



**CATHOLIC COMMUNITY SERVICE**  
**Training Attestation**

Name of Training: All Staff Meeting

Date of Training: 06/24/2020

Name of Trainer: Senior Management

Name of Participant: \_\_\_\_\_

I, \_\_\_\_\_, hereby attest that I have received the training named above and agree to adhere to any policies and procedures notated in the training.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. **Welcome and Housekeeping**
2. **CCS Agency Update - Erin Walker-Tolles, Executive Director**
  - a. What does the coming year hold for CCS?
  - b. Annual Board meeting is tonight and they will adopt FY21 Budget, Annual Plan, Risk Assessment
  - c. Changes in Senior Staff – HR Department, Fund Development & Outreach Director PK
3. **CCS Covid Update – Erin Walker-Tolles**
  - a. NEW Programs for FY21 – SAFE CAC Public Education Campaign, Interfaith Prayer-book available
  - b. Staying flexible in the outlook for Fiscal Year 21
  - c. Safety Procedures
  - d. Steps needed in order to reopen
4. **Fund Development Team and New Projects – PK Kalbrener, Fund Development Director**
  - a. New fund raising model and CCS Champion’s campaign
  - b. New website ccsak.org
5. **HR Update - Anneka Morgan, HR Coordinator**
  - a. HR Director recruitment update
  - b. Fleet Specialist – new position in SESS
  - c. Performance evaluation timeliness project
  - d. Work appropriate conversations (5-8 min training)