

**Christ the King Passionist Retreat Center
Meeting of the Board of Directors
August 10, 2022**

Executive Director's Monitoring Report

Introduction

I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF August 10, 2022.

This is the 1st Board meeting in FY 23 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this 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 9: Asset Protection

EL 12: Emergency CEO Succession

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. The CEO will treat all staff and volunteers fairly and encourage all staff and volunteers to do the same. The CEO will lead with clear and concise communication about policy changes, labor practices and harassment claims. Management will administer and follow the policies in a just manner at all times.

Current Situation:

Currently, there have not been any complaints of illegal labor practices at the retreat center. In our CTK Employee handbook, written policies address harassment, illegal labor practices, and retaliation. The last version of the CTK Employee handbook was edited in 2019. Major revisions and edits were conducted in 2018 by Cook Brown LLP. Due to the pandemic, the last full review was delayed. Retreat center operations have become more stable in the past year. Cook Brown LLP have been contacted about conducting a review in FY 23.

All employees are notified of any changes and updates in the handbook by verbal mention and written acknowledgement. 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 9: Asset Protection (Insurance Coverage)

The CEO shall protect corporate assets so that they are not inadequately maintained or exposed to unnecessary risk.

Accordingly, the CEO shall:

- 1.) Insure against theft and property losses up to 100% replacement value (if commercially reasonably available) and against liability losses of the board members, staff, and the organization from normal Retreat Center activities, up to the maximum available offered by the Christian Brothers Risk Pooling Trust or other Board approved Insurance company.***
- 2.) Maintain the Retreat Center's physical facilities, grounds, and equipment in a safe functional and aesthetically pleasing condition.***
- 3.) Maintain a Reserve study detailing the service life and replacement cost of all facilities and equipment.***
- 4.) Protect the organization, the board or staff to claims of liability***
- 5.) Protect intellectual property, records, files or computer-based information systems from loss or significant damage;***
- 6.) Hold local operating cash funds in secure instruments, including uninsured checking, savings or certificate accounts at any time, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions;***
- 7.) Handle investments in accordance with Holy Cross Province's Retreat Center Investing Policy;***
- 8.) Make reasonable efforts to assure that the terms of the lease of property, if any, from the Holy Cross Province be secured and in the long- term interest of the retreat center.***

CEO Interpretation:

I interpret this policy as setting insurance standards which will cover property loss, the organization, the board and staff at the retreat center from liability. Additionally, maintain current standards and compliance for insurance, equipment and assets.

Current Situation:

- 1.) Christ the King Passionist Retreat Center continues to be fully insured and the insurance policy has not changed since the previous year. Christian Brothers Risk Pooling Trust serves as the insurance company for the retreat center. The cost to replace property due to theft or loss is based on the cost to replace the property minus depreciation. Personal property has continued to be covered at \$580K, per the suggestion of Christian Bros and Province Finance Director.
- 2.) The grounds are cared for by our part time groundsman, and two grounds volunteers. Physical facilities are serviced by our lead maintenance technician and his assistant. Recently, our well pump broke and needed replacement. The amount paid was approximately \$6500 for the solution. All fountains are in working order and the grounds continue to be well maintained. One of the commercial lawn mowers is in need of repair and is scheduled to be fixed in the upcoming month. Additionally, major roof repairs are needed in the Holy Cross building.
- 3.) A detailed reserve study has not been completed, due to the extra cost associated with the effort, however, a site evaluation, continuous County and State inspections guide us on needed repairs. We do track depreciation of property as items age.
- 4.) The retreat center (Staff, board of directors) has not experienced any claims of liability. No changes have been made to our insurance plan with Christian Bros. Our general Liability coverage is at \$1,000,000 per occurrence, Errors & Omissions Liability is covered at \$1,000,000 and Directors & Officers Liability is covered at \$250k with an additional \$250K for sexual misconduct liability.
- 5.) Retreat center computer files and systems are backed up on a weekly basis. IT support is provided when any issues arise. The retreat center recently participated in a cyber security assessment to identify any possible risks and vulnerabilities within the system.
- 6.) The retreat center bank accounts are held at two banks, one locally (Wells Fargo) and one based in Chicago (Old National Bank).
- 7.) The Retreat center does not participate in an investment portfolio, however, we are aware of the Holy Cross Province's Retreat Center Investing Policy;
- 8.) The lease terms for the retreat center property have been extended until June 30, 2023 and are secured with Holy Cross Province and in good standing.

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. Jack Conley who currently serves as Director of Ministry has been at CTK for a number of years and is familiar with all aspects of the retreat center. Additionally, our retreat center accountant, 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. Jack Conley 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.