

MINUTES FOR St. ANDREW'S CONFERENCE MEETING

Date: 06/01/2020

Call to Order/Opening Prayer: Father Greg () Diane (x) Other () Time: 5:00 pm

Spiritual Reading: Fr. Greg () Margaret (x) Other ()

Minutes of Previous Meeting: (x) Read/Approved; Approved with Changes () Mary made a motion to accept the minutes. Ann L. seconded the motion.

Attendance: Total Active Members (30); LOA (3) Present (23) Absent (7) Quorum (16)

<u>MEMBERS</u>		<u>MEMBERS</u>		<u>MEMBERS</u>		<u>TRAINING</u>	
Al	x	Gloria	A	Michaela	LOA		
Ann F.	x	Hilary	x	Mike F.	x		
Ann L.	x	Janet	x	Norm	x		
Barbara	LOA	Jerry	x	Pauline	x		
Bryant	LOA	JoAnn	A	Sandra	A		
Dennis	x	Kathy	x	Scotty	A		
Diane	x	Margaret	x	Toni	x		
Dotti	x	Marge	x	Yolanda	A		
Estela	A	Martha G.	x				
Francisca	x	Mary Ellen	x	Father Greg *	A		
George	x	Mary	x	Stan *	A		
Gini	x	Michael C	x				
Glenn	A						

*Stan and Father Greg - Not included in Quorum

Unfinished Business:

1. Next week meeting in Madonna hall????
 - Next weeks meeting will take place in Madonna Hall. Pauline will contact church personnel and confirm that the room is reserved for SVDP and setup for proper social distancing. Everyone is encouraged to wear a mask.

New Business:

1. Covid emergency help
 - a. Rental committee-Questions?

- A Rental and Utility Special Case Committee of 3 people with an alternate is being proposed to streamline the special case process during Covid-19. Conference will revisit after six months and determine if Special Case Committee is still needed.
 - Current process of using email and have all Vincentians vote cases is confusing and sometimes difficult to ensure enough votes are cast for passing the special case request.
 - SVDP has received several grants and donations from different organizations. A Special Case Committee will track how the money is allocated for special cases. This will ensure proper bookkeeping for reporting at the end of the year.
 - The committee will vote on and allocate funds for special cases.
 - The committee will use SVDP funds and ,at this time, not go to outside sources for assistance with special cases.
 - Members proposed to serve on the SC committee are Ann L. as chair, Glenn, and Yolanda. Gerry will serve as an alternate in the absence of any member.
 - Vincentians working at the conference will submit special cases to the special case committee.
- ii. Motion?
- Ann F. made a motion to establish a 3 person Special Case Committee, with an alternate, to review, vote and allocate funds for special cases. Norm seconded the motion. Motion passed.
- iii. Ann Lund (chair), Yolie, and Glenn. Alternate: Gerry
- Suggested members for the committee were approved.
- b. Rent upper limit \$750; Utility upper limit \$250. If Friend needs more than that, it can be discussed with the committee.
- Mary Ellen made a motion to set upper limits of \$750 for rent and \$250 for utilities to be allocated by the special case committee on a case by case basis. If a friend needs more it can be presented to committee and they will make the decision to approve above the set upper limits. Gini seconded the motion. Motion passed.
 - The committee will review and vote specials cases within 3 business days.
- c. Temporary suspension of Eviction notices and utility disconnect notices
- i. Questions?
- ii. Motion
- Martha made a motion to temporarily suspend the requirement for eviction and disconnect notices for a period of six months. Mary Ellen seconded the motion. Motion passed.
- d. Start helping with rent/utilities June 2
- Pauline has started notifying apartment complexes that we are

available and ready, beginning 8 June, to assist friends who are behind on their rent.

2. Rearranging of the furniture

- a. Thanks, SOOOO much for those that helped!!! Mary, Ann L, Mary Ellen, Blanca and Stan!!!! What a team!
- b. The cloth chairs were put in storage. Vinyl ones put out for easy wipe down.
- c. Chair in office arranged at least 6 feet from where the Vincentian will sit. All felt that we did not need to move the desks in order to be safe.
- d. Vinyl folding chairs available in big office for the rare occasions that more than one member of the household must come into office.
- e. A sign will be placed on the door stating "Mask are required to enter the building."

3. Procedures for seeing some Friends one on one in office

Pauline's draft that was sent out

- a. —the front door will be left open with the AC running to provide good circulation.
- b. —wipes OR bleach with water will be made available to wipe desk and chairs after EVERY VISIT.
 - Stan will buy a case of hand sanitizer for the conference.
- c. —masks will be worn by our friends - have some on order- we hope they have their own, but if not they can keep the one we give them.
- d. —Vincentians will wear a mask/ we need to show example that we are being cautious. Wash hands and sanitize OFTEN!!!
- e. —Offices to be arranged to maintain 6 ft social distance. The big double office stays as is.
- f. A table and Vincentian are the outside triage to find out what the friend needs, take their name, DOB, and write the information on the Caseworker log sheet. The greeter will also ask the standard COVID19 assessment questions (it will be provided).
 - i. —Regardless of the need, the Friend is greeted outdoors as stated above.
 - ii.—In numerical order as they come to triage greeter, a friend will be called and no more than (3) people at a time to enter the waiting room. The friend WILL NOT fill out forms, exchange clipboards, paper and pens and so on.
 - iii. **One family member only. Rare exceptions may be made**
 - Someone acting as interpreter or a assisting handicap person.
 - Friend with children. Request that the children also wear a mask.
 - If Vincentian is not comfortable assisting, in these instances, they can ask them to come back another day or another Vincentian can call them and set up an appointment for a later date.
 - iv. —Before entering the waiting room, they must hand sanitize.
 - v. **If only a food box, that will be done from here, just as we have been doing thus far**
SUGGESTION: should we log in food boxes and not check on their last visit? Or is this something we could do if we were very busy??
 - It was decided that If it gets busy do not have Blanca look up the friend that is requesting a food box. Just give the food box and update the file at a later time when it is slower.
- g. — A Vincentian working in the back office will call the next person in—who will that be? The triage greeter will inform the friend of what number they are on the log sheet before the enter the waiting room. In the office w/ the friend, the Vincentian will open the computer case log sheet and update their

existing information (phone#, address and # of people in household etc.). You are familiar with this log sheet

- h. -FIRST QUESTION To FRIEND IS: Has your income been effected by COVID??? If YES, ask if they have started EVICTION PREVENTION ASSIST application from the state. www.housing.az.gov PLEASE familiarize yourself with this.
 - Friend must come up with 30% of their monthly gross income to qualify for assistance.
 - If a friend is not able to or does not have the skills to fill out the application on line, Vincentians, who feel comfortable using computers, can assist them with the application process.
- i. —If the need is for a thrift store or identification voucher, at least we are able to exercise our Vincentian spirit and briefly speak with them. Fill out thrift store voucher and give to them. If It is a food voucher fill it out & carry to food bank and have friend EXIT the building and wait by the cones until the food bank calls their name.
- j. – If it is a SPECIAL CASE, a new form has been created to make our life easier. You can vet the friend for what they need, call the apartment complex and / or the utility company like we always have done to confirm the balance due.
 - Add to new form "Have they applied for assistance through the www.housing.az.gov website?"
 - Add to new form "Date application was submitted?" and "Status of their application."
 - Add to new form "Household monthly gross income."
 - Add to new form "Line to annotate dollar amount of 30% of their monthly gross income."
 - Move to top of form "Number of children in household."
 - Vincentians working at the conference will use the NEW special case form to log all needed information about friends special case request.
 - Vincentians will call apartment complex or utility to find out amount owed by friend.
 - Ask the apartment complex personnel how they are working with the friend to prevent evictions or utility shut off.
 - Ask utility companies if they have a payment plan the friend can sign up for.
 - Fill in all requested information on the new case form.
 - Email special case form along with friends case file to Ann L. Chair of the special case committee.
 - Let friend know it goes to special case committee and you should receive a decision within 3 business days.
 - If case is approved the requesting Vincentian will write the check, annotate special case on check stub and log in the special case folder.
 - The requesting Vincentian will update friends case file and deliver the check.
 - The Fernandez Fund will be in control of the special case committee.
 - Friends who receive rent or utility assistance approved by the Special Case Committee may, based on availability of funds, be eligible for assistance prior to the end of the year.
 - Vincentians can still write checks against the utility fund account for utility assistance under \$100.
- k. Let them know it goes to the special case committee and they will have a decision 3 business days.
- l. If we are too busy, or lack sufficient volunteers, we can take the phone number and have a caseworker call them. Caseworkers that are at home could also do**

this.

4. Pauline suggest this question ... Have you or anyone in your household has a fever or cough in the past seven days? Of course allergies are in full force. For everyone's safety. One family member only.
5. Diane and Glenn will be out of town from 6/4 until around July 10th. Pauline will be in charge. I will be available by phone and email, but may not have reception.
6. Vincentian in training. Not really a good time, but this lady very anxious to start. Maria Garcia Ford. Starting 8 June.
7. Upcoming events?
 - a.** Birthdays:
 - i.** Dottie -June 10th
 - ii.** Frank Feracco June 18th—let's all email him!!!!
 - b.** SVdP Mass-June 9th
 - c.** Thrift store committee—June 2nd, tomorrow at Margie's at 2:30.
 - d.** Food bank committee
 - e.** Finance committee
8. Finance committee report
 - April SVDP received lots of donations.
 - May we received over \$16,500 in donations. That does not include the \$10,000 from Wick.
 - Money from conference to food bank is still on hold. Will revisit if or when the need arises.
 - Gini is on vacation beginning 22 June until around end of July.
9. Thrift Store committee Report
 - Jason hurt is foot and was out but is now back to work
 - Lea is on restricted duty
 - Thank you to Stan for having Ron come to the Thrift Store and assist Shelly with unloading furniture and assisting in the donation area.
 - Sales for May \$36,700. Daily average over \$1400.
 - Thank you to Dennis for working on the coolers.
 - 2 out of the 4 coolers will be repaired
10. Food Bank committee report
 - The food bank received a \$10,000 grant from Emergency Food and Shelter Board
 - The food bank received food boxes from Tucson that were suppose to feed a family but would barely feed 1 person.
 - Stan had Ron assist at the Thrift Store in the donation area because they were short handed.
 - Stan assisted with the rearranging of the offices in support of re-opening the conference to friends.
11. Poor box report: \$80.08
12. Home Visits:
 - Kathy, Mike and two other Vincentians assisted a disabled vet they

met at St Andrews church. He has been hospitalized and in rehabilitation centers for the past 18 months. He needed food, money and a ride to Sierra Linda apartments. They were able to provide him some food from the grocery cart at the church. They also gave him a ride to Sierra Linda Apartments. He may come to the conference needing more assistance. He has a very positive outlook and attitude. It was a joy and pleasure meeting and assisting him.

13. Special cases: Amount available \$ _____

14. Vincentian Reports on difficult or touching cases:

15. Vincentian Schedule: emailed separately

16. Prayer requests: email you prayer request to Pauline and she will log and email them out to everyone.

17. For the good of the order:

- SVDP received a \$200 cash donation today.
- Westend Rotary donated \$300. It has to be for something specific and receipts have to be provided to the Rotary. It will be used for sanitizer and other products that are necessary for the conference to open.

Closing Prayer: Fr. Greg () Diane (x) Other ()

Adjourned: 6:45 pm

Recorder: Mary (Secretary) (x) Yolie () Other - ()