

Christ the King Passionist Retreat Center
Meeting of the Board of Directors
February 10, 2021

Executive Director's Monitoring Report

Introduction

I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF February 10, 2021.

This is the 3rd Board meeting in FY 2020 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this new model, the Executive Director's monitoring report to the Board is to be based on a selection of the policies that have been designed to govern the retreat center and have been approved on the Annual agenda by the Board of Directors. Therefore, this report will be formed around the following selected Executive Limitations policies:

EXECUTIVE LIMITATION POLICIES

EL 4: Personnel and Handbook Policies

EL 12: Emergency CEO Succession

EL13: Long Range Planning

EXECUTIVE LIMITATION POLICIES EL 4: Personnel and Handbook Policies

The CEO shall operate the Retreat Center with written policies, contained in a handbook, which provide an environment within the Retreat Center community that is free from illegal labor practices. The CEO shall personally treat and promote the treatment of paid and volunteer staff with dignity, fair, organized and clear communication.

The CEO shall:

- 1. Develop and implement a specific written policy and procedure that (1) provides a procedure for making complaints of illegal labor practices, (2) ensures that complainants will be free from retaliation, (3) ensures a prompt and thorough investigation of all complaints of harassment, and (4) provides an effective correction and/or discipline of any incidents or harassment;***
- 2. Inform and educate all staff of all personnel policies;***
- 3. Provide harassment and safe environment training for all employees of the Retreat Center as required by law;***
- 4. Have all personnel and policy handbooks reviewed by outside counsel or personnel specialist at least every two years or as revision necessitates.***

CEO Interpretation:

A fair and legal set of policies and procedures will be implemented and communicated to all staff during their employment at the Retreat Center. Management will administer and follow

the policies in a just manner at all times. CTK is not only a location for guests to spend time on sacred space but also for all staff delivering the ministry.

Current Situation:

The last version of the CTK Employee handbook was edited in 2019. Major revisions and edits were conducted in 2018 by Cook Brown LLP. The handbook is due for a full review within the next year. However, due to the Pandemic, will be put on hold until operations are back to normal. Since December 2020, one revision has been made to the handbook, based on a request from the Diocese of Sacramento. The item for “domestic partners” insurance coverage was removed. Once edited, all staff were asked to acknowledge the change, and signed off on the change. The operations manager keeps all records of signed documents. An additional request from the Diocese of Sacramento was submitted, the edit will be made in the future, upon the “complete” review of the document.

All employees and volunteers are required to complete a livescan (fingerprinting), and Safe haven training. All staff are required to complete sexual harassment training provided by the Diocese of Sacramento. Background checks are conducted on core employees. The service is available by the Diocese of Sacramento.

I report that the Retreat Center is in Compliance with this policy.

EXECUTIVE LIMITATION POLICIES EL 12: Emergency CEO Succession

To protect the board from sudden loss of CEO services, the CEO shall have an emergency CEO succession plan which identifies two other administrators who are familiar with the board and CEO issues and processes to enable either of them to take over with reasonable proficiency as an interim successor.

CEO Interpretation: In the situation that the current CEO is no longer able to perform her duties, it is important for two individuals to be identified from the Retreat Center, who may serve as temporary (short-term) CEO until further guidance from the Board of Directors.

Current Situation:

Currently, there are two individuals from CTK who have been identified in case there is a loss of the CEO services. Fr. Jim Strommer who currently serves as Director of Ministry has been at CTK for a significant number of years. Additionally, Operations Manager, Michele Ochesky has been a central team member for approximately 20 years. In the situation that the current CEO is not able to perform her duties, the first option will be for Fr. Jim Strommer to take on the responsibility and Michele Ochesky, to serve as a back-up.

I report that the Retreat Center is in Compliance with this policy.

EXECUTIVE LIMITATION POLICIES EL.13: Long Range Planning

The CEO shall consider the elements of the Ends Policies when developing a plan for the long-term viability of the Retreat Center. Furthermore, the CEO shall report to the Board on the work conducted in this regard. Reporting shall occur no less than two times per year.

CEO Interpretation:

The long term viability of the center is important to the future continuation of the Passionist Charism, and spirituality to the various stakeholders and community members.

The interpretation is reasonable because we are currently including lay people in our administration and ministry. Marketing plans and strategic planning and futuring continue to be discussed among lay and vowed members.

Current Situation:

- a.) The Retreat Center was granted the second draw of the PPP Loan for \$100,000.
- b.) The Retreat Team continues to adjust Passionist programming to be with the times. Online options are abundant and continuous discussion about future programs is in progress. Hybrid options are being considered for the future, once the Retreat Center is back to full operations.
- c.) We have been in a limited mode of operations since March 2020, all programs have transitioned to online and hosted groups have been extremely limited.
- d.) Development efforts continue to grow, strategic planning including new campaigns for additional support.
- e.) Collaboration efforts increased with the CTK Women's guild and other local organizations (Holy Family St. Vincent dePaul conference)
- f.) CTK will serve as the pilot for the Marketing efforts for the Vision Fulfillment Communications Committee to enhance marketing strategies for Passionist programs.
- g.) The Executive Director continues to attend Charism education/formation sessions with the board to become more familiarized with the Passionist charism.
- h.) Director of Ministry and Executive Director continue to discuss options for Charism education and formation for a focused group of individuals at the center.
- i.) Local community partnerships are present and continue to grow: Bereavement Resource Network of Sacramento, and The Retreat Center is a member of Citrus Heights Chamber of Commerce.
- j.) The Young and Married group has been put on a temporary hold. However, conversations have begun about restructuring the group to be more inclusive to young adults all around the Sacramento area.
- k.) Hispanic Ministry continues with limited resources and the group is excited to come back to the center.
- l.) Long range planning for the financial and ministerial plans are on hold (temporarily). However, short range planning has occurred during COVID-19 through the various ZOOM programs and government guidance about opening up.

I report that the Retreat Center is in Compliance with this policy.