

April 8, 2020

Hi Everyone,

I write you today about your **continued pay and benefits**. While my explanation may seem long, we want to keep you in the loop on the environment in which we are operating and inform you of our thoughts and decisions. Please review the message below and take note of the comment regarding a Town Hall teleconference scheduled for tomorrow.

PAYROLL AND GOVERNMENT RELIEF

You should expect a full paycheck this Friday for the pay period of 3/22/20 – 4/4/20.

I wrote you on March 27 that no UCP employee would be furloughed at that time. I wrote, **“Once we learn more about the government relief that has made this possible, we hope and will confirm with you as soon as possible that your full pay and benefits will continue throughout the Agency’s closure.”** At that time, we had just learned of the passage of the CARES Act and approval of the Small Business Administration (SBA) 7(a) loan program, a resource that would cover the Agency’s payroll expenses for a limited time.

Today, I am providing you with an update on this potential temporary financial relief. We applied for the loan last Friday, April 2 as soon as the loan application portal opened, and we are now waiting to be notified of approval. While we are confident we will be granted the loan, we cannot guarantee this and we do not have any way of knowing when the funds will be available. Banks are stretched to their limits during this time and things are moving at a slower pace than expected. IF and WHEN the funds are approved, we will be awarded dollars to cover **eight future weeks of full payroll** as well as some operational costs. The best-case scenario is that we will learn of this in the next 48 hours. The worst-case scenario is that we hear nothing for 2-4 more weeks. Please remember that this loan amount is forgivable. Therefore the Agency can pay you for up to eight weeks (eight-week clock starts ticking upon approval) and we do not have to pay the loan back. It is basically a grant as opposed to a loan.

Until we have some answers, we must remain cognizant of every financial decision. We have now begun your fourth week of full pay. All four weeks have been fully funded by the Agency and cannot be applied to the future eight weeks of pay that will be covered by the potential loan. As you know, we are collecting only a small fraction of our normal revenue and we must consider numerous options for the future. These may include furloughing some staff members, requiring the use of vacation time, and asking those staff who are not working to go unpaid for a period of time. These options (and others) are being discussed if we do not receive the loan dollars soon. We spoke with our Board of Directors today and they have approved our approach to continue your full pay through the end of this week and next week (current pay period to be paid 4/24). If our loan is not approved by the middle of next week, we would need to make some decisions and would be in touch with each of you as soon as possible regarding your employment status and pay.

Hopefully, you know that we continue to work to make decisions in your best interest and those of our clients. These are made daily and are based upon very limited information while we play the waiting game.

UPDATE ON BENEFITS

Current medical, dental and vision benefits (and rates) will remain unchanged until at least May 31 and open enrollment is tentatively being planned for June to become effective July 1. Some other benefits (and rates) including LTD and STD are still being worked out with the provider. We will notify you of these details as soon as we have them.

ALL STAFF TOWN HALL TELECONFERENCE

We will send notification of a Town Hall teleconference to be held tomorrow during which we will provide an update and you will have the opportunity to voice your questions or concerns. If we receive news that the loan is approved before then, we will immediately let you know.

Many of you are working at full capacity (and beyond) to support our critical operations. Others are working at various capacities based on Agency need and many are taking on additional/new duties outside the norm. We thank those of you continuing your work and we hope that you can appreciate why we want to continue to pay our entire workforce (even those who are unable to do their “regular jobs” due to program suspensions). None of these decisions are easy and we are doing all we can to maintain our Agency’s stability during these very trying times.

THANK YOU TO EVERYONE ON THE UCP TEAM!

Wishing you all good health and safety. As always, feel free to call me at 440-454-1363 or Beth at 216-534-9960 with any questions.

Sincerely,

Trish and Leadership Team