**LEADERSHIP TEAM
MINUTES**

**June 1, 2020**

OPENING PRAYER

Father, Son, and Holy Spirit You have looked upon your creation and affirmed its goodness. Sharpen our vision so that we may see the world with your eyes.

With your eyes there will be no stranger, only the sister or brother waiting to be welcomed.

With your eyes no one will be treated less because of their skin, tongue or creed but given equal dignity and respect.

With your eyes we will not miss the exquisite beauty present all around us that stirs our hearts and gives glory to you.

With your eyes we can see the work you have left for us; transforming ourselves, our world, and our church to bring about your dream for us, that all may be one.

Father, Son, and Holy Spirit, you see all things.
Sharpen our vision so that we may see the world with your eyes. Amen.

**Discussion Items:**

* MRS front door? We need some additional information on costs of components before we make a decision on what to install. Bart will collect.
* Risk waiver: is it needed? For volunteers, for clients?
	+ There’s a sign on the doors that should cover our interactions with clients.
	+ We could add to the volunteer forms. Would need to have a separate form for all the people who have volunteered with us before and wouldn’t be re-signing paperwork. It would both waive any claim regarding the risks and also tell volunteers they have to abide by our COVD-19 precautions or they may be asked to leave.
* CT’s move to the Dare to Care facility on June 8 (next Monday).
	+ They will need staff volunteers at both locations to load and unload boxes.
	+ The freezer needs to be moved, and it will have to be professionally done.
		- Tony has told Laura that he’s happy to make the arrangements but we’ll have to have a moving crew. It’s too heavy and needs to be handled by insured professionals.
		- Can he also get a quote to move other items at the same time?
* Communication with program directors: how to improve responsiveness.
	+ Sometimes it can be tricky to get timely response from Program Directors. It’s a good idea to be explicit with respect to a time frame in which response is needed.
	+ Nobody wants to feel like they are running to Darko when they don’t get an answer, nor is it feasible to cc him on all PD communications. However, often he has information re scheduling that would be useful to know.
	+ New policy: the first time someone in Leadership, Mission, and Development teams makes a request to a Program Director that includes a deadline, Darko should be cc’ed.
* Client transportation protocol:
	+ Scheduled to resume transporting clients on June 8.
	+ Pam has been doing research around what taxicab companies are doing in other states. Working on a protocol with respect to passenger seating in van, limiting # in van, having supplies on hand, disinfecting vans before and after.
* Pay Raises: Leadership Team discusses the justifications provided by supervisors for staff who were recommended for high merit raises.

**Updates:**

**Lisa**

* Completed evaluation conferences with all members of Leadership Team. Thank you to staff who submitted supervisor or colleague evaluations.
* Board Finance Committee meeting confirmed that despite coronavirus upheaval, the agency will end the fiscal year in good condition, thanks to successful Rouler event, Patrick King bequest, and PPP forgiveable loan.

**Nick**

* FY21 Recommended Budget has been distributed to Program Directors.
* Work continues on the internal finance page to get this resource up and running for staff.
* The annual external audit and SEFA have begun and will continue over the next couple of months.
* Finance has a new volunteer who will be undertaking a large fixed assets project across CCL; he is completing his service mission with us part time and the Red Cross part time. His name is Elder Gilbert, you may see him around, so please welcome him to CCL.

**Lucio**

* Covid-19 assistance update. I have disbursed over $29,000to parishes, Vincent de Paul Societies, and other partner organizations - mostly downstate. $16,500 from CCUSA funds, $9,500 from Louisville One, and $3,400 from Delta Dental. I've used all of CCUSA and have $1800 left from Delta Dental.
	+ I sent all of my downstate grant recipients a reporting form in order for me to complete the CCUSA fund reporting requirements, and have asked for photos and client stories to pass on to our Development team. Great stuff coming in.
	+ **Mission Moments**
		- **From New Haven KY - Bread of Life Food pantry satellite**.  We had a new client come to the New Haven food pantry on her riding lawn mower!  We had heard that transportation in the south part of Nelson County was an issue.  This proves that at least in one case, that assumption was true!  We secured her food boxes to the back of the mower, and she waved and motored on home.
		- **From Helping Hand of Hope in Elizabethtown**. A restaurant worker finds herself in a situation that she has never experienced before. Recently laid off work because of the COVID-19. She never saw this coming, therefore she was not prepared. She hasn't stocked up on food or supplies of any kind.

She heads to the grocery with a limited amount of cash. Her hope is to buy food items that she can make stretch. Her list contains: Peanut Butter, Tuna, Hamburger, Milk, Bread, a few cans of fruits and vegetables and toilet paper. To her surprise, the only things on her list she could find were canned fruits and vegetables.

She came to Helping Hand of Hope to see if we would be able to help in any way. We were able to provide her with a food box and personal hygiene items to get her by. She was so grateful. She said, "I was not worried about myself, but I have a child that was away at college and has returned home due to campus shutdowns. This will definitely help us deal better with this situation.”

* + - **From Saint Dominic in Springfield.** We provided a food voucher and food from our pantry to a family of four.  The father was a part time maintenance worker for the board of ed.  He was laid off. They have one disabled adult child whom the mother takes care of. The other child is a senior in our local high school.  The dad also does part time odd jobs and farm work for the neighbors.
* Completed all of my mission team evaluations for this year. Mission department positions update: Resumes coming in for “the new Mark” and Hispanic services coordinator. I've been culling these down for the start of interviews with those that come close to fit the positions.
* Preparing National CCHD recommendations to Archbishop, which includes our grant. This is part of the process after I’ve completed my review with Randy from the national office.
* *Get Help* website content has all been collected. Lisa is reviewing with her sharp editing skills before sending over to Ellen for layout prior to it going live.

**Becky**

* Maria and Becky J. had a successful call with Secretary Eric Friedlander’s staff on Wednesday 05/20 concerning the TANF Coordination grant that KOR is applying for made available through ORR.  It would require KOR to coordinate with the State TANF office.  We will be sending a draft letter of support to their office next week.  Grant is due June 26.
* ORR sent notifications out last week for the amount of Refugee Support Services that will be available to state in FFY21. Kentucky will receive $4,279,486, an increase of $973,591 from current years funding.  This funding is determined based on arrivals, Kentucky is now the 6th largest for arrivals based on the formula funding.  Current years funding, Kentucky is #10.
* Kentucky received an additional $628,598 in funding from ORR for COVID type services; part of our Refugee Support Services formula funding.
* KOR is working with finance department to gather required documentation as requested by the auditing firm, for the annual audit.
* The Client Track Work flow has now been launched to address the requirements that are now available due to the COVID 19 Waivers.

**Ellen**

* Working to finalize newsletter around COVID response which will hit the mail 1st week of July – thanks to everyone who contributed!
* Spoke with Bahkita about second national Labor Conference for fall 2021.
* Working with Common Table around opening and upcoming goals .
* Gathering videos for virtual WRD – sneak peek of Archbishop’s here. (do not share yet)

<https://drive.google.com/file/d/1i7_CXklusU529N4hv72aemR1Mxh2ga3V/view?usp=sharing>

**Darko**

 **SVC**

* We have received a Glick Foundation grant in the amount of $7,500 to be used for client rent assistance.
* We are working on a plan to distribute summer clothing from our parking lot.

**FSS**

* Family Support will start a new 4-week virtual program with Freedom House residents today.
* We have also started filling requests for COVID relief using Louisville Metro Council funding. So far, 9 requests have been submitted and about $6,500 spent.

LS

* LS received an update to our rescheduling system over the weekend that enables our interpreters to video conference without the need of a 3rd party.  We will be using this more and more as the staff and contractors become more familiar with using it.
* LS has received a request from the law firm of Dentons Bingham Greenebaum LLP in Lexington to provide our services as a consulting expert for litigation. This is a great opportunity for us to review the language access plan of this client and compare it with the plans we recommend as the authority in this area.
* LS will continue to work at home this week while we work out a schedule with ILS.

**CEG**

* Submitted USDA Farmers Market Promotion Program application, WES Foundation application, and Louisville Water Company Foundation application last week.

**CT**

* We served 289 people at Table of Plenty on Wednesday. We had some left-over food which we took to Wayside.
* We resumed catering on May 30 with box lunches for 50 to St Margaret Mary. We are preparing to resume the soup subscription by surveying subscribers about their current work situation and preferences.
* Move date to the Dare to Care facility is still June 8 with class to begin 2-3 weeks afterwards.

**BEI**

* The OJJDP Grant was submitted last week. We should hear back by September 30th if we receive it.
* Bakhita staff continue mostly working remotely, with a few coordinated times that some staff are in office. Marissa and Amy have worked out a schedule to ensure one of them is always available, while making planned use of sick time to provide child care at home.
* Marissa recorded a podcast episode with the Amy McGrath campaign, which will be available online in 2-3 weeks. The topic was response during Covid-19. Marissa discussed the continued working of Catholic Charities during Covid-19, and highlighted specific issues related to Bakhita.
* Bakhita and the Development Office are working together to begin plans for a 2021 Labor Trafficking Conference. Date and venue should be determined within the next 1-2 months.

**MRS**

* We have received a grant for $ 7630.80 from KY Colonels.
* 4 PAVE participants received scholarships via KOR Youth Mentoring Program.
* We are starting up a pilot program with Computer Instructor Rosemarie Buzzy to assist clients in accessing low cost internet.

**LTCO**

* Facilities are conducting testing of staff and residents. Significant positive test results at Nazareth Clifton have caused some delay in the discussion of reopening facilities.
* We expect this week to receive a MOU from the State Ombudsman Office for the VOCA FY2021 funding.