**LEADERSHIP TEAM   
MINUTES**

**June 29, 2020**

**Mission moment:**

A client of ILS sent this email to Darko: *“A year ago, I received citizenship after a long and difficult journey. Rebecca was always in touch, answered all the questions  so professionally and quickly! She was always "close" and ready to help! Thank you very much for your work!”*

**Discussion Items:**

* Note: July 6 meeting is cancelled. Enjoy your July 4th holiday/ day off on Friday, July 3.
* All Staff Survey:
  + Lisa has been reviewing the questions from the 2017 survey, and adapting them to incorporate our Welcome Empower Strengthen values.
  + Will circulate the draft to the Leadership Team tomorrow, as well as the Staff Care Committee. Please pass along anything you think is missing or should be changed.
  + Hope to open this for staff response next week, keep it open for two weeks. Last time we had very good response – 50+ staff answered. Will hope for equally high response rate this time.
* Agenda of July 20 Programs Quarterly meeting:
  + Lucio will lead a formative/ enrichment piece around Catholic Social Teaching and Catholic identity.
  + Ellen and the new Communications person will be looking to engage in a discussion around agency use of language as carried out in each program.
* Cell phone reimbursement is pretty sporadic across departments. What are we doing, and why?
  + More people are probably using personal phones for calls and data now that they are at home, but not many more are claiming it. That probably means that most people in the agency don’t really understand this.
    - We don’t want to make any changes to this practice right now. Some people who claim it may be looking at this as a little perk – don’t want to take that away at this time, given that we are not getting raises until January. As for people who haven’t typically claimed it, we don’t want to deviate much from what’s in the FY 21 budget.
    - It seems pretty common that there is confusion over the amount. Most people ask for the amount for cell phone, though that is actually different from the amount for a smartphone.
  + There’s a policy in the Leadership P: folder, but it may not have been widely publicized. Unclear if it was ever formally approved.
    - Per IRS rules, you have to be able to explain why you need access for your job requirements. Needing to be able to read your email at all times is a pretty low bar, probably extends to 75+ of our employees.
    - It’s a non-taxable form of income when it is reimbursed as a business expense rather than paid as salary.
  + Two programs have agency-provided cell phones … Bakhita and LTCO. Tialisha also has an agency phone.
    - There’s an agency-wide data plan that everyone rolls up into. That comes to Finance directly.
  + Our current phone system allows everyone who wants to do so to set up their office extension to ring through on a personal cell phone, and to return calls through the CCL switchboard rather than having one’s personal number show up. It costs $1 per line per month.
  + We will reconvene around this to form a better understanding of what we should be doing as an agency.
    - Finance will pay some attention to who requests cell phone reimbursement – in which departments, who within those departments – and what the amount is.
    - Bart and Becky will look at systems, what we are asking for people to do and who needs support for cell/ smartphone use.

**Updates:**

**LISA**

* Great meeting with Archbishop Kurtz and Chancellor Reynolds. Archbishop is very pleased and proud of CCL’s work during the COVID 19 crisis to keep programs running, expand our reach to help more people, and engage with our parishes. He will be touting our efforts in an upcoming Archbishop’s Leadership Report and at the Priests Council meeting. **Well done, everyone.**
* Working on a 2020 All Staff Survey to get a snapshot of satisfaction across the agency.

**ELLEN**

* Development team reviewed personal and new goals going into the new fiscal year.
* We plan to set meetings with each department to review common goals and discuss communications and development around each program in late July and early August.
* Working with Bakhita and hotels to plan 2021 Labor Conference. TBD
* Excited that our Communications position was accepted by Susan Smith. She has a lot of great experience and will start July 16.

**NICK**

* May financials are posted on the Employee finance page, <https://cclou.org/financial-snapshot/>.
* Mileage rates decrease from $.58 to $.575 a mile per the federal rate state remains unchanged at $.41 a mile.

**LUCIO**

* *Sleep in Heavenly Peace* has delivered 28 beds to needy kids since they started working again in early June.  They just brought in a load of wood for 50 more beds and will begin working on that this week.  Sleep in Heavenly Peace has also scheduled their annual *Bunks Across America Day* for Saturday, September 26.  If possible, they would like to set up our saws and sanders under some tents in the grassy area out front of the shop that day. I will connect with Bart and Tony about this. May need lawn mowed.
* As part of our Covid-19 assistance work, CCL has become a partner with Collectivo Esperanza, a group of local organizations serving immigrant and refugee families and individuals who are not eligible for government support such as stimulus checks and unemployment benefits, and who cannot find relief through other established means. We are now partnering with La Casita Center, Americana Community Center, Backside Learning Center, Doors to Hope, Adelante, and Douglas Boulevard Christian Church in this joint effort.
* I have used up pretty much all of my CCUSA, DELTA, and some CFL monies for Covid-19 assistance to parishes and organizations; a total of $46,540, with about half of that going to parishes throughout the Archdiocese.
* Catholic Relief Services is establishing Chapters in every diocese to promote its work and mission more intentionally. We have a training all set for July 22 with Ashley Davenport, Cecelia Price, Emily Willis, and a great number of parish and school leaders who have been involved with our CRS Rice Bowl luncheons.
* Homeless Jesus fund is now over $6,000, more than is needed for the Cathedral ID program we support through it. Might be time to consider other uses for some of these funds perhaps?
* Getting closer to hire a replacement for Mark’s position. The Hispanic Services Coordinator role may need more time as a candidate we really wanted decided to stay in her current corporate role for financial reasons.

**BECKY**

* KOR submitted the application for the Wilson Fish TANF Coordination proposal, due on June 26, 2020; start date if awarded is 09/30/2020.
* Rylan Truman, along with Laura Gardner, an independent contractor, will present their research into best practice and models for use of the Refugee School Impact Grant funds for refugee children.  Research will be presented to the national network on 6/30/2020.

**DARKO**

**ILS**

* The apprentice who was supposed to begin in September has declined the position due to uncertainty related to COVID-19. We will leave it vacant for now, hoping to fill it in September 2021.

**FSS**

* Family Support is close to wrapping up the current COVID funding. All of Metro Council funding has been committed to clients and about $2,000 remains in CFL funding. No other outside agency referrals are being accepted at this time.
* FSS has offered Healthy Start the opportunity to become a Lifeline referral partner so we can assist more pregnant women and mothers in need.
* The virtual Family Support On-the-Go program with Freedom House was successful and another will be scheduled around August.
* Other programs continue virtually.

**SVC**

* We are starting lunch distribution for our community in partnership with Common Table today.

**MRS**

* USCCB offered a Preferred Communities supplement,  part of the supplement was to assist with new/current PC clients (direct aid, etc.), other part was to assist with COVID case management, and PPE.  As a result of conversations with the Louisville Metro, we wrote in the proposal  for a contractor to assist with outreach, education, and assistance with contact tracing among refugee populations.  This was submitted on Thursday.  Will report when we hear back from USCCB.
* Employment team working with ESL department exploring the opportunity to potentially participate in the Summer Works Tech Academy program where youth, ages 16-21, can get paid up to $15/hr. to learn technology skills.  We are considering offering this in the computer lab.
* Virtual Summer program up and running. 70 children contacted, 40 completed pre-tests.  We are having issues with regular attendance and are currently exploring a way to incentivize attendance.
* Strategizing with Out of School Time Council to offer alternative instructional opportunities on site in case that JCPS does not return to traditional instruction in the Fall.
* Will be presenting on Welcoming Week kickoff webinar offered by Welcoming America.