

April 23, 2020

Hi Everyone,

Thank you for being in touch with your supervisor this week. For the few of you not working who have not had the chance, please call your supervisor to remain connected. Be sure to be on the lookout for direction on benefits enrollment and mandatory vacation in next week's messages. We are finalizing details on both and are committed to making sure our actions are fair, equitable and reasonable.

Edendale and Memphis are going strong! All staff and individuals are healthy and have adjusted well to the social distancing mandates and other challenges. The **OakLeaf Partners** team continues to offer virtual services to those on the path to employment and **LeafBridge** therapists and aides are offering telehealth and tele-education to many! We do not know who is learning more – those being served or our employees who are doing things in ways they never have. We hope to continue the use of all these newly developed skills in the future!

For those of you who may be interested in what we are spending our time on...

Finance

Celeste is working every day to manage our finances to be ready for any and all situations! MaryRose continues to handle payroll, making sure the bills are paid and assisting with processing the mail.

HR

Bob and Stacy are busily addressing all things HR related including employee benefit changes, handling employee leaves of absence, performance evaluations and a million other details.

Fundraising

Renee and Emily are working hard on fundraising and marketing. The Race to Empower has been cancelled and we are thinking of "hosting" a fun virtual race instead! Our June 1st golf outing has been postponed and may be cancelled. We hope to have our gala in the fall but we will make a final decision as we learn more about what the future has in store. Our current focus is on grant writing and social media with hopes to make up for some of our lost revenue.

Celeste, Bob, Renee, Paul, Andy, Intesar, Beth and I meet every other day virtually to stay on top of the current situation and plan for the future. Much of those conversations focus on you – our employees - as well as the individuals we serve, finances and working with our Board of Directors. The Board has been very engaged throughout these past several weeks and will be holding a specially called meeting Monday where they will hear Agency updates to offer guidance and support. **If you have any message you would like shared with the Board, please call or write me before 3:00 Monday.**

COVID-19 has been the greatest challenge this Agency has ever faced. We continue to work hard to maximize our quality and quantity of current services, continue to build revenue, stay in touch with donors, take advantage of government financial relief and plan for the future. As we do this, we are doing our best to stay in touch with you and all those we serve.

Continue to take care of you and yours and if you have any questions, please be in touch with Beth (216-534-9960), Trish (440-454-1363) or your supervisor.

Thank you,
Trish and the Leadership Team