for clients to view weekly. Once completed, clients will schedule a time for a non-contact pickup or drop off of baby items. Our virtual classes have the benefit of allowing those who are not in county to participate.
* Shalah has asked Denise to share the MIC virtual course information with parish contacts in other counties and we already have one out-of-county application submitted.
* A new point system has been developed to allow Mama Matters participants to engage virtually and earn baby items. We are also coordinating virtual programming for Freedom House.
* We are finishing up the last few CFL COVID-19 emergency assistance applications.

**MRS**

* We are planning on conducting summer programming virtually.
* We continue seeing a high demand for rental and utility assistance among refugee clients.
* We are planning for World Refugee Day to be conducted via social media platforms
* Continue to have issues with social security office not issuing cards. However, with the help of USCCB we have made inroads with the Social Security Administration and we hope they will begin to be more flexible and allow remote application.
* ESL team have created YouTube videos that they are being made available to clients