



**Catholic Community Service
Quarterly All Staff Meeting
Location: MS Teams On-Line
September 16, 2020 at 8:00 AM and 2:00 PM**

- 1. Welcome and Housekeeping**
- 2. CCS Agency Education**
 - a. Who are the Senior Staff members and what do they do?
 - b. What is “Executive Office” and what do they do?
 - i. Human Resources
 - ii. Finance Team
 - iii. Fund Development & Outreach
 - c. What’s New at CCS
- 3. CCS Safety Update – Erin Walker-Tolles**
 - a. Focus on keeping our staff and clients safe
 - b. First Aid Kits
 - c. Assessments for possible safe reopening of Senior Centers
- 4. Updates & Reminders from Human Resources**
 - a. 403(b) Retirement Plan Reminders
 - b. New Employee Assistance Program (EAP)!
 - c. Employee Technology
 - d. HR/Payroll Leave Reminders
- 5. Employee Recognition**
- 6. Closing Reminders – Attestations**