



MENDOCINO COAST  
HEALTHCARE FOUNDATION

## **Employee Benefits Summary and Relevant Policies**

January 2023

(Draft for Board Approval December 2022)

**Mendocino Coast Healthcare Foundation  
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Welcome to MCHFoundation!

Welcome to the Mendocino Coast Healthcare Foundation. We are delighted to have you join our Team as we transform and elevate health and wellness along our beautiful Mendocino Coast.

In this packet, you will find more information about Mendocino Coast Healthcare Foundation, our history, and what benefits we offer to our employees.

I hope you find this information summary beneficial, and I am happy to clarify any questions or concerns you may have. We strive for an inclusive, compassionate, and balanced work environment – and know with your input and support everyone of our Team members will be able to have the resources and combined skills to succeed in our goals and objectives.

The Mendocino Coast Healthcare Foundation is dedicated to developing philanthropic resources for our hospital and the healthcare needs of our community. Thank you for being part of our effort to improve healthcare for all here on the Mendocino coast.

Sincerely,

A handwritten signature in blue ink that reads "Mary Kate McKenna". The signature is fluid and cursive.

Mary Kate McKenna, CFRE  
Executive Director  
Mendocino Coast Healthcare Foundation

## About the Foundation



In March 1984, the Board of Directors of the Mendocino Coast District Hospital approved the formation of a foundation to serve the Hospital District and to increase the security of the hospital. The Directors recognized the need for a free standing, nonprofit, charitable organization which could receive gifts from individuals, corporations, other foundations, and organizations for the benefit of the hospital. That

organization which became the Mendocino Coast Hospital Foundation was charged with seeking gifts, managing the funds, and supporting capital projects submitted by the Hospital to MCHFoundation.

In September 1985, MCHFoundation put on its first event which they named Winesong, a day in the Botanical Gardens of music and wine tasting. The event made \$30,000 for the hospital and has been growing ever since then, now providing approximately \$250,000 annually for vital Hospital equipment and programs. In its 33 years of operation, the annual gifts from the Mendocino Coast Hospital Foundation to the hospital have grown from a range of about \$18,000 to well over \$300,000, with the total of those grants now exceeding \$10,00,000.

After 35 years of operating under its original charter, MCHFoundation Board conducted a strategic planning process and established a new mission and scope. In response to changes in healthcare systems and the needs of the community, in August 2019 the Mendocino Coast Hospital Foundation became the Mendocino Coast Healthcare Foundation. In addition to continuing to support our local hospital, MCHFoundation will be able to support new projects and organizations to address other local healthcare needs.

Since 2020 with the onset of COVID-19, and the restrictions for in person gatherings, Winesong was hosted virtually or as a small series of gatherings, while MCHFoundation developed strategies and initiatives for a diverse, multi-layered fundraising program. Utilizing best in practice development concepts and by deepening engagement with our local community of supporters, MCHFoundation now has vibrant connections to raise critical funds for health and wellness here on the Coast.

In 2022, MCHFoundation facilitated grants and raised essential funds for the All In for Nurses Initiative, expansion of telemedicine and transportation services for partnering agencies, and a capital campaign for imaging at Adventist Health Mendocino Coast.

Our vision, defined in our 3 year strategic plan for 2023, is to work with our partners and community to gather the data needed to provide insightful information on the gaps in services and care that exist in the endemic COVID-19 landscape to determine the most impactful use of our fundraising efforts to elevate care, support local health and wellness providers, and ensure ALL members of our community have access to essential services to keep our community thriving and safe.

## Current Areas of Focus



**All In for Nurses Initiative** – Launched in 2021, the Excellence in Nursing initiative is designed to support recruiting and retaining qualified nurses for the healthcare providers in our community.

**COVID-19 Mendocino Coast Response Fund** - Established in 2020 in response to the ongoing COVID-19 pandemic, funds raised go directly to the immediate needs of our healthcare partners as they respond to the challenges of providing healthcare with restrictions and COVID-19 protocols.

**Ambulance & Emergency Fund** - For local residents and coastal visitors, having a professional, responsive, and experienced ambulance service is a community priority. Along with the local fire departments, our medics provide quick response to both major and minor emergencies. The Ambulance Fund provides for the regular replacement of the Healthcare District's ambulances as well as the lifesaving equipment needed to outfit them. Ambulance units wear out after 8 - 10 years of service and can cost over \$100,000 each. In the past, replacement was a problem, as maintaining an around-the-clock ambulance service in a rural area is not a moneymaking proposition. With the community's support, we are able to raise the funds we need, and put aside between \$15,000 and \$20,000 each year towards ambulance replacement. In the event of an emergency, it's comforting to know that the ambulance rushing to the scene and the men and women providing your family's urgent care are supported by the Ambulance Fund.

**Elwin Cox Memorial Cancer Care Fund** - The Cox family, like many families in our community, has experienced the high cost of cancer care and has created a legacy in memory of Elwin that will help those in need. Gifts to the Elwin Cox Memorial Cancer Care Fund will be used within our community to assist cancer patients challenged by the high costs of cancer-related treatment and services.

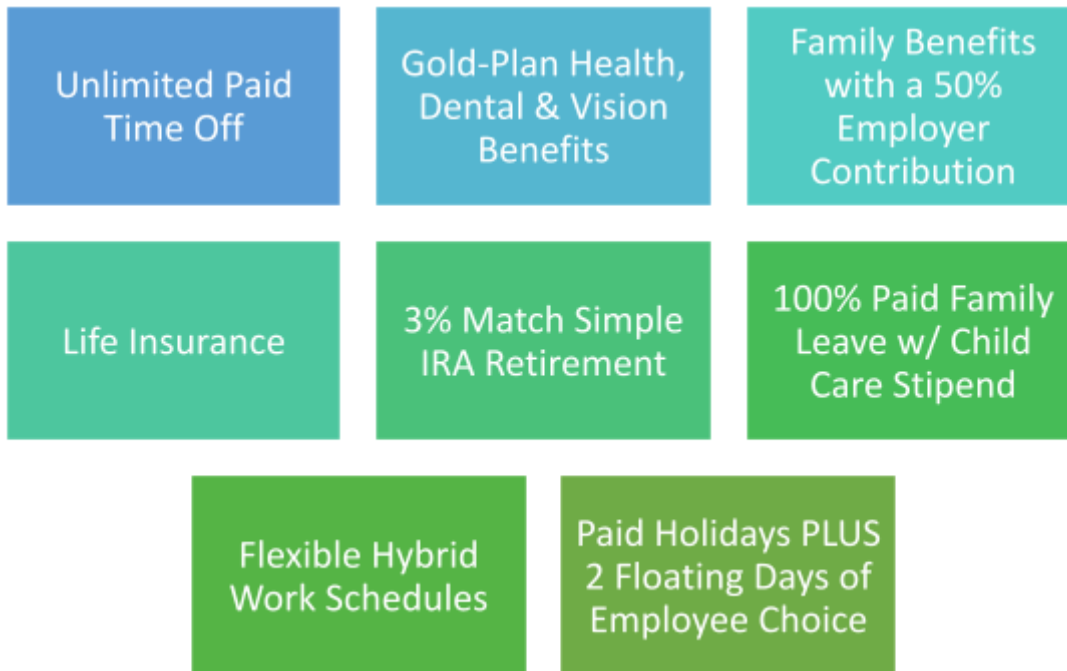
**Immediate Needs** – MCHFoundation supplements existing funds and supports capital priorities of the hospital, local healthcare providers and other foundation-based initiatives throughout our fiscal year.

**Organizational Chart**

		Board of Directors			
		Executive Committee			
		Executive Director			
Departments	Oversight Committee	Team Roles			
Admin/ Ops	Governance Committee	Executive Director .25 FTE	Admin / Finance .70 FTE	Bookkeeper (Consultant)	.95 FTE
Programming/Grant s	Programs & Grants Committee	Executive Director .10 FTE	Community Engagement Mgr. .50 FTE	Admin / Finance .15 FTE	.75 FTE
Fundraising	Development Committee	Executive Director .60 FTE	Community Engagement Mgr. .25 FTE	Admin / Finance .15 FTE	1 FTE
Marketing/ Communications	All Committees as needed	Executive Director .05 FTE	Community Engagement Mgr. .20 FTE	Consultant	.25 FTE
WineSong/Events	Development Committee	Community Engagement Mgr. .05 FTE	Winesong Director (Consultant)	Auction Director (Consultant)	.05 FTE



## Your Employee Benefits at a glance!



Unless otherwise specified, employee benefits are for ALL employees of MCHFoundation both full-time and part-time, exempt, and non-exempt, regardless of hours worked each week. NOTE that part-time, non-exempt employees are provided holiday, paid time off based on the average of their work hours from the prior 30 days of submitted time for payroll purposes.

***MCHFoundation adheres to all state and federal labor laws in regard to daily hours worked, overtime, holiday and leave policies.***

## **Employee Probationary and Performance Review Process Information**

Each new MCHFoundation employee is an “at-will” employee – meaning that both employer and employee have the right to end their employment agreement at any time with appropriate notice and communication.

During the first 90 days of employment, the first 90 days of employment is considered a probationary period. An onboarding document will be created to communicate job description with tasks related to the role, expected goals and deliverables during this time period and ensure each employee has clarity of their role and expectations.

Each employee can be expected to have a review of their performance and experience with MCHFoundation at the following intervals.

- Within the week of their 90-day probationary period end date
- Within one week of their 6-month anniversary of employment with MCHFoundation
- Within one week of their 1-year anniversary of employment with MCHFoundation
- Annually during the month of September each year thereafter

These reviews will consist of; a self-evaluation filled out by each employee and returned prior to the review date, an evaluation filled out by the supervisor of each employee and reviewed together during the review meeting, any revisions to their job description and task assignments based on leadership observations and employee input, and any expected job title changes and salary adjustments.

These documents will be mutually signed after discussion and review by the Executive Director, the Program Supervisor and the employee and placed in their personnel file for documentation.

### **Performance Improvement Plans(PIPs):**

In the event that there are issues of concern by management of any aspect of an employee’s performance, a formal Performance Improvement Plan will be enacted. This Performance Improvement Plan will identify areas of concern, communicate any necessary changes from both the management and employee perspective, have a clear set of goals, deliverables, resources and additional training to help promote success, and will have a clearly identified end date for further review. Performance Improvement Plans are typically 90 days in length.



## Observed and Paid Holidays

MCHFoundation offers the following 14 paid holidays each year:

January:	New Year's Day
	Dr. Martin Luther King Day
February:	President's Day
May:	Memorial Day
June:	Juneteenth
July:	Independence Day (July 4)
September:	Labor Day
October:	Indigenous Peoples' Day
November:	Election Day
	Veterans' Day
	Thanksgiving Day
December:	Christmas Day

Plus 2 additional "Floating Personal Holidays" to be taken with advance notice

Part time employees will receive holiday pay on a pro-rated basis depending on their average hours worked in the prior 30 days.

FT employees will be compensated for holidays in accordance with federal and state law.

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

## **Remote Work Policy**

*\*Currently, all employees of MCHFoundation continue work on a remote or hybrid arrangement due to the continued impact of COVID-19. \**

### **Definition:**

MCHFoundation considers remote work to be a viable, flexible option when both the employee and the job are suited to such an arrangement. Remote work allows MCHFoundation employees to work at home, on the road or in a satellite location for all or part of their workweek.

### **Terms:**

Remote working arrangements may be made at the request of the employee and must be approved by the Executive Director.

### **Applies to:**

All employees are eligible for remote or hybrid work schedules. The details of a remote or hybrid schedule should be arranged between an employee and supervisor and approved by the Executive Director. Regular supervisory and/or team meetings are a requirement for remote work and will be arranged by the employee's supervisor.

### **Equipment:**

MCHFoundation will provide the following items for all full and part-time employees, regardless of their office location (remote or at a designated MCHFoundation office site):

- One (1) laptop
- Office desk (if needed)
- Office chair (if needed)
- Printer (if needed)

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. MCHFoundation accepts no responsibility for damage or repairs to employee-owned equipment. MCHFoundation reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. All employees must sign an inventory of all MCHFoundation property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company.

Additionally, MCHFoundation will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

### **Stipend:**

MCHFoundation provides all full-time and part-time employees with a monthly stipend of \$125 to cover additional remote working expenses such as use of personal cell phones and internet.

### **Security:**

Consistent with the organization's expectations of information security for employees working at the office, employees working remotely will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of

locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety:**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Employees working remotely are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

**Time Worked:**

Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using MCHFoundation's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor.

# COVID Response Policy

All staff, Board, volunteers

## Policy overview

Mendocino County is experiencing an ongoing public health crisis from the impact of COVID-19. To mitigate the risk to staff and stakeholders of Mendocino Coast Healthcare Foundation (MCHFoundation), the organization is taking precautions and adopting procedures outlined in this document. You are kindly requested to follow these rules diligently in order to sustain a healthy and safe workplace in this unique environment. Be assured that your private health and personal data will be treated with high confidentiality and sensitivity.

This COVID-19 policy will be reviewed by the staff on a quarterly basis though MCHFoundation reserves the right to update this memo regarding protocol at any time as information and additional recommendations are made by the office of Mendocino County Public Health. Staff members, Board members, and volunteers will be updated on modifications to the policy by email.

## Who is impacted by this policy?

The COVID-19 policy applies to all MCHFoundation staff, board members, contractors, and volunteers.

## Policy details

### **Office procedures:**

MCHFoundation offices at N. Main Street are currently open on a limited basis and available for meetings by appointment. Staff will be prudent in hosting in-person meetings or appointments with members of the public and ensure in-person meetings follow the below guidelines.

### **Mask requirement:**

All staff members, board members, and volunteers are required to wear masks in indoor public settings when interacting with one another or the public. MCHFoundation requires that all members of staff and board wear masks in common areas indoors at the MCHFoundation office at all times.

MCHFoundation staff are encouraged to utilize a flexible hybrid work schedule until further notice shifts in office work with guidance from the Mendocino County Department of Health. MCHFoundation staff who are unable to work from home may continue to work at the main office. For staff who choose to work from the office, mask-wearing is required while in any common area of the office (administrative area, bathroom, etc.).

### **Mask exemptions:**

Per the CA Department of Public Health, the following individuals are exempt from wearing masks at all times:

- Children under two years old, due to the risk of suffocation
- People for whom wearing a mask would create a risk as they work, as determined by:
- People with:
  - A medical condition,
  - Mental health condition, or
  - Disability that precludes wearing a mask. This includes:
    - Those for whom a mask could obstruct breathing
    - Who are unconscious or incapacitated

- Unable to remove a mask without assistance
- People for whom seeing the mouth is essential for communication:
  - Hearing impaired, or
  - Those communicating with a person who is hearing impaired.
- People for whom wearing a mask would create a risk as they work, as determined by:
  - Local, state, or federal regulators, or
  - Workplace safety guidelines.

Read more about mask exemptions at [Guidance for the Use of Face Masks](#).

***MCHFoundation-sponsored events:***

The organization may host outdoor, tented, or fully outdoor events. In the event that MCHFoundation does host outdoor, public events, the following terms apply:

- All attendees, employees, board members, and volunteers must be able to show proof of recent COVID-19 vaccination and current Government Issues ID in order to participate in an outdoor event
- All attendees - including MCHFoundation employees, board members, volunteers, as well as the general public - must wear a mask for tented events
- Masks are encouraged, though not required, for fully outdoor, MCHFoundation sponsored events

**COVID-19 Vaccination, Testing and Exposure**

***Testing:***

As a precaution against the spread of COVID-19, MCHFoundation strongly encourages that all members of staff be tested for COVID weekly. COVID tests are available at various locations in Fort Bragg at no charge to staff. COVID testing is considered administrative leave and part of the regular workday.

***Vaccination against COVID-19:***

MCHFoundation requires that all members of staff, board and volunteers be fully vaccinated against COVID -19, per CDC guidelines which recommend a booster every 6 months.

- All staff, board members, and volunteers shall follow state, county, and local Covid-19 guidelines
- Employees must follow current state, county, and local guidelines prior to returning to work
- Employees, board members, and volunteers working or meeting in the office must be able to show proof of recent COVID-19 vaccination

Read more about [CDC Vaccination Recommendations](#).

***Paid Time Off for illness (for employees):***

- If you are an employee who has cold symptoms, such as cough/sneezing/fever, or feels poorly, you should request to use paid time off or request to work from home.
- If you have received a positive COVID-19 diagnosis, you may return to the office only upon presenting a doctor’s note confirming it is safe to return to work
- If you cannot work because you (or a family member you’re taking care of) are sick or quarantined due to Covid-19, you are eligible for paid time off. See the MCHFoundation Employee Benefits Summary for details.

***Work from home requests (for employees):***

- If you are an employee who is feeling ill, but you feel able to work, you should request to work from home
- If you have recently returned from an area with a high number of COVID-19 cases (based on CDC announcements), you should request to work from home, get tested for COVID-19 between 3 and 7 days from date of return, and remain in quarantine until a negative test result is obtained. You are also asked not to come into physical contact with any colleagues during this time. If you've been in close contact with someone who is infected by COVID-19, and thus have a chance of being infected yourself, you should request to work from home or to use personal leave. You should get tested for COVID-19 between 3 and 7 days from date of exposure and remain in quarantine until a negative test result is obtained. You are also asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you must stay at home with your children, you should request to work from home or use paid time off. All previously stated COVID-19 protocols shall apply. Follow up with the Executive Director to plan and set expectations.
- If you need to provide care to a family member who is infected by COVID-19, you should request to work from home or to use paid time off. You will be permitted to return to the office after your family member has fully recovered, only if you're asymptomatic and you have a negative COVID-19 test result or doctor's note confirming that you don't have the virus. You are also asked not to come into physical contact with any colleagues during this time.

***Traveling/commuting measures:***

- Work-related travel and attendance at in-person events will be considered on a case-by-case basis by the Executive Director.
- Work-related meetings should be conducted virtually whenever possible.
- If you are an employee who is planning to travel (for any reason) to a high-risk area with increased COVID-19 cases, upon your return, you should request to work from home, get tested for COVID-19 between 3 and 7 days from date of return, and remain in quarantine until receiving a negative COVID-19 test result. You are also asked not to come into physical contact with any colleagues during this time.

## Self-Managed PTO Policy

Effective January 1, 2023, Mendocino Coast Healthcare Foundation is moving to a self-managed PTO policy, commonly known as an unlimited vacation policy. MCHFoundation prides itself on creating a trust-based culture of dignity and growth. As such, we recognize that our unique and talented staff should be able to design a work-life chemistry that allows them to recharge in a way that suits their unique roles, responsibilities and personalities. Less than 2 percent of U.S.-based companies use an unlimited vacation policy. Given the high caliber of existing MCHFoundation employees, as well as those employees we hope to attract as we grow over the next many years, the adoption of this policy is intended to promote our culture of transparency and excellence.

### Eligibility

All employees who have been employed for more than 90 days are eligible for the Self-Managed PTO policy. New employees with less than 90 days of tenure must negotiate time off with their manager. Approval will be granted on a case-by-case basis.

### Terms

- Employees must make all leave requests through Ease HR, our online HR management system
- Supervisors are responsible for approving or declining all requests within three business days
- Leave requests must be approved a minimum of two weeks in advance
- Requests of more than 10 consecutive workdays require additional review and must be accompanied by a work plan that demonstrates how all work and projects will be completed in the employee's absence without creating undue hardship for other colleagues
- If employees take leave without abiding by these policies they will be subject to a performance plan to realign with MCHFoundation policies.
- No more than 40 percent of the MCHF team can be out of the office at any one time. High-demand dates around holidays will be determined in order of seniority.
- Employees no longer accrue time-off. The organization will not compensate employees for unused leave when they leave the organization.
- This policy may not run concurrent to other legally established leaves such as parental leave.
- Part-Time employees will be paid for time off at the average hours per day based on the prior 30 day timesheet activity.

### Accountability Protocols

MCHFoundation will track all paid time off for all employees to ensure that employees take a minimum time off to prevent burn out and to ensure that employees do not abuse the policy where performance and work products are compromised. The goal is that no one team member's time off may create undue burden on other team members.

All requests are approved by leadership on a first-come, first-served basis according to the time stamp in EaseHR.

Supervisors can reject paid time off requests if:

- More than 40 percent of the MCHFoundation team is already scheduled to be off during a similar period
- Other team members with similar or complementary duties have already asked for and received approval for leave at the same time
- An employee did not follow request procedures
- The time in question falls around important deadline for a project, mandatory organization meetings, or an event
- An employee who appears to abuse the policy. In this instance, supervisors must prove abuse by using data from the leave-tracking system, demonstrating undue hardship on colleagues from past leave or demonstrating evidence of inadequate deliverables of work product.
- Employees deemed to abuse the policy will be subject to a performance plan to realign with MCHFoundation policies.

Supervisors cannot reject leave requests for the following reasons:

- To discipline employees
- To force employees to fulfill duties that are not urgent
- To approve leave for another employee who made a later request

Employees must:

- Leave a workplan and clear instructions for any direct reports, or for any peers who may be handling work plans in their absence
- Not take time off that negatively impacts their job and the company
- Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations
- Plan to delegate, postpone or otherwise manage projects that will be affected by their time off
- Notify their supervisors at least two weeks in advance of any leave request

All MCHFoundation team members are encouraged to use a minimum of two weeks per year to prevent burnout and cultivate a positive work-life chemistry.

Employees and supervisors should use common sense and adhere to company policies when requesting or approving paid time off or other leave. Effective communication between team members is vital to make this policy work for everyone. MCHFoundation will review this policy annually.



## Health Benefits Policy

MCHFoundation offers group health insurance benefits to any exempt or non-exempt employee. Benefits are effective on the first of the month after their initial employment date. A full description of Health, Dental, and Vision plan benefits can be accessed via the Ease.com HR portal.

MCHFoundation covers 100% of insurance premiums for qualified employees.

MCHFoundation offers benefits to spouses and qualified dependents of employees at a rate of 50% reimbursement for premiums.

MCHFoundation provides access to a Flexible Spending Account (FSA) for all employees.

Benefits may be changed at the discretion of the MCHFoundation, unless otherwise prohibited by law.

Details about employee benefits coverage may be found through the MCHFoundation Ease.com portal.

### Continuation of Health Coverage (COBRA):

If an employee becomes ineligible for benefits due to a change in work hours or through a life event, or because they leave employment with the organization, they have the right to continue their health benefits under state law.

### Current Health Benefits (2023)

- Gold Plan Blue Shield of California Health
- Gold Plan Delta Dental Insurance
- Silver VSP Vision Insurance
- \$15,000 Life Insurance Policy
- Employee Assistance Program
- Accidental & Disability Insurance
- Workman's Compensation Insurance
- Travel Assistance through Unum Life Insurance

## Parental Leave Policy

MCHFoundation's family leave policies are designed to ensure that every employee has the opportunity to be a happy, healthy parent and a powerful professional. It is MCHFoundation's policy that qualified employees receive a total of 28 weeks of paid parental leave, which can be taken before and after the birth or adoption of a child. It is MCHFoundation's policy to offer *paid* parental leave for up to 8 - 24 weeks, which is achieved by supplementing existing California state programs (PDL and CPFL) to ensure that employees receive 100% of their salaries during their leave period. Please note that the amount of time new parents may take off is determined by their eligibility for existing California state programs. I.e., birthing parents are eligible for PDL; non-birthing parents are eligible for CPFL. Eligible employees who qualify under state and federal law may receive up to an additional 24 weeks of unpaid, job protected leave through federal and state laws.

MCHFoundation's policy works in tandem with the following existing leave mandates in California:

### **Pregnancy Disability Leave (PDL):** ***Paid, up to 16 weeks (4 months)***

Pregnancy Disability Leave (PDL) - ensures partially paid, job-protected leave for up to 16 weeks for pregnant people. Employees must apply directly to the state for PDL benefits.

***MCHFoundation employees utilizing PDL will receive their full salary during their leave period by working in concert with PDL and other leaves - MCHFoundation will pay the remaining portion of the equivalent salary for each employee on PDL.***

- "Disability" means that the employee cannot perform their essential job functions without risk to themselves, their fetus, or someone else. Examples include "morning sickness," prenatal care, or bedrest.

### **California Paid Family Leave (CPFL):** ***Partially paid, up to 8 weeks (2 months)***

Employees are eligible to take additional leave through California Paid Family Leave (CPFL). Employees must apply directly to the state for CPFL benefits. If eligible, employees can receive benefit payments for up to eight weeks. Payments are approximately 60 to 70 percent an employee's weekly wages earned 5 to 18 months before the claim start date:

- To bond with a new child after birth or placement for adoption or foster care.
- To care for a serious health condition of an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or parent-in-law; and
- To participate in a qualifying emergency related to a family member in the military.

### **California Family Rights Act (CFRA):**

#### ***Unpaid, job-protected leave up to 12 weeks (3 months)***

California Family Rights Act (CFRA) - ensures unpaid, job-protected leave for up to 12 workweeks in a 12-month period for all parents; leave need not be taken all at once and can be spread out over a 12-month period.

Eligibility for CFRA:

- Employees must have been employed for at least 12 months (52 weeks) with MCHFoundation prior to beginning CFRA leave; and
- Employees must have worked for MCHFoundation at least 1,250 hours during the 12-month period immediately before the leave is to start

CFRA may be used for:

- For the birth, adoption, or foster care placement of an employee's child.
- *To care for their serious health condition or that of a family member.*
- *For a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, child, or parent in the U.S. Armed Forces.*

### **Family Medical Leave Act (FMLA)**

#### ***Unpaid, job-protected leave up to 12 weeks (3 months)***

FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

FMLA may be used for:

- the birth of a child and to care for the newborn child within one year of birth.
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- to care for the employee's spouse, child, or parent who has a serious health condition.
- *a serious health condition that makes the employee unable to perform the essential functions of his or her job.*
- *any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or*
- *Twenty-six workweeks of leave during a single 12-month period to care for a covered employee with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).*

### **Who Qualifies for MCHF Parental Leave:**

All employees qualify for parental leave, though the type and length of leave available to parents is determined by the employee's status as a full-time or part-time employee, length of employment at the organization, or by your parental status. For example, Pregnancy Disability Leave is only applicable to birthing/pregnant employees. Please review the Employee Handbook sections on Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA), and California Paid Family Leave (CPFL) for more information.

**Parental Leave Terms:**

The amount of leave taken before and after childbirth/arrival is up to the employee and should be indicated in their parental leave plan, which should be completed approximately 60 days before planned leave.

**Return to Work:**

MCHFoundation offers a flexible return to work plan. With eight weeks remaining in the leave period, employees must indicate their return-to-work plan. The return-to-work plan may involve a return to full-time work after 12-28 weeks (length of time determined by employee eligibility for each type of leave; for example, non-birthing parents are not eligible for Pregnancy Disability Leave) or may involve a scaled plan to return to work half-time before implementing a full-time schedule.

**Pregnancy Loss Leave:**

MCHFoundation offers:

- 10 days of paid leave for employees who suffer a pregnancy loss

Leave is provided immediately upon notification of the supervisor.

**First-Year Child Care Stipends:**

MCHFoundation offers:

- A child care stipend of \$500/month for employees for the first year, beginning after the parent returns to work full time, upon request.

## **Meetings, Communication, Scheduling**

### **Meetings**

In response to the COVID-19 pandemic, MCHFoundation adopted a hybrid working policy in 2020. This policy will remain in effect until deemed no longer necessary by organization leadership.

The majority of MCHFoundation meetings are held remotely with meeting links/call-in numbers included ahead of time in meeting agendas, which are distributed by email prior to each meeting.

### **Communication**

The organization's primary methods of communication are email, phone, and remote meetings. A list of staff and Board contact information has been included in this packet.

### **Scheduling and Calendars**

Each employee is responsible for ensuring their MCHFoundation calendar has updated information on their meetings, work schedules and relevant information for efficient collaborative work and scheduling.

### **Confidentiality Agreement**

Board Members may be privy to sensitive donor and/or patient information and will be asked to sign a confidentiality agreement (attached).

### **Conflict of Interest Policy and Agreement**

As an employee of MCHFoundation, you have a fiduciary duty of loyalty to the MCHFoundation and will be asked to annually read and sign MCHFoundation's Conflict-of-Interest Policy.

This duty requires members to avoid conflicts of interest and to act at all times in the best interests of MCHFoundation. The purpose of the Conflict-of-Interest policy, attached, is to help inform MCHFoundation Leadership and Board about what constitutes a conflict of interest, assist MCHFoundation Leadership and Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

## **ADDENDUMS**

**MCHFoundation organization Bylaws, IRS Determination Letter and Articles of Incorporation (attachment)**

**MCHFoundation Board Member and Staff Contact Lists (attachment)**

**Current Board Terms: Updated 2023**

**Current Board Committees: Updated 2023**

**Annual Board and Committee Calendar**

### **Board Committee Charters**

- Executive (see bylaws)
- Governance (see bylaws)
- Finance (Attached)
- Investment (refer to Finance Charter)
- Development (Attached)
- Programs/Grants (Attached)
- Advisory Committees (Attached)

**MCHFoundation Annual Conflict of Interest Statement (Attachment)**

**MCHFoundation Confidentiality Policy (Attachment)**

**Current Board Terms: Updated 2022**

**PRESIDENT**, Susan Warner

Board Term: Jan. 2021 – Dec. 2023 (2<sup>nd</sup> Term, 2<sup>nd</sup> Tenure)

**VICE PRESIDENT**, Charlene McAllister

Board Term: Jan. 2020 – Dec. 2022 (2<sup>nd</sup> Term, 2<sup>nd</sup> Tenure)

**TREASURER**, Bill Knapp

Board Term: Dec. 2020 – Dec. 2023 (1<sup>st</sup> Term)

**SECRETARY**, Paula Hudson

Board Term: Nov. 2020 – Dec. 2023 (1<sup>st</sup> Term)

**Members**

**Dr. William Miller**

Board Term: Jan. 2022-Dec. 2024

**Terry Ramos**

Board Term: Jan. 2022-Dec. 2024

**Kathy Wylie**

Board Term: Jan. 2022-Dec. 2024

**Current Board Committees: Updated 2023**

Committee meetings may be attended by any member of the Board at any time, regardless of his/her/their affiliation with the committee. Board Members are expected to commit to at least one committee per year during their tenure on the MCHFoundation Board.

<p><b>Development:</b></p> <p><b>Chair:</b> Paula Hudson</p> <p><b>Staff Lead:</b> Mary Kate McKenna CFRE, Executive Director</p> <p>Charlene McAllister Susan Warner Bill Knapp DawnMarie Kotsonis</p>	<p><b>Executive:</b></p> <p><b>Chair:</b> Susan Warner</p> <p><b>Staff Lead:</b> Mary Kate McKenna CFRE, Executive Director</p> <p>Charlene McAllister, VP Paula Hudson, Secretary Bill Knapp, Treasurer</p>	<p><b>Finance:</b></p> <p><b>Chair:</b> Bill Knapp</p> <p><b>Staff Lead:</b> Mary Kate McKenna CFRE, Executive Director</p> <p>Susan Warner Peter Lopez</p>
<p><b>Programs &amp; Grants:</b></p> <p><b>Chair:</b> Charlene McAllister</p> <p><b>Staff Lead:</b> Mary Tinder</p> <p>Susan Warner Bill Knapp DawnMarie Kotsonis Mary Kate McKenna</p>	<p><b>Governance:</b></p> <p><b>Chair:</b> Susan Warner</p> <p><b>Staff Lead:</b> Mary Kate McKenna</p> <p>Charlene McAllister Kathy Wylie</p>	<p><b>Investment:</b></p> <p><b>Chair:</b> Bill Knapp</p> <p><b>Staff Lead:</b> Mary Kate McKenna CFRE, Executive Director</p> <p>Paul Sweigart, Edward Jones Peter Lopez Jennifer Owen Susan Warner</p>

Committee meetings are scheduled in advance with any modifications announced to the Board of Directors as they are rescheduled. A calendar for the next calendar year meetings will be approved at the last Board of Directors meeting of each year.



## PROPOSED 2023 CALENDAR OF MEETINGS:

### Staff Meetings

Weekly on Wednesdays at 9 AM for a 30-minute check-in via Google Meet

First Wednesday of each month is an in-person lunch and learn – please schedule 2 hours

### Executive Committee (Monthly):

1<sup>st</sup> Wednesday of each month: January 4, February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, December 6

**Agenda:** To provide a regular opportunity for both the Executive Director and the Executive Committee to discuss any emergent issues, updates in general on organizational progress and ensure clarity for both parties.

### Board of Directors (Quarterly)

February 27<sup>th</sup>, May 22<sup>nd</sup>, August 28<sup>th</sup>, December 4<sup>th</sup>

Map of agenda topics to be determined by Governance Committee

### Programs & Grants Committee (Quarterly)

January 10<sup>th</sup>, April 11<sup>th</sup>, July 11<sup>th</sup>, October 10<sup>th</sup>

**Agenda:** Reporting on strategic goals and objectives, decisions on initiatives proposed if applicable.

### Finance Committee: (Quarterly)

January 17<sup>th</sup>, April 18<sup>th</sup>, July 18<sup>th</sup>, October 17<sup>th</sup>

**Agenda:** Reporting on Quarterly Finance Reconciliations that have been reviewed monthly by the ED & Treasurer. Reports strategic goals and objectives, decisions on any funding needs from Programs & Grants initiatives proposed if applicable.

### Development Committee (Quarterly)

January 24<sup>th</sup>, April 25<sup>th</sup>, July 25<sup>th</sup>, October 24<sup>th</sup>

**Agenda:** Reporting on strategic goals and objectives, decisions on fundraising campaigns proposed if applicable.

### Investment Committee (Bi-Annually)

July 18<sup>th</sup> to the Finance Committee and December 4<sup>th</sup> to the Entire Board

**Agenda:** Review Policies for any revisions, and a formal report from the Investment Management Firm.

### Full Staff and Board Retreat (Annually)

June 9-10, 2023

**Agenda:** Report on progress and GAP funding and strategic goal needs, formalized training on board development topics and fundraising for the remainder of the year, scheduled fun and culture development.

### Board & Stakeholder Annual Report Presentation and Holiday Gathering (Annually)

Saturday December 16, 2023

**Agenda:** Report to the Board and Community of Stakeholders on strategic goal progress, visions, and plans for 2024, announcement of 40<sup>th</sup> Anniversary plans