

**ST. THOMAS MORE PARISH  
PARISH COUNCIL MEETING  
Monday, December 16, 2013**

**Council Members in Attendance:** Fr. Bill Wagner, Vic Ivers, Kathy Hornschemeier, Larry Bush, Sam DeBonis Tom Buchheit, Jim Conrady, and John Duncan.

**Council Members Absent:** Janet Tate

**Others in Attendance:** Mike Gennett.

The St. Thomas More Parish Council meeting was called to order by Vic Ivers at 7:00 PM EST. Fr. Bill opened with a prayer.

**Pastor's Report** – Fr. Bill gave his update.

**In our Deanery....**we are looking again at our pastoral region plans. We are looking at a re-planning phase. We don't believe the diocese is going to be able to have enough priests as originally planned. They said they would have at least one priest per county in the long term. But the priest shortage issue is now getting more serious....4 priests plan to retire in 2014 and another 12 priests in 2015. These 16 retirements are going to be costly. One Pastor has already been told he has to go from being responsible for one parish to handling four parishes in the future. The number of candidates at the seminary has gone up, but not enough to offset the coming shortfall.

We have hired a **new Business Manager**. His name is Richard J. Berish. He likes to be called Dick. He is currently the Business Manager at Our Lady of the Sacred Heart in Reading. He is a part time Business Manager wants to work full time at a larger parish. He has had a successful career in business and has a military background. Four Business Managers applied for the job including a former priest from another diocese that had a long business career prior to becoming a priest. Dick will be working

part time while transitioning at his former parish. We do plan to hire a part time individual. The job demands from the diocese have exploded in recent years. We don't know if Mike Gennett will stay on part time or we will hire someone new. That has to be worked out.

At times, someone will ask why we can't have the money for something. I ask them what they would cut in order to have what they are suggesting. They respond, "**Why do we need a Business Manager?**" I respond to them, "So do you know what he does all day?" They respond "NO". This is a position we clearly cannot do without.

**Business Manager's Report** – Mike Gennett gave his update.

**The Sunday collection has gotten stronger** this month. We are down only \$5,247.87 to plan or 1.3%. We are also down \$13,830.62 to last year or 4.3%. But it is plan that is what is in the budget. Our plan is about the same as last year and will even out over time.

Expenses are in line and there are no issues. Planning for next year starts soon. The critical piece due in January is to set tuition for the next school year.

The **debt principal is now down** to \$500,216.46 from a high of \$1,802,772.91 in 2000. It will drop under \$500,000 in early January.

**The Parish Hall HDTV system installation** will begin on December 30<sup>th</sup>. The price of the project has been dropping since it was first planned early last month. It should be completed prior to school re-opening on January 6<sup>th</sup>. The entire cost has been paid for with private donations.

The **diocese is looking at a major capital campaign** to begin in about one year. Nothing is firm at this time, but some of the thinking regarding the campaign includes:

- The diocese is looking at a \$200,000,000 goal (this number is not firm)
- Last Cincinnati diocese capital campaign was in the 1950s
- Indianapolis has had three successful ones in the last 15 years

- Cleveland just had a very successful one....their goal was \$125,000,000 but they got \$170,000,000 pledged
- To the diocese, the goals mean nothing....they are not focusing on the numbers but getting the results
- Assessment report regarding the campaign is due in December to the Archbishop to help determine if they plan to go ahead
  - In this needs assessment, 134 priest and 48 community leaders were interviewed. 5,000 top donors to the CMA were sent a survey and 500 have been returned
- The legal entity for the capital fund drive has already been set up
- funds to be received will be endowed for years
- timing of the drive will be over a 3-5 year period
- diocese feels they are well positioned to make this happen and everyone in the diocese must be involved
- we are the last major diocese in the US to do something like this
- The \$200,000,000 may be broken out as follows:
  - \$100,000,000 schools (a big chunk will go to elementary school families to pay for their tuition through a needs assessment process)
  - \$40,000,000 back to the parishes
  - \$25,000,000 Seminary
  - \$20,000,000 Priest retirement
  - \$15,000,000 Charities
- Local parish priorities on how to use the parish money will be determined by the Pastor
  - Parish goals: 80% collected goes to the diocese, 20% to the parish
  - Once a parish hits their goal, the amount over: 20% to the diocese, 80% to the parish (this piece is not firm at all....just under discussion)
  - the parish portion will not also be assessed as income
- They feel the Catholic Ministries Appeal campaign will drop once this starts
- The diocese feels Sunday offertory collections will NOT drop it was said
- The company handling the drive is CCS...have done similar drives in 125 dioceses and 7,000 parishes
- all individual parish capital campaigns must be approved in advance and if they are, they will go through this campaign last

- parishes will be doing the campaign in waves....something like 60-80 at one time. Everything will be provided to the parishes. 5 years pledge redemptions are being looked at
- people can designate where their money can go if they wish
- if they do it, silent campaign begins late 2014--parish campaigns start in 2015
- parishes will get their money from the drive as it comes in....not at the end of the campaign

Some of the council members suggested that our parish might go in the first wave of this campaign. We can get this behind us and continue to pay down the debt. Then we can re-look at our own capital campaign.

Regarding the **2014 Catholic Ministries Appeal**, the kickoff this year will be BEFORE LENT BEGINS. The second Sunday of Lent (the normal kickoff) is the Sunday before the "Light is On for You" all church confession date of March 18th.

### **NEW BACKGROUND CHECK SYSTEM COMING-JANUARY 2014**

All the **diocese fingerprint sites will all be closed on December 31.** Anyone needing a background check between now and the end of the year should still can go and have it done. Permission form for us to pay the bill still is required.

**The new background check system begins in January.** It is a 5 stage process. The individual logs into Virtus and now has an additional four screens to compete. These set up screens are a onetime process and are done on line.

The background checks are now processed by selection.com. There are five stages to the new background check:

**Stage I - Social Security Trace.** The first step sees if you say who you really are. It validates the social security number, runs the name through the death files, and verifies maiden names, any alias that might be connected to the name, checks the entire address history, and does a soft credit check without the credit scores.

**Stage II - Search America.** Provided everything checks out in stage I, the name is run through the largest criminal database in the world. 651,000,000 records from 1,411 different sources. Sex offenses are run through 49 states (Mississippi is not on line). This information is updated monthly.

**Stage III - Ohio** - the name is run through 241 out of 251 criminal databases in the state.

**Stage IV - Pacer Report** - The name is run through all 12 Federal Circuit Court records looking for felony convictions.

**Stage V - Not lived in Ohio the last 5 years?** The name is run through the criminal database in the last three US counties in which the individual lived. There are 3,141 counties in the system.

- All this entire process takes less than 72 hours
- Volunteer signs up on line, any time, any where
- The focus is on enforcement - criminal history search is “forever” - no statute of limitations
- Results are a lot quicker
- The cost is only \$25 per individual

Every name that is processed in the system is re-run through the system every quarter. Someone that is clean today may not be good to volunteer tomorrow. There is no charge for the quarterly update.

The results are posted on the Virtus log in the selection.com column as approved, pending, and not approved. Only the Safe Environment Coordinator has access to this information.

Payment - there is a screen to pay for the background check with a credit card. The volunteer can pay the charge. If the parish wishes to continue to pay for the background check, they can buy coupons with serial numbers. The individual is assigned a serial number by the parish and enters it in system at the time of the registration. We need to learn more about this method before making a decision. **This has to be closely managed.** We

would only issue a coupon to an active parishioner that needs to have a check. If other locations do not utilize the coupons, we don't want to start paying for their parishioners.

**WE WILL NOT ISSUE CHECKS FOR REIMBURSEMENT PAYMENT.** THAT WOULD DROWN US IN WORKLOAD!!!! Still have to figure out how the cost reimbursements will be handled. There are other methods in play including a standalone checking account. Submitted paid receipts would be required if we go this route.

Larry Bush suggested if the parishioner pays for their check we post a donation to their contribution record. (A submitted paid receipt would be required for this.)

Illegal aliens must use their green card number and go through the system if they want to volunteer.

The following individuals must still be fingerprinted as in the past:

- All Priests
- All Deacons
- All Seminarians
- All school employees and those that support the school (aides, office, maintenance)
- All individuals required by state law

To get fingerprinted in the future, these individuals will have to drive to the Search America offices in Springdale.

The company web site is: <http://selection.com/>

Diocese tested nine previous volunteers that had passed both the Ohio BCI and FBI checks. They found these same people had predatory, child porn, and drug sales to children convictions found through the new system with the additional checks. In business and industry, they are finding about 20% of the applicants have a felony conviction somewhere. I would expect some new issues to arise here.

Anyone that has not had a background check in the last five years must log in and get one done by June 30, 2014 (cut-off date is the same as the Virtus requirement). Everyone must have Virtus completed and be on selection.com (for those with older checks > 5 years old) in order to continue to be employed and volunteer beginning July 1, 2014. The links are not yet set up.

Background checks must also be re-done for anyone who had one completed less than five years ago but already took Virtus but had their Virtus results posted in additional locations other than just our parish. Diocese views this as a change of location and new checks are required. They will show on the new Virtus logs as unable to volunteer.

We don't plan to actively communicate this change to the parish until the web site is ready and we resolve the issue about how to handle reimbursement.

### **OTHER CHILD PROTECTION DECREE COMMENTS**

Diocese views Virtus training as face to face with bulletins done on time for everyone. No on line training will be allowed.

Walk-ins are no longer allowed into a Virtus class - over 900 problems at the diocese trying getting untangled. The ones here have been a nightmare. They walk in; sign in manually, never or much later if at all set up the Virtus account. Plus, when one signs into Virtus to set up in their account in January, they will see four additional screens for setting up their selection.com background check.

This will get both pieces of the process (Virtus and the selection.com check) posted within days of each other.

USCCB audits are coming in the fall of 2014. All Virtus files will be audit for compliance. They will come out and audit 3-4 parishes. They will choose where to go.

The diocese has also announced that **effective July 1, 2014, anyone three or more Virtus bulletins behind will automatically be disqualified from**

**employment or volunteering.** The diocese will process the shutdown on their end. Originally, it was announced that anyone disqualified from Virtus will have to retake the class and then complete all the delinquent bulletins.

The five page Virtus and selection.com "FAQ's" were passed out and discussed. A copy follows at the end of the minutes.



## **VIRTUS FAQs**

### **If you do not keep up with the monthly VIRTUS training, will you be kicked out of the system?**

Archdiocesan policy is that people will have their VIRTUS accounts suspended if they are three or more months behind in reading their monthly bulletins. This will become effective July 1, 2014. If your account is suspended, you will need to talk with your local Safe Environment Coordinator to become unsuspended, provided you catch up on reading the monthly bulletins.

### **Why can't we have walk-ins? What is the difference if they register before the class or after the class?**

The reason web registration is required before attending a class is that there are too many people who start the class, but never register with VIRTUS. Currently over 900 people have attended a class without registering.

### **Will peoples' records be purged when they no longer volunteer?**

Yes, volunteer records will be purged when people no longer volunteer. This will be done by the local Safe Environment Coordinator.

**How will volunteers get the VIRTUS bulletins?** They will then get bulletins through VIRTUS at the email address registered with VIRTUS.

### **What about people who do not and will not have computer access?**

The local Safe Environment Coordinator will print out copies of the monthly bulletin for the people to read.

### **Will I, as an employee of the parish, be notified via email that a volunteer has been approved by SELECTION.COM?**

The local Safe Environment Coordinator will need to run a "Master Report" in VIRTUS in order to see who is "clear." At this time, though, you will not get email notices.

### **When do we notify volunteers that their approval is more than 5 years old and they now need to have this background check completed.**

You need to do that on a rolling basis as the 5 year date approaches. Enforcement of this requirement and staying current with the VIRTUS bulletins will begin July 1, 2014.

### **Can you choose more than one location to volunteer when registering for a background check? What happens if you want to add or change locations at a later date?**

Within VIRTUS, you can choose more than one location. Changing or adding locations will not impact your requirements once you've completed a background check with SELECTION.COM

### **If someone has attended VIRTUS but has not been fingerprinted, will they be able to do the on-line SELECTION.COM process in January? If so, how do they connect to it?**

Yes, beginning January 1, volunteers in Virtus will be able to click on a tab within Virtus (like the existing "tools" or "training" tabs). From there, the volunteer will be able to initiate the background check.

### **If someone has already taken the VIRTUS class and their fingerprints are over 5 years old and they are currently approved in VIRTUS to volunteer do they need to go through the SELECTION.COM to have a current check of fingerprints?**

Volunteers will need to either have done fingerprints in the last 5 years, OR do an on-line background check with SELECTION.COM.



### **Cost and Payment FAQs**

**What will the cost be for fingerprints and the on-line background check with SELECTION.COM?**

The cost of BCII fingerprint checks will be \$30. FBI fingerprints will be \$32 for people who have lived outside the state of Ohio in the last 5 years. The on-line background check is \$25.

**Does that mean that every individual that goes through the on-line background check process will have to provide a personal credit/debit card/PayPal etc. for payment at the time of service?**

Individuals can pay through personal credit / debit card / PayPal for payment at the time of service.

**Will it be up to every parish to either reimburse volunteers/teachers/staff etc. for their out of pocket expense or decide that volunteers/teachers/staff etc. be responsible for the \$25.00 cost?**

The pre-pay option will be available to every parish, school or location. This will protect the parish from potential abuse, and make it easier for their volunteers as well.

**Once we receive a code for our parish, how are we billed when a volunteer enters this information?**

Parishes will pre-pay for volunteer codes. Unused codes will be credited back to the parish. This takes the hassle out of reimbursing for \$25 checks, and it eliminates someone taking advantage of a parish that is covering the cost of background checks.

Parishes, schools, etc. can pre-pay for background checks. Then a unique code will be given to each employee/volunteer. They will enter that code in rather than a credit card.

**Will the parish code be sent directly to us?**

As your parish or school purchases codes, they will be given to the representative of the parish or school.

**How and where do parishes pre-pay? When will parishes get their codes?**

Parishes will be able to pay on-line by a credit card, or through the mail with a check.

Once parishes or schools have pre-paid for some background checks, they will get a list of unique codes to give to their volunteers.



## **On-line Background Checks and Fingerprinting FAQs**

### **Who needs to be background checked through fingerprinting?**

If you fall under any one of these categories, you must have your background check done through fingerprinting **in addition** to the on-line background check.

- Clerics residing / serving within the Archdiocese of Cincinnati – This includes priests, seminarians, deacons, and religious women.
- Day Care Center employee (Child Daycare Center Owner, Licenses or Administrator Type A Daycare Home Owner).
- Maintenance staff, administrative staff, cafeteria staff, before- school care, after-school care, or any other non-licensed school employee.
- Non-paid student teacher or non-paid teacher doing pre-service field experience.
- Paid lunchroom monitor or paid playground monitor.
- Paid school bus or van driver.
- Paid substitute teacher.
- Paid teacher, including non-tax supported school teacher.
- Paid teacher aide or paid classroom aide.
- Pupil Activity Supervisor or coach – **THIS APPLIES TO ALL PAID / VOLUNTEER HIGH SCHOOL COACHES.**

### **How often do I need to complete background checks for Ohio educator licensure?**

Ohio law requires that all individuals must have a baseline BCI and FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

This applies to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax certificate (no expiration date), a permanent certificate (no expiration date) and an 8-year professional certificate. It is the responsibility of educators holding ODE licenses, certificates or permits, as well as their employers, to ensure that the law is followed with regard to obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.

It is anticipated that, over time, the expiration of licenses and background checks would align, but in cases where they are not aligned, it is still the educator's responsibility to meet the five year background check requirement in law, regardless of when the educator's license is actually due to expire. Educators should not allow required criminal background checks to become expired (beyond five years) just because their license is not yet due for renewal.

### **How about unpaid High School CYO coaches? Are only paid people required to be fingerprinted?**

All high school coaches, paid OR volunteer, will need to be fingerprinted in addition to the on-line background check.



**What about parish staff?**

Parish staff does not follow State law. However, under the Decree on Child Protection, if they have contact with children, they will need to have their fingerprints done every five years and the electronic background check done through SELECTION.COM.

**Do current approved volunteers need to be re-screened retroactively come January 1, 2014?**

Current volunteers will need to have either completed fingerprints in the last 5 years, or they will need to do an on-line background check. This way, as we move forward, at any given point, all volunteers will have had a background check within the last 5 years.

**Before January can the person go to SELECTION.COM to get inked or do they still have to go downtown until January?**

Yes, we can do your fingerprints before or after January 1st. You can have volunteers and/or employees come to our offices at:

155 Tri County Pkwy  
Cincinnati, OH 45246

**Will teachers in the Archdiocese, rather than using the SELECTION.COM fingerprinting, be able to go to their more local county educational service center, as the public school system can do for the State of Ohio licensing?**

Yes, you can get fingerprints done at other locations as well. However, locations who want to do this option must be pre-approved by the Archdiocese of Cincinnati. We would prefer you to use the SELECTION.Com services.

**Will volunteers have to resubmit to SELECTION.COM every five years even if you are doing the quarterly checks?**

No. Active volunteers will not have to resubmit a background check every 5 years.

**Do any of the five layers of search include conviction data (fingerprint database)?**

Yes, our five layers of search include more convictions in Ohio than are searched through fingerprints. In addition, the Search America search includes convictions from over a thousand databases, including sex offender registries.

To see a full list of databases searched by Search America, follow this link:

<http://selection.com/wp-content/uploads/PDFs/SearchAmericaDataSources1.pdf>



### **SELECTION.COM and VIRTUS**

**The Archdiocesan approval can't happen until after the Virtus class is taken. A person can sign up for the class but then not take it.**

The background check process will be instant, whereas the VIRTUS training will need to take place before someone can volunteer.

**Just to be clear, the Fastrax webpage will be incorporated into the VIRTUS registration process, correct? You mentioned we will only be sending them to one website, will that be the Virtus.org website because they have to go there to create a profile and register for a VIRTUS session?**

For NEW volunteers, they will go to Virtus and the background check process will be seamless. For volunteers already registered with Virtus, they will need to initiate the background check process. That will happen from **within** Virtus. (It will just be another “tab” for them to click on.)

**If we already have an account in VIRTUS, how will the check be done**

Since you already have a VIRTUS account, you will see a link from within VIRTUS that allows you to complete the check on-line.



### **SELECTION.COM Security**

#### **Is the site encrypted?**

Yes, our site is encrypted.

We have:

- Redundant backup systems
- Backup generators
- VeriSign 128-bit to 2048-bit encryption
- Symantec protection on all traffic
- 3 firewalls to our servers
- 2 levels of physical security on-site
- all our data is stored internally and is not stored off-site

#### **What assurances do volunteers have that the lists in Selections data base will not be sold or shared?**

Here at Selection.com, our only business is criminal background checks. We do not engage in any business direct to consumers. We do not sell, rent, trade, give, or in any other way allow other entities to access the information about the individuals for whom we do background checks. Neither do we analyze, aggregate, extrapolate, or data-mine the information about the individuals for whom we do background checks.

#### **If someone decides to NOT volunteer anymore or becomes inactive will their personal information be purged from Selections database?**

Yes.

#### **Have people expressed concern that you will keep their SSN and run checks quarterly?**

We have had one other person ask about the safety of the data. Here at Selection.com, our only business is criminal background checks. We do not engage in any business direct to consumers. We do not sell, rent, trade, give, or in any other way allow other entities to access the information about the individuals for whom we do background checks. Neither do we analyze, aggregate, extrapolate, or data-mine the information about the individuals for whom we do background checks.

#### **Is this clear in the box they will check authorizing the search?**

Yes. We will make that clear.