



ANNUAL REPORT 2019-2020

Bakhita Advisory Board

www.bakhitaempowerment.org



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INTRODUCTION

About Catholic Charities of Louisville

Catholic Charities of Louisville was established in 1939, and it operates as a legal entity under the Archdiocese of Louisville.



Catholic Charities of Louisville serves people in need, advocates for justice in social structures, and calls the entire church and others of goodwill to do the same. We welcome, strengthen, and empower families and individuals to change the world for good, one relationship at a time.

Catholic Charities of Louisville is committed to combating and increasing awareness of human trafficking and is currently the OVC-funded comprehensive service provider for victims of human trafficking in Kentucky through the Bakhita Empowerment Initiative.

Overview of the Bakhita Empowerment Initiative

The Bakhita Empowerment Initiative is named in honor of St. Josephine Bakhita who was born in the Darfur region of Sudan in 1869. Beginning at the age of 7 she was exploited for labor and abused for years, and ultimately given the name “Bakhita” by her traffickers. After years of exploitation in Africa, Josephine was moved to Europe, where she escaped and sought refuge with the Canossian sisters in Venice, Italy, where her name was changed to Josephine Margaret.



The Bakhita Empowerment Initiative (BEI) is primarily a direct service program for survivors of sex or labor trafficking, supporting more than 400 survivors of human trafficking since the program began in 2008. BEI has grown into a statewide direct services program that also provides training, technical assistance, awareness, outreach, resource development, and prevention education to targeted at-risk groups. BEI is the only comprehensive service provider in Kentucky offering specialized services for survivors of labor or sex trafficking, for all populations of survivors.

Purpose and Development of the Advisory Board

The Bakhita Empowerment Initiative Advisory Board was created to engage survivors more fully in the work of the Bakhita Empowerment Initiative, a direct service program for survivors of sex or labor trafficking.

The two-fold purpose of the Advisory Board is:

- 1) To inform the programming of BEI through program evaluation and feedback, and
- 2) To exemplify positive, non-exploitative survivor engagement through opportunities for Board Members to participate in public-facing activities such as training, conferences, media, and other activities.

As Bakhita entered its 10th year of programming, it became clear that the program needed a way to engage survivors more directly. Specifically, to work with former program participants to re-engage with the program as peers, utilizing their experiences and expertise to improve programming. Program staff value the unique insight survivors have regarding their experiences and understand that survivor engagement is invaluable to ensure services are survivor-centered and trauma-informed. Not wanting to tokenize survivors BEI wanted to thoughtfully utilize survivor voices through their areas of strength. Over an almost 2-year period, program staff worked with survivors, colleagues, community members, and funders to develop the Bakhita Advisory Board as a mechanism for meaningful, non-exploitative survivor engagement and program evaluation.

Collaboration with the Office for Victims of Crime

In May 2018, Kristy Cho, a fellow with the Office for Victims of Crime, focused on survivor engagement, began collaborating with a small group of agencies across the United States as part of a pilot program: Modeling Survivor-Informed Services. The BEI at Catholic Charities of Louisville participated in this pilot program and began the work of developing an Advisory Board. Through a series of technical assistance calls and 2 on-site visits, Kristy provided guidance and insight into the process of Advisory Board development. With Kristy's support, BEI staff worked to develop policies, membership forms, media releases, and a professional development plan to support board members and provide organizational structure to the Advisory Board.

Partnership with Rotary Club of Louisville

In 2018 Rotary Club of Louisville began collaborating with BEI at Catholic Charities of Louisville as part of their larger initiative to address human trafficking in the Louisville Metro area.

Rotary's Life Line Committee committed to support the development of the Advisory Board through funding for the work of the Board and its membership as well as volunteer support for

planning and conducting board meetings as well as through professional development presentations by Rotary members. The support provided by Rotary Club of Louisville and its members has been instrumental in the process of developing the Bakhita Advisory Board.



Definition of Survivor-Informed:

A program, policy, intervention, or product that is designed, implemented, and evaluated with intentional partnership, collaboration, and input from survivors to ensure that the program or product accurately represents the needs, interests, and perceptions of the target victim population.

-Adapted from the OVC Model Standards

FORMATION OF THE ADVISORY BOARD

BEI staff worked throughout 2018 and early 2019 with Catholic Charities of Louisville leadership, Kristy Cho, and Rotary members to develop a framework for the Advisory Board. The process took more than a year as staff were intentional to ensure protocols were established, former program participants were identified for potential membership in the Board, documentation was translated into the languages of LEP board members, and funding was secured to cover the costs of the Board, including compensating members as contractors for their participation in any related meetings or activities as members of the board.

Development of Protocols and Procedural Documents:

BEI staff developed protocols outlining the purpose of the board, membership, releases, compensation, and other items related to the structure needed in the initial stages of the board. Protocols and documents developed include:

1. Advisory Board Protocol
2. Membership Questionnaire
3. Member Invitation Letter
4. Member Information Form
5. Meeting Evaluation Form
6. Meeting Calendar
7. Fee Schedule
8. Bio Worksheet
9. Board Member Contract
10. Upcoming Tasks and Opportunities

Identifying Board Members:

BEI staff identified that initial board membership may be 3-7 people, with a goal of 8-10 regular members ongoing. Five former program participants were identified by BEI staff as potential members for the inaugural board. The determination of who would be approached about their interest in joining the board was based on several factors including:

- Program staff had current contact information for the former program participants
- Individual had been separated from intensive case management services for at least 2 years

- Based on knowledge program staff have of the individual, it's known that when the individual exited services they were in a place of stability and were self-sufficient
- Program staff had reason to believe that the individual may be interested in participating in the board and/or engaging in public-facing activities
- Program staff know the individual to have a lot to contribute to the work of BEI, and would value their feedback and input
- Program staff worked to identify former program participants representing a broad range of demographics and experiences

Language Access Preparation:

BEI program staff reviewed membership information forms to determine each board member's level of proficiency and comfort with English, or their preference to have interpreters/translations in their native language. For the inaugural board, 3 members self-identified to have limited English-proficiency, so staff ensured that all written materials were either translated into each language or that an interpreter was available to read materials in their native language. Headsets were purchased for board meetings so that all board members may be seated together around the table, with interpreters seated to the side of the meeting, interpreting the meeting content through the headsets simultaneously. A different set of headsets was purchased for each different language.

Funding for the Board:

The primary costs related to the work of the Advisory Board were identified as: staff personnel time, compensation for board members, materials, interpreters/translations, and local travel. These costs were budgeted based on estimated number of board members and number of meetings per year. The estimated costs were written into funding applications (federal and private), which together provided for the expenses of the board. An important feature of the board was the intention for all board members to function as contractors, each being paid for their work based on the tasks they completed and the time required for the tasks, including travel. A fee schedule was developed to outline the various tasks that were anticipated to be undertaken by board members, with the compensation amount per hour varied depending on the type of task, level of expertise required, and amount of emotional labor anticipated.

2019-20 Meeting Calendar:

The schedule of meetings for the first year of the Advisory Board included two types of meetings: Planning Meetings for BEI staff and Rotary volunteers and Regular Board Meetings for Board Members, BEI Staff, and Rotary Volunteers. Regular meetings were held bi-monthly for 2 hours, with other tasks or opportunities available outside of regular meetings.

Planning Meetings	Regular Board Meetings
March 2019	April 2019
May 2019	June 2019
July 2019	August 2019
September 2019	October 2019
November 2019	December 2019
January 2020	February 2020
March 2020	Cancelled due to Covid-19



Advisory Board Members (from left): Claudine Chigangu, Aaron Reyes Tepile, Shellena Harmon, Saul Tellez Escobedo
(missing from picture: Rohitkumar Joshi)

Image Source: Catholic Charities of Louisville, 2019

BOARD MEMBERSHIP

Claudine Chigangu, Board Member



Claudine Chigangu- No bio provided.

Aaron Reyes Tepile, Board Member



Aaron Reyes Tepile is originally from Mexico, and currently is in his 5th year living in Lexington, KY. In school Aaron was on the math team, and won awards for public speaking, including coming in 2nd place in his district. Aaron went on to study chemical engineering for one year before immigrating to the United States, where he currently works as a cook in a restaurant. Aaron considers his greatest accomplishments to be finishing preparatory school in Mexico and providing support to his parent's business that has helped it grow substantially. Aaron currently attends English as a Second Language classes and plans to improve his English while also increasing his options for employment in the United States. Aaron considers family to be incredibly important and always supports his parents however he can.

Shellena Harmon, Board Member



Shellena Harmon- No bio provided.

Rohitkumar Joshi, Board Member



Rohitkumar Joshi is from India and speaks Gujarati, Hindi and English. Mr. Joshi has lived in the United States for the past 11 years. Mr. Joshi worked as an engineer while in India. For the past 4 years Mr. Joshi has worked with Sodexo first in the Food and Nutrition Department before being promoted to Patient Ambassador. Mr. Joshi received the Be and Beyond Award as well as the Bee Award both by Kentucky One Health Group for his exemplary work. Mr. Joshi has been a member of the Survivor's Council with the Attorney General's Office and the Advisory Board with Bakhita Empowerment Initiative at Catholic Charities of Louisville. Mr. Joshi is committed to working to ensure the good for other people.

Saul Tellez Esobedo, Board Member



Saul Tellez Escobedo is from Mexico, and now resides in Danville, KY where he has been living for five years. In Mexico, Saul worked for a company, EEMSA, where he was recognized for the quality of his work. Saul is currently a server at a restaurant, and dreams of one day owning his own restaurant in the United States. This is a primary focus for Saul now, given his ability to integrate himself into any type of work team, he knows he will make it happen. Saul considers his greatest achievements to be having my own family and becoming self-sufficient. Social problems are a big concern for Saul, which he worries about and hopes to address.

*Board Member headshots by Janae Lewis with Kentucky Foundation for Women

Board Membership Representation:

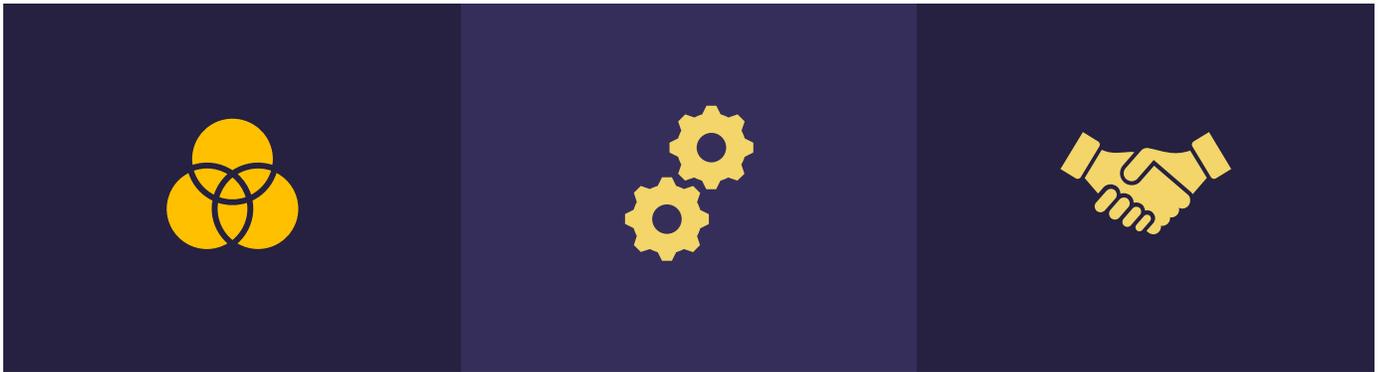
The Bakhita Advisory Board was formed keeping in mind the diverse populations served by the Bakhita Empowerment Initiative at Catholic Charities of Louisville. Programming focuses on services and support for survivors of sex or labor trafficking, including case management services with individuals of all genders, foreign-born and domestic, adults and children. The Advisory Board was formed intentionally to promote diversity and representation of the populations served by the program.

Country of Origin	Trafficking Type	Trafficking Typology	Gender Identify
United States 1	Labor 4	Restaurant 2	Female 2
Mexico 2	Sex 1	Agriculture 1	Male 3
India 1	Both 0	Domestic Work 1	Gender non-conforming 0
Congo 1		Residential 1	

PROFESSIONAL DEVELOPMENT WITH BOARD MEMBERS

Purpose of Professional Development for Board Members

A primary resource for board members to provide information and support to them in their role on the Advisory Board included professional development presentations offered at each board meeting, provided by BEI staff or Rotary members. Project staff and Rotary volunteers intentionally scheduled the professional development topics throughout the year in advance of activities or events for which the information may be particularly useful or informative.



Professional Development Topics

The topics of the professional development were chosen at the beginning of the year, and included on the meeting calendar, and included:

1. Overview of the Bakhita Empowerment Initiative Program
2. Creating a Personal or Professional Bio
3. Best Practices for Meetings / The Responsibilities of an Advisory Board Member
4. Contract Employment
5. Working with the Media
6. Self-care

Bakhita Empowerment Initiative Programming

Presented by: Jami Wilson, BEI Case Manager

The experience of each program participant at Bakhita is different, and may only include some services based on their need. The program also serves diverse program participants, which the board members may not really know. As such, Jami provided an overview of the entire program and populations served to ensure members would have a more broad understanding of the programmatic services offered through Bakhita.

Personal and Professional Bios

Presented by: Keith Williams, Goodwill Industries.

Keith presented on writing a personal and professional bio. The presentation gave board members knowledge of what a bio is, the purpose of a bio, and how a bio can be a helpful tool. Board members were provided a handout with samples of different types of bios, as examples for the board members as they began thinking about the content of their own bios and the format they would like to use. Board members then had time to complete a bio template, answer questions with information to include in their bios, which may be utilized by them for the Advisory Board, events, and/or publications for their professional and personal use.

Self-Care

Presented by: Alice Bridges, Rotary Member and with AOB Consulting

Discussed the importance of self-care and boundaries in our personal and professional lives, including effective ways to establish boundaries while in board meetings, when speaking in public, and in other tasks they may engage in as board members. Alice explained why self-care is important, and offered ideas of ways to engage in self-care.

Best Practices for Meetings

Presented by: Jackie Ford, Rotary Member and CEO of Girls Scout of Kentuckiana

Jackie provided information on how a Board of Directors and an Advisory Board each functions. She discussed the logistics of meetings, agenda, minutes, board leadership, how term lengths are determined, and the role of each board member.

Working with the Media

Presented by: Bonnie Hackworth, Rotary Member and with Foundation for a Healthy Kentucky

In her presentation, Bonnie explained the different mediums of media (tv, radio, social media, print, etc.) and tips to ensure the message an individual conveys through the media is clear and concise. Members were provided information on the importance of setting personal boundaries regarding information-sharing with media and possible outcomes of interacting with the media. The board had a discussion regarding some of the challenges of interacting with the media.

Contract Employment

Presented by: James Smith, Rotary Member and Attorney with Smith and Smith Attorneys

As an employment law attorney, Jim explained in detail the differences between being an employee and being a contractor, explaining in detail the functions of contract work. The presentation focused on teaching the members what a fair contract would entail as well as appropriate requirements and responsibilities in contract employment. The presentation included information on pay scales, length of contracts, schedules, and the limitations of contract work, etc. The board had some additional discussion about the content of their contracts as Advisory Board members.

TASKS AND ACCOMPLISHMENTS

Participation in Tasks by Advisory Board Members

- Bakhita Program Evaluation Surveys
- Bakhita Programming Changes
- Participation in Conference Panel on Human Trafficking
- Support Letter for Bakhita
- Research Study Participation
- Liberation Awards Presentation
- Video about Bakhita Program Services

Bakhita Program Evaluation Surveys:

Three board members completed surveys describing the services they received through Catholic Charities previously as program participants. The survey includes questions regarding specific services received, their personal level of satisfaction with the services, recommendations for improving service provision, and their current sense of stability and well-being now, post-services. These surveys are being reviewed by program staff to be utilized in making programmatic improvements, based on the feedback provided by Advisory Board Members.

Bakhita Programming Changes:

During the first Advisory Board Meeting, Saul Tellez Escobedo identified the need for an information sheet outlining what is needed during the visa application process and after, as a reference for clients when they exit services. Mr. Tellez Escobedo identified that once he had exited from the program, he encountered situations where he was confused as to the best way to proceed, knowing what documents were needed, or being clear on the next steps in the process of immigration relief and/or accessing benefits. The board members discussed what would be needed on this information sheet, and BEI staff developed an informational form based on what was identified by the board. Once the document was completed BEI staff shared this with the board for edits and final approval. BEI will now be utilizing this “next steps” form with each appropriate program participant.

Participation in Conference Panel on Human Trafficking:

Rohitkumar Joshi participated in a panel discussion on human trafficking at the 2019 National Conference of State Liquor Administrators. Other panel participants included BEI's Program Director, AUSA for the Western District of Kentucky, and a KY ABC agent. Mr. Joshi spoke about the important of law enforcement officers establishing rapport with potential victims, understanding their fear and hesitation when initially interacting with law enforcement, and the importance of keeping your word when interacting with victims.



Board Member Rohitkumar Joshi
Image Source: Catholic Charities of Louisville



From left: Amanda Gregory, Rohitkumar Joshi, Marissa Castellanos
Image Source: Catholic Charities of Louisville

Support Letter for Bakhita:

Aaron Reyes-Tepile composed a support letter that was included in a funding application submitted by Catholic Charities of Louisville to build capacity to address labor trafficking through training and technical assistance. Mr. Reyes-Tepile eloquently highlighted the value of services provided by BEI and the importance of better understanding labor trafficking.

Research Study Participation:

Shellena Harmon participated in a research study addressing the impact of community with survivors of sex trafficking, particularly after completing a service program. The research study was conducted by a student at Asbury Theological Seminary, and included a written survey and phone interview.

Liberation Awards Presentation:

Every year BEI honors community advocates, volunteers, agencies, or students in Kentucky who have made a substantial impact on the issue of human trafficking. In December 2019 each member of the Inaugural Bakhita Advisory Board was recognized as a Liberation Award Honoree for their contributions through the work of the Bakhita Advisory Board, which is the first of its kind in the Commonwealth of Kentucky. All Bakhita Advisory Board members were present to receive their awards, and were honored alongside Rotary Club of Louisville for their contributions to the work of the Inaugural Board.



Top Row from Left: Claudine Chigangu, Marissa Castellanos, Shellena Harmon, Amy Nace-DeGonda, Larry Sloan,
Bottom Row from Left: Aaron Reyes Tepile, Saul Tellez Escobedo, RojitkumarJoshi
Image Source: Catholic Charities of Louisville

Video about Bakhita Program Services:

Mr. Tellez Escobedo participated in a video highlighting his experience working with the Bakhita Empowerment Initiative. He explains the value of direct services for survivors of trafficking and the impact that had on his life. Mr. Tellez Escobedo also mentions why he decided to re-engage with BEI as a member of the Advisory Board.

BUDGET AND RELATED COSTS

Funding for the Advisory Board during the first year was provided by Victims of Crime Act (VOCA) and Rotary Club of Louisville. The activities of the Board have been accomplished through this vital public-private partnership that provided opportunities to fund the costs of the formation and work of the Board, provide pro-bono services to Board members, and assist with planning and implementation of Board Meetings and content through volunteer engagement.

Advisory Board Expenses and Funding Sources (June 2018-Feb 2020)

Cost Categories	Funding Source	Actual Costs
Personnel Costs	VOCA	\$6270
Supplies	Rotary Club of Louisville	\$235
Copies	VOCA	\$220
Contractual- Board Members	Rotary Club of Louisville	\$2700
Interpreters/Translations	Rotary Club of Louisville (\$1003) VOCA (\$2609)	\$3612
Mileage	Rotary Club of Louisville (\$283) VOCA (\$1086)	\$1369
	TOTAL COSTS:	\$14,406

Personnel costs for Catholic Charities staff included Advisory Board tasks such as: Meeting with OVC regarding Advisory Board planning, drafting Advisory Board policies, planning meetings, drafting documents for board members (such as membership packets), arranging translating of documents and interpreters for meetings, recruiting board members, ordering supplies, board meeting preparation and participation, completing financial paperwork for board activities, participating in tasks with board members, and reporting on the work of the Advisory Board. Total costs for Advisory Board activities totaled \$14,406 from June 2018-Feb 2020. Rotary Club of Louisville funded 29% of Advisory Board activities, while VOCA funded 71, each in various cost categories.



BOARD MEMBER NARRATIVES



Aaron Reyes Tepile: En la Junta Asesora hemos implementado maneras de como ayudar y mejorar el servicio que ofrece basándonos en los conocimientos y experiencia de algunos miembros, respondiendo cuestionarios y haciendo lluvia de ideas también han llegado expertos a darnos ideas de ellos de que es un board. Este primer año he aprendido como tenemos que organizar un board y he aprendido que tiene que ser una organización para que todo marche bien y podamos brindar un buen servicio. Mis compañeros me han dado muchos de sus conocimientos e ideas y yo he aportado mi visión desde mi experiencia como víctima de trata de personas. También han venido personas aportar más de como organizar y llevar la visión que queremos transmitir. Ha sido una experiencia muy buena y más por que esperamos que podamos ayudar. Me siento muy contento de ser parte de este proyecto.

English Translation: In the Advisory Board we have implemented ways to help and improve the services offered based on the knowledge and experience of some members, answering questionnaires and brainstorming. Experts have also come to give us their ideas about what a board is. This first year I have learned how we have to organize a board and I have learned that it has to be an organization so that everything goes well and we can provide a good service. My colleagues have given me a lot of their knowledge and ideas and I have contributed my vision from my experience as a victim of human trafficking. People have also come to contribute more about how to organize and carry the vision we want to convey. It has been a very good experience and more so because we hope we can help. I am very happy to be part of this project.



Saul Tellez Escobedo: El formar parte de la Junta Asesora me a dado una amplia distincion de realmente cuales son los problemas por el cual pasan muchas personas y he aprendido a ser parte de este grupo compuesto por diferentes personas donde hemos discutido qué enfoques son necesarios para ayudar más. Tenemos el conocimiento de que se puede ayudar a mas personas con la ayuda de las dependencias tanto de gobierno y agencias privadas. Hemos recibido capacitación de individuos y organizaciones y hemos estado interactuando con el personal de capacitación durante el año pasado, todos contribuyendo con un único propósito para ayudar a quienes más lo necesitan. Que es lo que hecho bueno en las reuniones que hemos tenido, y en base a los temas discutidos, son las ideas de mejora que se han proporcionado para Bakhita. Una de las ideas que he dado personalmente es que los clientes que ya han pasado por la gestión de casos con Bakhita deberían recibir orientación adicional o "próximos pasos" en un documento que les haga saber lo que les espera a continuación. Cada cliente debe comprender claramente la navegación en el proceso de inmigración, para que sepan los requisitos que deben cumplir, como la presentación de impuestos y el mantenimiento de copias de contratos de arrendamiento y facturas (electricidad, agua, gas) para mostrar su presencia continua en los Estados Unidos. Recibí el reconocimiento de Bakhita por ser parte de la Junta Asesora inaugural y me invitaron a hacer un video en el que discuta los beneficios de Bakhita y Caridades Católicas. He hecho todo esto con el objetivo de ayudar, como ser un pequeño grano de arena y hacer la diferencia.

English Translation: Being part of the Advisory Board has given me a broad understanding of what the problems are that many people go through, and I have learned to be part of this group made up of different people where we have discussed what approaches are needed to help the most. We know that we can help more people with the help of both government and individual agencies. We have received training from individuals and organizations and have been interacting with training personnel during this past year, all contributing with a single purpose to help those who need it most. What has been good in the meetings we have had, and based on the topics discussed, are the ideas for improvement which have been provided for Bakhita. One of the ideas that I have given personally is that clients who have already gone through case management with Bakhita should receive additional guidance or "next steps" in a document that makes them aware of what comes next for them. Navigating the immigration process must be clearly understood by each client, so they know the requirements they must meet, such as filing taxes and maintaining copies of lease contracts and bills (electricity, water, gas) to show their continual presence in the United States. I received recognition from Bakhita for being part of the inaugural Advisory Board and was invited to make a video in which I discuss the benefits of Bakhita and Catholic Charities. I have done all of this with the focus of helping, like being a small grain of sand, and making a difference.

YEAR 1 OUTCOMES AND NEXT STEPS

The Bakhita Empowerment Initiative Advisory Board will conclude its inaugural year in April 2020. This board has been comprised of 5 past program participants, two BEI staff members and two Rotary members. From June 2018-April 2020, the Advisory Board has moved from the initial planning stages and strategic planning regarding formation of a board, to becoming an actual Board with members, meetings, activities, and a structured format. The focus of the Advisory Board during the first year has been membership recruitment, professional development for members, and completion of tasks by board members towards the two primary goals of the Board: 1) Informing Bakhita Empowerment Initiative programming, and 2) Modeling non-exploitative survivor engagement. Outputs and outcomes from the formative year of the Advisory Board include:

- 1) The first Bakhita Advisory Board was formed, with 5 members who are former Bakhita Empowerment Initiative program participants. Board members represent the diverse individuals and experiences supported by Bakhita, providing feedback on programming and engaging in other anti-trafficking efforts in the community.
- 2) Board members completed surveys regarding programming and provided feedback in meetings recommending changes to program practices, which have since been implemented.
- 3) Board members have engaged in professional development activities to prepare and support their work as Advisory Board members.
- 4) Board members have engaged in public-facing activities, modeling non-exploitative survivor engagement. Activities have included participation in research and public speaking.
- 5) Catholic Charities staff and Board Members have shifted their relationships from case managers and program participants, to peers, working together as colleagues in the work of the Advisory Board.
- 6) Catholic Charities staff have engaged with OVC staff, Rotary Club of Louisville, and others throughout the process of forming the Advisory Board, creating documents (including this report) to further the anti-trafficking field by providing guidance on engaging survivors and improving programming through the structure of an Advisory Board.

Next Steps: The Bakhita Advisory Board will continue to meet, focusing on member leadership, increasing membership, and building upon prior activities to continue working towards the Board goals of informing and improving Bakhita programming and modeling positive, non-exploitative survivor engagement.

APPENDIX

Survivor Engagement Policy

Issue: Engaging Former Clients as Survivors to Inform Program Practices, Projects, and Outcomes

Program: Bakhita Empowerment Initiative

Effective date: 6/1/18

Survivor Engagement Requirements:

- I. In order for former Bakhita Empowerment Initiative clients to inform programming as a survivor, the survivor must:
 - a. Have been separated from services through BEI for no less than 2 years (case management)
 - b. Be in a healthy place to engage in programming as a survivor, as determined by the survivor and BEI program staff
 - c. Disclose any current services being received from Catholic Charities of Louisville. The determination must be made that any current services received by the agency overall do not cause a safety issue or ethical conflict for the survivor or the agency.

- II. The initial steps to pursue possible survivor engagement with a former BEI client include:
 - a. One on one conversation with a BEI staff member discussing survivor engagement, to explain the details of the process and answer any questions. This conversation must be documented.
 - b. The former client must receive the following printed information from BEI:
 - i. Letter explaining survivor engagement at BEI
 - ii. Document outlining different ways to engage with the program as a survivor

- III. In order for the survivor to begin engaging with BEI as a former client, the survivor and BEI staff must:
 - a. Sign the Survivor Informed Consent to Inform BEI Programming Form
 - b. Sign an agreement/contract outlining the extent of the survivor's engagement in BEI programming. The agreement must at the very least include:

- i. a list of specific activities they could engage in
 - ii. boundaries related to name
 - iii. topics the survivor would like to address/is okay with discussing
 - iv. compensation
 - v. Training
 - vi. mental health support.
- c. Sign the Media Release (if applicable)

IV. After a survivor has become actively involved in informing BEI Programming, the following steps must be followed:

- a. Biannual conversations/meetings with survivor and BEI staff member to assess engagement and discuss any issues/concerns for either party. This should include a revision of any signed agreement, to ensure compliance and discuss if changes should be made to the agreement.
- b. The survivor should be asked to complete an evaluation of their program engagement to date. The evaluation should include components such as: survivor's well-being, safety issues/concerns, compensation, and training/support needs.

Survivor Engagement Survey

Part I: Please circle your response to each question

- Are you interested in providing feedback and information to Catholic Charities as a survivor of human trafficking and former program participant?

Yes No

- Would you be interested in providing feedback in a public way such as sharing your experiences and insights with others?

Yes No

- Would you prefer to only engage in activities that would keep your name and information private?

Yes No

- Are you interested in providing feedback?

Yes No

Part II: Please check the ways you would be interested in being involved

- Conferences and Forums
- Doing trainings with Catholic Charities staff
- Assisting with research
- Writing an article for public use with your name or anonymously
- Providing support or mentoring people who have been through similar circumstances as you
- Engage with other survivors to receive training and support and address issues related to engaging as a survivor.
- Attend public meetings, such as human trafficking task forces or coalitions

Part III: Please respond to further note if you are interested in taking these next steps to work with us

- Would you be interested in signing a contract with Catholic Charities to work with the agency on a contract basis as a Survivor Advisory Board Member?

Yes No

- Would you be interested in training or presenting to others as a survivor on related issues?

Yes No

- Would you like to join train alongside Catholic Charities staff?

Yes No

If you are interested in engaging with Catholic Charities as a survivor in some way...

- Are you okay with your name being public?

Yes No

- Would you like to engage with the media (television, newspapers, radio, etc)?

Yes No

- How would you like us to identify you? *(For example, as a survivor of trafficking, as a former client of our agency, a title related to your current work, advocate, etc)*

- Do you have any questions for us that you would like to talk about?

A3) Member Invitation Letter

<Greeting and Invitee Name>

As a former customer of Catholic Charities, it is an honor for us to have walked alongside you for part of your journey. We are extremely proud of who he is and how far he has come, and we want to offer him the opportunity to participate now in the work we continue to do at Catholic Charities.

We are currently looking for more ways to be better informed by the people we have served and who want to continue serving. Under no obligation do we want to invite you, as a survivor of human trafficking, to participate in the services we provide. Please note that any work you do with us will be compensated as we recognize the experience you will bring to our program.

This decision is entirely up to you and has no effect on the way we as an organization view you. No matter your decision regarding further commitment to our survivor program, we appreciate the opportunity to meet you and enjoy working with you. We welcome any opportunity for you to become more involved with us in the future if you wish!

Sincerely,

<Staff Member Names and Program Contact Information>

BAKHITA ADVISORY BOARD MEMBERSHIP INFORMATION

member Information

Name:

Date of birth:

Country of Origin:

Phone:

Current address:

City:

State:

ZIP Code:

Employment Information (if Applicable)

Current employer:

Employer address:

How long?

Phone:

E-mail:

Supervisor:

City:

State:

ZIP Code:

Position:

Emergency Contact

Name:

Address:

Phone:

City:

State:

ZIP Code:

Relationship:

Please List all languages spoken

Will you need an interpreter?

Circle One

Yes

No

BAKHITA ADVISORY BOARD MEMBERSHIP INFORMATION

Educational Background

Last Grade Completed:

Area of Study:

School Name:

Phone:

City:

State:

ZIP Code:

References

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

Additional Skills

Signature

I confirm that the information on this form is accurate to the best of my knowledge.

Membership Signature:

Date:

MEMORANDUM OF AGREEMENT BY and BETWEEN

Catholic Charities, Archdiocese of Louisville, Louisville, KY AND

_____, Advisory Board Member, Lexington, KY

This is a Memorandum of Agreement on the part of Catholic Charities, Inc., the agency for the Bakhita Empowerment Initiative, and _____, a former program participant of the Bakhita Empowerment Initiative and current Advisory Board Member. Catholic Charities and _____ shall jointly be referred to hereinafter as the "parties."

A. PURPOSE:

1. The purpose of this Memorandum of Agreement is to guide and direct the parties respecting their working relationship, inclusive of anticipated future arrangements and agreements in furtherance thereof, to participate in the Bakhita Empowerment Initiative's Advisory Board as a board member, providing insight to the program as a former program participant, with opportunities to engage in larger community-based activities.
2. Neither party intends for this Memorandum to alter in any way their respective legal rights or their legal obligations to one another, to their clients or to any third party. Board members do not have authority to make legally binding decisions or govern Bakhita.

B. GENERAL UNDERSTANDING:

1. Catholic Charities is the grantee for funding available through VOCA and other applicable funding sources.
2. _____ is a former program participant of Bakhita and a member of their Advisory Board.
3. For the purposes of this Memorandum of Agreement:
 - Former Bakhita program participants shall be invited to be members of Bakhita's Advisory Board.
 - All invited Advisory Board Members must be former program participants who are no longer receiving ongoing services.
 - There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, language or disability.

CATHOLIC CHARITIES SHALL:

- Discuss in general terms the needs of the Advisory Board and Bakhita Empowerment Initiative program, ensuring participation and tasks are agreeable to both parties.
- Compensate members of the Advisory Board for all participation and tasks completed as a Board Member.
- Compensation shall not exceed the federally established guidelines for contract rates of \$81.25/hour or \$650/day.
- Catholic Charities shall make payment within 20 days of receipt of attended meetings.
- Provide support, training, and other assistance as appropriate, or upon request by Board Member.

_____ **SHALL:**

- Participate in Bakhita Advisory Board meetings (bimonthly)
- Understand this is not an exclusive contract. Catholic Charities and the Advisory Board Member both have the right to contract with other entities.
- Will determine additional activities to participate in as a Board Member.
- Understands that Board Member compensation is only for activities and tasks completed through the Board, and must be pre-approved by Bakhita staff in order to be approved as a task for payment.
- Will submit signed invoices for any completed work, upon completion, and return to Bakhita staff in order to receive payment, after completion of tasks, per the fee schedule for Advisory Board Members.
- Will maintain privacy and confidentiality of Board Meetings and Board Members, as appropriate.

MUTUAL RESPONSIBILITIES:

- At the request of either party, a meeting or conference will be held between _____ and Catholic Charities to resolve any problems and/or develop any improvements in the Advisory Board.

- The parties shall review this working relationship and affiliation annually.
- This relationship is intended solely for the mutual benefit of the parties hereto, and there is no intention, expressed or otherwise, to create any rights or interests for any party or person other than the parties; without limiting the generality of the foregoing. Neither party is an agent, employee or servant of the other.
- This Memorandum of Agreement shall be governed by, construed and applied in accordance with the laws of the Commonwealth of Kentucky.
- The parties will sign a Business Agreement in accordance with federal HIPAA regulations.
- The parties will adhere to funding restrictions specific to federal, state, or private foundation sources, or unrestricted funding will be utilized as appropriate.

AGREED TO BY:

<Advisory Board Member Name>

Date

<Agency Representative Name>

Date

**BEI SURVIVOR ADVISORY BOARD
2019 MEETING CALENDAR**

Date & Time	Location	Purpose
Tues, April 9, 2019 10am-12-pm	Catholic Charities of Louisville Father Kent Room 2235 W. Market St. Louisville, KY 40212	SAB Meeting #1
Tues, June 4, 2019 10am-12pm	Catholic Charities of Louisville Father Kent Room 2235 W. Market St. Louisville, KY 40212	SAB Meeting #2
Tues, August 13, 2019 10am-12pm	Catholic Charities of Louisville Father Kent Room 2235 W. Market St. Louisville, KY 40212	SAB Meeting #3
Tues, Oct 1, 2019 10am-12pm	Catholic Charities of Louisville Father Kent Room 2235 W. Market St. Louisville, KY 40212	SAB Meeting #4
Tues, Dec 3, 2019 10am-12pm	Catholic Charities of Louisville Father Kent Room 2235 W. Market St. Louisville, KY 40212.	SAB Meeting #5
Tues, Feb 4th, 2020 10am-12pm	Catholic Charities of Louisville Father Kent Room 2235 W. Market St. Louisville, KY 40212	SAB Meeting #6

Survivor Engagement Contractual Services Fee Schedule

1	Attending Training/Professional Development Activities	\$30/hour or \$250/day for a full day (7 hours+)
2	Attending Meetings of Survivor Advisory Board / Other Coalition Mtgs Representing Survivor Advisory Board	\$30/hour
3	Attending an Outreach or Public Awareness Event	\$30/hour
4	Completing a Survey or Evaluation	\$50/hour
5	Participating in a Focus Group	\$50/hour
6	Writing for a Report	\$50/hour
7	Preparing content for a Training or Public Speaking Event	\$50/hour
8	Providing a Training or Public Speaking Event	\$100/hour
9	Time traveling to and from a meeting/project activity/event	\$20/hour

Bio Worksheet

1. Where are you from? What city do you live in now? How long did you live in these places?

2. What do you do for a living? What kind of education, experience, or skills do you have?

3. What do you think are some of your most important accomplishments?

4. Have you received any awards or other forms of recognition? Have you ever been a member of a group you would like others to know about?

5. What are some projects you are working on or goals you have for the future?

6. What else would you like others to know about you?

Sample Bios:

Kathy Bryan, Executive Director, Elevate Academy, Speaker, Survivor Leader

Kathy believes we can one day live in a world where people value one another, that one individual's freedom never trumps another's, and no one drives in the turning lane...well maybe not that last one.

A gifted speaker, consultant, mentor, author and survivor of human trafficking, Kathy works tirelessly to communicate the truths of trafficking in America, having trained thousands of medical professionals, law enforcement, community service providers, and faith-based communities both in the U.S. and abroad. Her ability to illuminate truth in a palatable, engaging manner leads the listener to heightened understanding, inspiring action.

Kathy joined the Rebecca Bender Institute in 2014 and serves as Director of Elevate Academy and Lead Mentor, where she empowers other survivors on their journeys to obtain fullness of freedom. She serves on the board of Into the Light, is a member of the National Survivor Network, the Survivor Leader Institute, and the Survivor Alliance.

She was instrumental in changing the human trafficking legislation in her state by testifying several times before the Arkansas Congress, resulting in the passage of three new laws. Kathy is a consultant for the Department of Homeland Security's Blue Campaign and various anti-trafficking organizations.

There is much to be found in her wheelhouse, ultimately, though, her heart beats for helping people understand each other, which fosters empathy and a foundation for unity. She and her husband, Keith love spending time with their family, off-roading, and traveling this beautiful world. Her next big goal is jumping out of a plane.

Vishal Dasa, Membership Chair of the National Survivor Network

Vishal is a survivor of labor trafficking; he has been an active member of CAST Survivor Leadership Program and volunteer with CAST since June 2016. He is also a professional speaker on Human Trafficking with a major focus on spreading awareness on Labor Trafficking. Vishal has presented in numerous speaking events on human trafficking to students at Loyola Marymount University, doctors and medical staffs at Northridge Hospital Medical Center, and Dignity Health-California Hospital Medical Center. He also spoke at the 2017 Annual Freedom Walk.

His major achievement was his contribution in getting California state bill SB 54 passed, where he worked with ACLU along with other members of various organizations and spoke with California assembly members and their staff at the Capitol building in Sacramento, CA. and explained why we need to get SB54 bill passed.

Fainess Lipenga, National Survivor Network Member, Maryland

Fainess Lipenga has been an active member of the National Survivor Network since 2013. As a survivor of labor trafficking, she uses her voice and experience to educate the community and raise awareness. Her mission is to prevent other survivors from being re-victimized and to give them hope and courage to heal, become leaders, and achieve their dreams. Lipenga has testified in front of the U.S. Congress regarding the challenges survivors face and presented to the National Academy of Sciences, Engineering and Medicine. She has provided training for pro-bono lawyers, law students, physicians, law enforcement officials, and federal prosecutors. She has spoken at national conferences and developed expert training materials. Lipenga believes survivor voices and leadership are essential to advocacy on human trafficking. She is a certified nursing assistant and continues to pursue her goal of becoming a registered nurse.

Dancy D' Souza, Eyes Open International, Ohio

Dancy is a survivor of labor trafficking from Cincinnati, OH by way of India. She has been working for justice for herself and others for the past ten years. Dancy serves on multiple organizations providing insight and expertise from a survivor's perspective. In 2016 Dancy co-founded Eyes Open International focusing on the prevention of human trafficking.

Meeting Evaluation Form

Meeting Date: _____

1. How do you feel the meeting went today?

1-Not well 2-Okay 3-Good 4-Very Good 5-Excellent

2. How helpful was the information presented today for you?

1-Not very 2-Okay 3-Helpful 4-Very Helpful 5-Excellent

3. Did you feel you had the opportunity to engage and participate in the meeting?

1-Not at all 2-No 3- Some 4-Yes 5- Yes, very much

4. Did you feel like the language access was sufficient for you?

N/A 1-Not well 2-Okay 3-Good 4-Very Good 5-Excellent

5. What additional comments or thoughts did you have about this meeting?

6. For the next meeting, is there anything you would change or do differently?

Upcoming Opportunities for Advisory Board Members

April 22-30 th Louisville, KY	Creating a video about the work of Advisory Board	2-3 hours 1 Advisory Board Member <i>*Marissa or Amy will be there also</i>
May 2019 Lexington, KY	Complete a questionnaire and do an interview for a research project through Asbury Seminary **This study only discusses sex trafficking	2-3 hours *The interview will be with Tim Robbins
June 19, 2019 Louisville, KY	Participate in a panel at a conference and discuss services for survivors or trafficking	Panel will be 1 hour Prep time will be 1-2 hours 1 Advisory Board Member <i>*Marissa will be on the panel also</i>
July 16, 2019 Frankfort, KY	Attend KY Statewide Task Force Meeting	Meeting last 1.5-2 hours 1-2 Advisory Board Members <i>*Marissa or Amy will be there also</i>
Fall 2019	Complete a participant evaluation of the Bakhita Empowerment Initiative (this can be done remotely, and anonymously)	1-2 hours All Advisory Board Members may Participate

Date Activity Time Required

**Please look through this list, and let Marissa or Amy know
if you are interested in participating.**

Whoever expresses interest first will have the opportunity reserved for them.