

To All UCP of Greater Cleveland Employees,

I write with a very important update today. As a result of the COVID-19 pandemic, we are at a point of change at UCP of Greater Cleveland. While we hold much hope for the future of our programming and are doing everything possible to return to our pre-pandemic state, we have been forced to suspend many services due to mandates and restrictions outside of our control. We typically operate at a deficit while drawing a limited amount of money from our savings and depending upon our Development Department to raise funds. The extent of our shortage of current revenue can no longer be supported by those resources.

All decisions made are based upon our mission, our finances and the health and well-being of all those we serve and their families as well as that of all UCP staff and your families. Transmission of COVID-19 is still on the rise in Ohio, adequate testing remains unavailable and, truthfully, not much has changed since we closed our facility-based services in March (outside of our essential work at OakLeaf Group Homes). We are completing comprehensive internal and external analyses and will make future operational and staffing decisions on a monthly basis, assessing the situation at minimum weekly. For now, the leadership team's proposal to the Agency's Board of Directors to continue group home and virtual services only has been approved. This means that all facility-based services will remain closed through at least the end of June.

The Paycheck Protection Program government funding will carry our full payroll through June 13<sup>th</sup>. Our preference would be to continue to employ and pay all beyond the 13 weeks that we will have covered by then. However, that is just not possible. As a result of such limited programming, our June revenue is projected to be at 47% of normal operations and we just do not have the money to pay people who are not then working at full capacity to support those limited services. We will end the month of June at a deficit. While our Development Department raises money throughout the year to help to fill a portion of that loss, we are projecting that we will raise only half of what we had planned for in 2020. This combination of lost revenue and lower donations forces us to operate within our means which has led to some very difficult decisions. We must remain fiscally responsible to be in a position to continue services whenever that becomes possible. UCP's clients depend upon us for unique, high-quality services and we want to be there for them when this pandemic comes to an end.

**Please expect a call from one of the members of the leadership team tomorrow, Thursday, May 21<sup>st</sup> between 10:00 a.m. and 2:00 p.m.** Our goal is to have individual calls with all UCP staff on Thursday to inform each of you of your employment status beyond early June. If you do not answer our call, we will leave a message and ask that you return our call before 5:00 p.m. Thursday. You will each receive a text on Thursday inviting you to a Friday town hall call as well.

I know you are all anxious to hear of how you will be affected by any changes made at UCP. Again, our long-term plan is to resume to full pre-pandemic programming. However, we don't know when that will be possible nor how quickly we can ramp up. In the meantime, the leadership team, our Board of Directors and I will continue to work every day to sustain the Agency during these challenging times.

Please continue to do all you can to stay well and to maintain connections with others. We will get through this.

