**CHAT TRANSCRIPT Coalition COVID-19 Call. August 11, 2020**

00:13:15 Deb DeBare, NNEDV. (she, her): Feel free to send any questions to me directly, or post on the chat and I can weave them in to the conversation....

00:20:16 Dawn R. Stover: Expand on the job sharing.

00:21:32 Jay Howard: I'm interested in how you will manage the workload if 50% of your small staff need to take time off for childcare. What work contingency plans have you made?

00:21:44 jenn pollitt hill (she/hers): What about office admin staff who really don't have lots to do when we're not in the office? Suggestions?

00:21:47 Micaela Esq.: how do you work with staff on work/life balance when working from home and odd hours?

00:22:24 Karimah she, her: What about liability issues when "home" becomes employees' primary work space?

00:22:54 Karen Tronsgard-Scott, she/her, Vermont Network: Hi Jenn. Our admin staff (office manager and fiscal director) have access to the server from home so can do computer based work from home. They both go to the office one day per week and we pay them hazard pay to do this.

00:24:49 jenn pollitt hill (she/hers): Thanks for that but we have a receptionist who takes calls and provides clerical support of which there is now very little :(

00:24:54 Karen Tronsgard-Scott, she/her, Vermont Network: Hi Micaela - I should have mentioned that we use a operational model that does not require monitoring of hours. I can say more but this is called a Teal Organizational Model. Of course we record our time via time sheets. Mostly I worry about the number of hours folx work beyond 40 hours per week.

00:26:03 Karen Tronsgard-Scott, she/her, Vermont Network: Jenn our calls are forwarded and our office admin person can check voice mails from her home phone. She directs calls from there. She's also picking up and helping others in ways she has not in the past.

00:26:43 Melissa Guajardo: Jenn, we switched to Zoom phone, took our whole phone system to the cloud. Including the receptionist and the ability to transfer among staff.

00:27:28 Karen Tronsgard-Scott, she/her, Vermont Network: Job sharing - we are considering but not yet practicing temporary contracts with individuals when a staff member has to cut their hours. We want to contract with someone to cover the work which can no longer be covered.

00:29:22 Karen Tronsgard-Scott, she/her, Vermont Network: Liability - I don't have anything to address this.

00:30:12 Melissa Guajardo: Liability- Workers comp should cover home work spaces. So lots of training on what a safe workplace is and what constitutes a workplace injury.

00:30:26 Karen Tronsgard-Scott, she/her, Vermont Network: Yes to everything Jenifer is saying about caring for staff, flexibility, etc. Twice weekly calls with staff, once weekly calls with members.

00:30:50 Laura Berry: karen, I am interested in how you are paying for or providing stipend for tutors for staff's educational need for their children

00:31:24 Karimah she, her: Thank you, Melissa! Can you talk some about what constitutes a workplace injury when working from home?

00:31:51 Jay Howard: Regarding liability when working from home: our worker's comp vendor told us that the home is an extension of the workplace, and if there is an incident or accident it is treated and investigated the same as if it happened in a traditional office.

00:32:16 Karimah she, her: Thanks Jay! This has been incredibly helpful.

00:32:35 Karen Tronsgard-Scott, she/her, Vermont Network: Thanks Jay!

00:32:46 Melissa Guajardo: could be falls or ergonomic injuries.

00:33:18 Joyce Yedlosky: What about benefits with job sharing? is it contract with no benefits - or more like two part-time positions with benefits?

00:33:29 Karen Tronsgard-Scott, she/her, Vermont Network: Laura, we have a meeting on Thursday to figure out what we can offer. We have state funds that we might be able to use as well as private funding. I'm hoping to scrape up $40,000.

00:33:39 Jo Simonsen (she/her/hers): Is anyone changing contributions to health care premiums or FSA/HSA?

00:33:52 Laura Berry: let me know how you figure this out.... would love to do this!

00:34:35 Karen Tronsgard-Scott, she/her, Vermont Network: We're also working with state administrators to find out if they will allow our members to use funds for educational stipends.

00:35:21 Karen Tronsgard-Scott, she/her, Vermont Network: Joyce, contractors have no benefits. We use this model for small jobs.

00:35:49 Joyce Yedlosky: Thanks Karen!

00:38:58 Jan Christiansen (she/her): We have communicated that we don't see our staff going back any time soon....likely 2021. we are downsizing our office space and going to a remote work model

00:39:36 Jo Simonsen (she/her/hers): Also interested in onboarding new employees virtually. We are trying to develop a helpful "position folder" from an exiting employee for a new hire. Other ideas?

00:39:44 mariah wineski: We've asked admin/less busy staff to pitch in to help the folks who have been very busy, as Karen mentioned.

00:40:25 Susan Higginbotham: We started an Onboarding Committee with support from HR.

00:40:26 Jan Christiansen (she/her): Our admin staff is busier than ever!

00:40:38 Jan Christiansen (she/her): Love that Susan!!

00:41:13 Allison Randall (NNEDV, she/her): NNEDV isn't going back until at least Jan 2021 - due to the fall semester being virtual, the majority of our staff taking public transportation, and the difficulty of keeping everyone distanced and healthy in the office (also there was no benefit to being in the office since we can't actually be together in that space).

00:41:55 Jan Christiansen (she/her): Thank you, Karen!!!

00:41:56 Carolina Alzuru, NCCADV, she/her: yes, Karen!

00:42:09 Lisa Lynn Chapman/NCEDSV (She/Her/Hers): YAY! Karen

00:42:11 Melissa Guajardo: we transitioned some admin staff. We have an event specialist. She is now working on virtual events, managing donations to the field in California, implementing online form signing.

00:42:16 Susan Higginbotham: Thanks Karen

00:42:36 Dawn R. Stover: YES!!

00:42:38 Karen Tronsgard-Scott, she/her, Vermont Network: Reinventing Organizations by Fredrick LaLoux

00:43:06 Melissa Guajardo: we've taken the opportunity to support development for our admin staff. giving them more responsibility.

00:43:15 Gricel Santiago-Rivera [she/her/hers]: a very healthy PTO package

00:43:20 Gricel Santiago-Rivera [she/her/hers]: sorry my mic not working

00:44:38 Debbie Fox: Good data on parenting and working during COVID (spoiler—lots of interruptions): https://www.washingtonpost.com/outlook/interruptions-parenting-pandemic-work-home/2020/07/09/599032e6-b4ca-11ea-aca5-ebb63d27e1ff\_story.html

00:44:46 Lisa Lynn Chapman/NCEDSV (She/Her/Hers): Encourage very strong boundaries. Personally, I am lucky to have an office. I shut the door and don't enter in the office unless I am working.

00:45:01 Melissa Guajardo: We've been giving admin holidays- usually 1 day that people have to take within a specific pay period to force a day off periodically.

00:45:59 mariah wineski: We've talked with staff who have school aged children and there is so much dread - even with flexible scheduling, the thought of 6 hours of virtual learning, plus 8 hours of work... the work feels constant and the time for anything else disappears. We've boosted our PTO and strongly encouraged its use. It's still a struggle.

00:47:26 Allison Randall (NNEDV, she/her): Scheduling meetings for 45 minutes instead of 60 is a fantasy that I have so people can take a break between them.

00:47:37 Mackenzie Masilon: agree with that Allison!

00:48:08 Carolina Alzuru, NCCADV, she/her: We have a local program who will be hiring a tutor to hep kids in shelter

00:48:18 Carolina Alzuru, NCCADV, she/her: help\*

00:48:30 Micaela Esq.: I accidentally sent a private message. Increasing PTO does not always address the issue when there is insufficient staff to cover responsibilities for the person who is off.

00:48:30 Laura Berry: would love to see this

00:49:39 Joyce Yedlosky: Does anyone know of programs purchasing added equipment for virtual schooling in a residential setting?

00:50:02 Susan Higginbotham: Yes, some in PA are planning to do that, Joyce.

00:50:23 Melissa Guajardo: yes in cali.

00:51:18 Ellen Yin-Wycoff, NNEDV: I have heard from many FVPSA State Administrators getting requests from local programs to purchases laptops, iPads, etc. for virtual learning and allowing for Internet access

00:52:21 Melissa Guajardo: continual check in on timelines.

00:52:31 Susan Higginbotham: Does anyone know if Federal funds can be used for programs to purchase vehicles to transport survivors instead of asking staff to use their personal vehicles due to COVID?

00:53:10 Joyce Yedlosky: several programs purchased agency vehicles with VOCA funds

00:53:37 Melissa Guajardo: WE have Monday afternoon check ins where we check in on what we did last week and what our schedule is looking like for the week to come. Thursdays we have time for just hanging out for 30-45 minutes. Whoever wants to come.

00:53:47 Meinkeng Fonge: Please don’t forget to take this brief evaluation survey on today’s call!: https://www.surveymonkey.com/r/2CZRPPX

00:53:49 Cheryl Robb-Welch: We've added dumb questions to each group meeting: last week was "could you survive alone in the wilderness? Give one reason why or why not." We shared in laughing at how ill-prepared for being on the show Alone we are.

00:54:02 Carianne: Is anyone doing a no meeting day?

00:54:27 Jan Christiansen (she/her): Carianne I love that!!

00:54:30 Dawn R. Stover: Under the Tribal COVID solicitation they said they would consider funding requests for vehicles with a lease/purchase analysis

00:54:32 Jay Howard: Love that idea. NO meetings!

00:54:34 Joyce Yedlosky: we tried a no training July - it mostly worked

00:54:42 Allison Randall (NNEDV, she/her): Carianne I can't even imagine that, that would be like a trip to Fiji. Amazing.

00:54:45 Ellen Yin-Wycoff, NNEDV: Susan -- let me check on the vehicle purchase. I think it's complicated...I think you'll have to get prior approval from the funder as it's a large purchase

00:54:47 Cheryl Robb-Welch: zoom-free Friday once a month.

00:55:19 Cheryl Robb-Welch: VOCA purchased 3 for us 2 years ago.

00:55:21 Susan Higginbotham: Thank you, Ellen

00:55:34 jenn pollitt hill (she/hers): Sorry - I have to jump off a little early.. Thanks for all the great feedback and ideas!

00:57:50 Jan Christiansen (she/her): Who Debra????

00:58:01 Susan Higginbotham: Will you share that info Debra?

00:59:05 Jay Howard: We did a Netflix movie virtual party, on the clock, and sent everyone Amazon snacks to their home. It was well received!

00:59:37 Deb DeBare, NNEDV. (she, her): Thank you all for sharing your great ideas!!!

01:00:51 Susan Higginbotham: The wellness Committee starts all of our admin staff meetings with an ice breaker- like what was your favorite toy as a child.

01:01:09 Dawn R. Stover: Great call. Thanks!

01:01:12 Karimah she, her: Thanks so much, Deb!

01:01:19 Laura Berry: thank you

01:01:21 Debbie Fox: Thanks all! Great ideas.

01:01:21 Deadria @ WSCADV Seattle WA: Thank you!

01:01:25 Joyce Yedlosky: thank you