

# ARCH SUPPORT

Issue 145

June 2020

## *From The Desk Of The Chancellor...*

It has only been three months since our work lives, and of course our personal lives, were turned upside down by the COVID-19 pandemic. It seems like much longer. Many of the items I had on my “list to do” back in March got set aside as a disease took hold of our world, country, commonwealth, Church, Archdiocese, parishes, and homes. All of the sudden we had new priorities, which required us to rethink how we went about our daily tasks.

Have you noticed the new words that entered your vocabulary? Before March, I am sure I never used these words: COVID-19, social distancing, contact tracing, self-quarantine, community spread, or self-isolation. Some words I seldom used have become commonplace and have new meaning, such as pandemic, epidemic, symptomatic, virus, contagious, deep cleaning, or hand sanitizer.

We give words and expressions new meaning when they become associated with a social phenomenon. Words become powerful and serve as shorthand for significant events or actions. For example, all we have to hear is, 6- feet, mask, get tested, PPP loan, furlough, zoom meeting, healthy at home, or healthy at worship, and we know what is meant. We have all heard the simple phrase, “with all that’s going on,” and nothing more needs to be said.

Words mean something. When we say what we mean and mean what we say, communication can build healthy connections between people. Yet communication is a two-way street. It can be risky to assume that what you say and what you meant is what the other person heard or what they understood you to mean.

In no area has the importance of good communication been brought to light more powerfully than in the current upheaval over the sin of racism. Careful and active listening is essential as we work to understand each other’s experiences and points of view. Echoes of, “I can’t breathe,” “No justice no peace,” and “Black lives matter,” are heard on our streets and on the news each day from local and national news. Like the language of Covid-19, the chanted pleas of those calling out for justice need little explanation. These are voices from so many who have been wrongly treated for so long.

We cannot turn away from those who stories need to be heard. Instead, we should join all persons of goodwill who are calling for change in how we treat one another. Our country, our community, and our Church can and must do better.

I encourage you to read Archbishops Kurtz’s column about upholding human dignity and rejecting racism. See <https://www.archlou.org/uphold-human-dignity-and-reject-racism/>.

Our long spring of uncertainly has moved us into a summer with many unanswered questions. There are economic challenges, health concerns, community unrest, and so we must do what we do best as Church, turn to God in prayer. Let us remember to pray for one another and ask our patron St. Joseph, to pray for us as well.

Be well and stay safe.

## Take Note...From Brad Harruff

### CATHOLIC MUTUAL CLAIMS/RISK MANAGER



I would like to applaud everyone's effort regarding the Covid-19 Pandemic. As you begin to take the cautious steps to reopen I wanted you to be aware of Covid related documents on the Catholic Mutual website. They are on the front page and you do not have to log in to get them. There are 13 documents both in English and Spanish.

Special Events coverage will remain at \$95.00 again for next year.

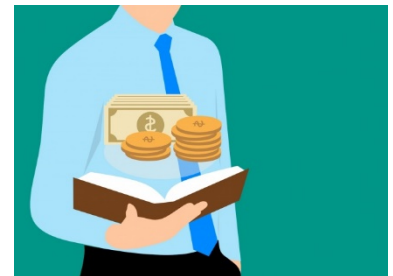
Now is a great time to inspect your property for maintenance purposes. When was the last time the roofing was inspected and checked, or divots and holes in the sports fields, parking lot repairs and side walk repairs? Is there a budget for items for future replacement of roofs, boilers and HVAC units?

Finally, be sure to check your new ledger page and be sure all the information for your buildings are accounted for and correct.

Let's stay safe out there.

## FINANCE OFFICE NEWS

The Fiscal Year-End Reports for Parish and School 2020 are due at the Finance Office by August 15, 2020. The checklist form can be found at <https://www.archlou.org/financial-policies-andprocedures-manual/>. The checklist and reports may be submitted by mail or email. Please contact Lana Glover ([lglover@archlou.org](mailto:lglover@archlou.org) or 502.471.2229) if you have any questions or need assistance.



### Mileage Rate



Effective July 1, 2020, the Archdiocese of Louisville reimbursement rate for business related travel *decreased* from 58 cents to a new rate of 57.5 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage *incurred* after July 1, 2020.

## REAL ESTATE TRANSACTIONS



In the past, the Archdiocese of Louisville has received correspondence from utility Right of Way Administrators from various local utility companies, who present documentation requesting the granting of an easement or right of way for the utility, through or on an Archdiocesan property. These easements typically are comprised of thousands of square feet of Archdiocesan real estate. Easements are long term, permanent encumbrances to the owner of the real estate. They can't be revoked, withdrawn or taken back by the owner for any reason. The only way the owner will ever receive an easement back from a utility company, is if the utility company chooses to abandon the easement. As well, this completely restricts that parcel of ground from ever having a permanent structure built on the easement.

Fortunately, most Right of Way Administrators for the utility companies have prepared so many transactions and easements over Archdiocesan properties, that when it crosses their desk, they know to contact us directly. On some occasions, however, the Grant of Easement document, which is a legally binding contract designating a specific piece of real estate to the utility company for their use, has been signed by one of our Parish Administrators. A Grant of Easement on one of our properties is considered a Real Estate Transaction. According to the August 2016 Financial Policy and Procedures Manual on Real Estate Transactions, The Archbishop must approve and sign all real estate transactions.

As a reminder, here is the policy statement from page 69 of the current **Financial Policies and Procedures** manual, **Revised, August 24, 2016:**

### REAL ESTATE TRANSACTIONS – RENTAL/PURCHASE

The Archbishop must approve and sign all real estate transactions. These include but are not limited to:

- All contracts for the purchase or sale of property;
- Deeds of transfer of property;
- Granting of easements or leases of parish or school property;
- All contracts by the parish or school to purchase or lease property or equipment to or from third parties.
- All Real Estate Company Listing Agreements;

Before being approved and signed by the Archbishop, or his designee, all contracts and deeds must be submitted to the Chief Financial Officer and Director of Facilities for review.

The Archdiocese Finance Office and Office of Facilities Management will assist in developing agreements or renewals as needed. The Archbishop's advisors will assist with legal counsel in this regard. Copies of each agreement and renewals should be on file at the Chancery.

Two sample leases are available in the Appendix – Facilities and Property Forms/Agreements. These are sample forms to be filled in, to the best of the parish's ability, and submitted to the Chief Financial Officer and Director of Facilities for tailoring to the parish's specific need.

If you have any Archdiocesan Real Estate questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) 636-0296 or e-mail, [bzoeller@archlou.org](mailto:bzoeller@archlou.org)

### Humana Go365



#### **Two Go365 updates that will help you stay engaged and earn big points this Summer!**

##### **Update One: Members now have 2 brand new ways to get rewarded for daily workouts.**

1. A new Virtual/At-Home Workout type is now an eligible verified workout activity.
2. Echelon and Fitness on Demand will join the Go365 participating fitness network.

These new features will allow every Go365 user to earn their daily "gym" points from the comfort and safety of their home. Find the "Home Workout" option under the Activities tab on the Go365 app or website. The feature will prompt users to snap a selfie during their workout, or a picture of their workout video, and submit it for points.

##### **Update Two: The Employee Sponsored Events (ESE) points cap is being DOUBLED through the end of 2020. This means that:**

- Adults ESE Points cap will increase from 700 to 1,400 Points
- Children ESE Points cap will increase from 200 to 400 Points

This is huge opportunity to earn big points and increase Go365 statuses across the group!

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#### **Humana**

Humana will be sending 13 million masks to associates and members to encourage safe behaviors during the health crisis. Research has shown that wearing masks drastically reduce the likelihood of transmitting airborne-spread illnesses, like COVID-19.

Masks will begin shipping to members in July. They will be sent to all medical members age two and older who are covered by Humana.





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## **Upcoming webinar dates, times, and topics:**

- **Wednesday, August 19 at 5:00 p.m.**  
Planning for your Retirement: Key Considerations
- **Thursday, August 20 at 4:00 p.m.**  
Helping you Build and Invest for your Future
- **Tuesday, September 22 at 4:00 p.m.**  
Accessing your Retirement Account
- **Wednesday, September 23 at 4:00 p.m.**  
Helping you Build and Invest for your Future
- **Thursday, September 24 at 4:00 p.m.**  
Planning for your Retirement: Key Considerations
- **Tuesday, September 29 at 4:00 p.m.**  
Accessing your Retirement Account



## ARCH SUPPORT MEETINGS

### July 2020

Wednesday, July 8<sup>th</sup> - 10:00am – BlueJean Meeting

Thursday, July 9<sup>th</sup> - 10:00am – BlueJean Meeting

Thursday, July 9<sup>th</sup> - 2:00pm – BlueJean Meeting

\*Directions and sign-ups for BlueJean Meetings have been distributed.  
Please let Personnel know if you have any questions.\*

### October 2020 Annual Benefit Meetings

Dates, times and details to be announced

### Summer Hours

Once again, Archdiocesan agency office hours will be adjusted for a ten-week period this summer. Effective Monday, June 8 and continuing through Friday, August 14, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 PM.



## **2020 PARISH MAILING DATES**

July 10<sup>th</sup>  
July 24<sup>th</sup>  
August 7<sup>th</sup>  
August 21<sup>st</sup>  
September 11<sup>th</sup>  
September 25<sup>th</sup>  
October 9<sup>th</sup>  
October 23<sup>rd</sup>  
November 6<sup>th</sup>  
November 20<sup>th</sup>  
December 11<sup>th</sup>



### **ARCH SUPPORT ON THE WEB**

To read this newsletter online or print additional copies: Go to the archdiocesan web site  
<http://www.archlou.org/>

- Click on “About the Archdiocese.”
- Click on “Publications/Media”
- Click on “Arch Support”
- Choose Specific Issue

