**LEADERSHIP TEAM
MINUTES**

**June 22, 2020**

**Discussion Items:**

* COVID updates: Pam has pulled together some statements for Lisa to use in tomorrow’s All Staff email reminding everyone that COVID is still out there and we all need to follow protocols.
	+ Be careful in personal life as well as the office.
	+ People can still work from home to the extent practicable.
	+ Once gatherings of 50 are allowed by the state – if programs want to host an in-person gathering, staff should carefully consider/ talk to Pam about whether appropriate distancing and sanitation can be managed.
* CY 2020 vacation planning:
	+ Many staff cancelled planned vacations during the coronavirus shutdown. People need to be thinking about how to reschedule their time off so that we don’t have the whole agency trying to take off the month of December.
	+ Remember that 2 weeks of vacation time can roll over from one calendar year to the next. Vetta will reach out to the Archdiocese to see if there will be any changes to that policy to increase the rollover.
	+ On the Leadership Team, Lisa will be out July 6-13, as will Becky. Darko will be out July 2-8. Nick will be out July 20-24 Pam will be out June 29th to July 1st . Everybody else needs to plan a vacation.
* All Staff updates: after this week, we’ll start rotating through other members of the Leadership Team to send the All Staff message. Lucio, Ellen, and Bart have volunteered for the next three.

**Updates:**

**LISA**

* Board meeting went smoothly. Five new director candidates to present to Archbishop.
* Meeting tomorrow with Archbishop Kurtz and Chancellor Reynolds.
* Final discussion with Nick and Vetta around merit raises, promotions/ job grade changes, step increases for certain employees. Nick will be running numbers and Vetta will prepare individual memos as to increased total compensation (in effect CY 2021).
* Conferring with Office of Multi-cultural Ministry about internal training; challenge series for parishes on racism and racial justice in our community. Emily will be pitching in with Lucio to help get this organized.

**LUCIO**

* Excellent final interviews for Mission dept. positions.
* I continue to work with Shalah in disbursing Covid-19 assistance funds, including to all of our 2019 CCHD and CRS grant recipients. Six of our nine from the past year, excluding our grant to the Catholic Charities youth employment program, have received Covid-19 funding assistance. I am waiting on Caring Place and Feeding America Kentucky to complete applications.
We have also provided Covid-19 assistance to a number of newly identified downstate grantees, who I planned to reach out to for this year’s local grant process, which may be delayed because of Covid-19 hurting the parish collections for these funds.
* Parish ambassadors list is growing – 38 confirmed ambassadors on our spreadsheet, representing some 45 parishes.
* In response to the USCCB initiative, Mom’s in Need: A Year of Service, launched in March, Ed Harpring, from the Pro-Life office, our own Shalah Bottoms, some women from Mom’s Helping Mom’s, Pro-Life representatives from St. Paul and Ascension, and Michael Schultz (seminarian) met for a kick-off to share ideas of what may be done to support parishes in the area of providing resources to expectant mothers. It was noted how our Family Support Services and OFL monies are a vehicle for some of this concrete support.
* I sent a proposal to my contact at Moving Forward Together on behalf of ILS and its grant match need for purchase of laptops.

**NICK**

* May Financial statements will be out this week

**BECKY**

* Staff is focusing on the WF TANF Coordination proposal that is due on Friday, June 26th.
* Received Letter of Support from Cabinet Secretary Eric Friedlander for the State of Kentucky, to work in coordination with KOR in the implementation of the proposal.

**BART**

* Staff to not get complacent regarding wearing our masks, social distancing, working away from the office as you are able.  While broader public restrictions are being lifted, we must remember that this is not necessarily being done because there is any less risk in catching the virus.  And although we see that many people are asymptomatic and appear to have no real issues from contracting it, we still do not know the long term affects, especially on the lungs.

**VETTA**

* We are close to hiring a VISTA and a Communications & Grant Coordinator for Development; as well as a Hispanic Services Coordinator and a Parish Advocacy for the Mission Department.
* Working on times and locations for Explicit Bias training for the staff from the Office of Multicultural Ministries.

**ELLEN**

* Thank you to everyone for their help with World Refugee Day. We received very good feedback!
* Meaghan Stokes will start on July 20 as an AmeriCorps VISTA to work on our LGL database. She will be with us for a year.

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**DARKO**

**LS**

* LS has updated the Language Access Policy for the CCL agency.  A copy of the policy has been sent to all program directors and a copy has been placed on the P drive for all employees to review as needed. We need to put it on our website too.
* LS is in the process of offering new service contracts to 88 interpreters, representing 29 languages including English.  These new contracts reflect a pay increase of 3%.  LS has sent notice to all customers that our standard services fees will increase on August 1.  This will coincide with interpreter pay increases.
* LS will hold a meeting of our Equal Language Access project on Tuesday June 23rd.  This meeting will be held online and will identify our first 5 partners to receive Fire Tablets, a customized language access policy, a 50% service discount for applicable clients and “I speak” cards for distribution.
* JCPS renewed their contract with LS for the upcoming 2020-2021 school year for spoken language services.  Although we received a request to submit a bid for ASL, we declined since we do not have contracts with any individuals at this time qualified as ASL interpreters.
* LS has started negotiations with BoostLingo (our online scheduling provider) to become a back-stop partner for remote interpreter services.  This will enable OUR interpreters to accept video and phone assignments not only from our local customers, but from BoostLingo supported customers all over the world.  Qualified interpreters will receive access to the interpreter “pool” which will further enhance their opportunities for earning and it will create another small source of revenue for LS.  We do not have a date yet as to when this will begin.  More info to come.

**LTCO**

* The state is drafting protocol for resuming ombudsman visits.  We are unable to share specifics at this time given it is in draft form.  The plan will be based on the ability of a program, considering individual circumstances of safety.  Once a protocol is drafted, it will then be presented to the associations of facilities to discuss, prior to approval.

**CT**

* We had our first visit from the health inspector at the new location on Friday. We received a score of 100 and are now allowed to produce food for public consumption! Production starts Monday with the soup subscription. Table of Plenty is on Wednesday. We expect to have our catering menu finalized by the end of next week. The St Anthony’s kitchen will continue to be inspected as a food service entity, since we will be serving meals for Table of Plenty from that kitchen.
* We are finalizing our plan and costs to start bringing 100 lunches Monday-Thursday to SVC. St. Leonard donated a significant amount of food last week, and we will be able to use a lot of this for SVC lunches, and other community meal efforts in the Parkland Neighborhood. We also plan to work with Change Today Change Tomorrow to assist them in cooking for the homeless population they work with. They will provide all the food, we will cook a meal for 100 people one day per week.

**CEG**

* We have had several xenophobic/racially intolerant comments directed at gardeners at the 7th Street Community Garden. This had led to them feeling unsafe in the garden. We are talking with Cooperative Extension and other program partners about how to handle the conflict between neighbors and gardeners.
* Rachel Brunner is leaving CCL to attend graduate school in Boston this fall. The job description has been finalized and should be posted soon.

**SVC**

* Our first clothing appointments day last Friday went great. We have more appointments set up this coming Friday.
* SVC is going to receive more COVID 19 funding through ACM.

**FSS**

* We have about $8,000 remaining of the Louisville Metro Council CRF funds and are on track to spending the remainder before the deadline of June 30. So far, we have provided/committed funding for 51 applicants. We have roughly $23,000 remaining in CFL.
* FSS finished a successful round of virtual Family Support On-the-go with Freedom House. Freedom House has been awarded a grant for Beaded Treasures, a program to teach women how to make jewelry and sell it for profit. They will provide a free program for 10 of our Mama Matters participants and plan to reach out to Zeljana in MRS ESL.
* Shalah and Darko have been communicating and planning for the new case managers under the SVDP grant.

**MRS**

* Finalizing strategy for match grant for remainder of fiscal year.
* Met with KentuckianaWorks to partner on collaborating more closely together to serve refugee clients.
* Met with GLI regarding talent attraction, will coordinate closer with them.