



August 6, 2019  
Feast of the Transfiguration

Dear Sisters,

Warm greetings to all from your LT! We hope your summer has been blessed.

In our last letter to you, we shared the news that in a second interview with Kathleen Mahoney of the GHR Foundation, Sr. Bernadette Therese and Stephanie Hauge representing CCA, received an invitation to apply for a grant from the GHR foundation to support the planning of a shared services collaborative amongst the member communities of CCA. Today we are happy to announce that the grant has been awarded to CCA in the amount of \$80,000. Here are the details pertaining to the grant:

### **1) Purpose**

The purpose of the grant is to develop a plan for a CCA shared services program that will meet the identified needs of the member communities. The desired outcome is that specific administrative burdens will be off loaded (outsourced, shared, etc.) to provide relief for communities and the members to be freer to live their life. These needs will be prioritized. The plan will be presented to the June 2020 CCA General Assembly for approval and implementation.

### **2) Other details related to the Grant**

The time frame of the grant is now through June 30, 2020 with report due to the GHR Foundation (grantor) by July 15, 2020. All grant funds will be used in accordance with the submitted budget. The bulk of the funding is to be used for contracting with a project manager, her direct related expenses (travel, dedicated ZOOM account, etc.) and for contracting with subject matter experts as consultants on an as needed basis. The funding from GHR represents 80% of the submitted budget. Additional funding will need to come from CCA or other resources. Work will be underway by mid-August.

---

Baltimore MD Beacon NY Boston MA Concord NH Danville PA Eldridge IA  
Barrington RI San Rafael CA Cleveland OH Latrobe PA Oldenburg IN Reno NV

### 3) Announcement of the project manager and her resume

Two qualified candidates were interviewed for the position of project manager. The candidate selected is Kate Asselin. (Please see her resume and job description). The other candidate will potentially be consulted as a subject matter expert as needed.

**4) Each community needs to appoint a contact person or a team of sisters** who can represent the needs of the community and work with the Project Manager in terms of providing information about the community. It may be possible for these key members to discuss such needs via Zoom with the project manager, and in some cases in person via a visit to the community. **Please provide the name/names of your contact person/s for this project to your LT liaison no later than August 15, 2019.** We realize that this is an early deadline. However the work has to begin with an in-depth needs assessment which has to be scheduled with each community as soon as possible, otherwise Kate's work cannot proceed. **If the August 15 deadline is not achievable, please provide your contact name/s by August 23** or as soon as possible. We thank you for your understanding and your cooperation.

For those communities who feel that participation in such a collaborative would not benefit them, we encourage your openness to at least an initial meeting with Kate, our project manager, to discuss possible areas of need as well as solutions to issues which your community have implemented that may be helpful to other communities.

We owe Stephanie Hauge a great debt of gratitude for her expert grant writing.  
Thank you, Stephanie!

We sincerely hope that our efforts to undertake the planning of this “shared services collaborative” will provide hope for our shared future and eventually offer practical solutions to the needs of our communities.

We thank you in advance for your support of this project!

Your Sisters,

*Bernadette Thiérs    Cecelia    Monika    Roz*