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Conference ID: 843 445 000#

**Catholic Community Service
All Staff Meeting
Location: MS Teams On-Line
April 29, 2020 at 2:00 PM**

1. **Welcome and MS Teams Tips** – Jeanna Wittwer, HR Director
 - a. Please mute your Microphone or cell phone
 - b. If you want to see training videos on “How-to” use MS Teams. Open MS Teams. Click on the CCS Team, click the word “General” that appeared below CCS Team. In the top row of the main window click “How-to”. This will open a training video app in the main window. Please select the topic of choice. Each video is between 1-3 minutes long.
2. **CCS Update** – Erin Walker-Tolles, Executive Director
3. **New Communication Plan** – Erin Walker-Tolles, Executive Director
 - a. New—Employee Updates Sent by Text
 - b. Employee Webpage now included behind the CCS Website
4. **Catastrophic Leave Update (Temporary Leave for Pandemic, Extended FMLA for Loss of Child Care)** – Erin Walker-Toles, Executive Director
5. **Paid Time Off (PTO) policy reminder** – Anneka Morgan, HR Coordinator
 - a. Carry forward cap of 200 hours on 12/31/2020
 - b. Cash-Out opportunity this quarter
6. **Cloud Technology Reminder** – Shema Jones, CFO
7. **Employee Engagement Survey Coming Soon** – Jeanna Wittwer, HR Director
8. **New Normal-** Erin Walker-Tolles, Executive Director
 - a. Congratulations on still meeting our mission!
 - b. Telecommuting, Social Distancing and Work Expectations
 - c. Safety Procedures, PPE and Continuity of Operations
 - d. Staff input and insight – please share what works, what hasn’t, what’s confusing, what can we do to make things even better?
9. **CCS Response to Health Mandates and Reopening and Alaska loosening of Social Distancing–** Erin Walker-Tolles, Executive Director

Next All Staff meeting will be in June 2020