

# Family Partnerships of Central Florida

## POLICY

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<b>Series:</b>	<b>Board Governance</b>	<b>COA: GOV 5, GOV 6</b> <b>CFOP: N/A</b>
<b>Policy Name:</b>	Governance Model	
<b>Policy Number:</b>	GOV011	
<b>Reviewed Date:</b>	4/16/2024	
<b>Revision #/Date:</b>	3/28/2024	
<b>Effective Date:</b>	11/1/2008	
<b>Applicable to:</b>	Family Partnerships of Central Florida Family of Agencies (FPoCF FOA) Governance Board of Directors, Family Partnerships of Central Florida Family of Agencies Advisory Board of Directors, President and Chief Executive Officer	

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**PURPOSE:** Family Partnerships of Central Florida (FPoCF) uses the Carver's Policy Governance Model of governance, modified as needed to be in compliance with Florida Sunshine Law and requirements of FPoCF's Council On Accreditation (COA) and DCF contract. This policy describes the FPoCF board governance

Order of Precedence:

In implementing this policy, the following order of precedence applies:

1. Federal, state, and local law
2. Articles of Incorporation
3. Bylaws of Community Based Care of Brevard, Inc. d/b/a Family Partnerships of Central Florida
4. Requirements of DCF Contract
5. Requirements of Council On Accreditation (COA)
6. Board Governance GOV011

**The Board Management Delegation Process:** The Board will govern based on the following:

1. The FPoCF Family of Agencies Governance Board gives advice and guidance only as one body and gives direction as a Board.
2. There is a clear distinction between a Board's role as policy setting only and the FPoCF FOA President and Chief Executive Officer's role as implementing policy and achieving the mission.
3. The FPoCF Family of Agencies Governance Board is responsible to monitor the quality of services and financial soundness of the agency.
4. The FPoCF Family of Agencies Governance Board will self-evaluate its performance as a Board and as individual Board members on an annual basis.

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5. The FPoCF Family of Agencies Governance Board will annually evaluate the FOA's President and Chief Executive Officer based on goals set by the Governance Board.

## **Board Meetings**

At least 1 (one) annual meeting of the Board of Directors shall be held on the dates determined by the Board of Directors at the beginning of each calendar year.

- a. The Family of Agencies Board follows Robert's Rules of Order, as applicable, in conducting board meetings.
- b. The Board Chair will prepare the agenda in advance of dissemination to members with input from board members, chairs of committees, the FOA's President and Chief Executive Officer and Board Liaison.
- c. The FPoCF FOA's President and Chief Executive Officer makes recommendations regarding policies for approval by the FPoCF Family of Agencies Governance Board.
- d. The FPoCF Family of Agencies Governance Board shall monitor the DCF contract performance measures and corresponding FPoCF FOA's data bi-monthly.
- e. The FPoCF Family of Agencies Board of Directors shall ensure the System of Care reflects the vision of the community.
- f. The FPoCF FOA's President and Chief Executive Officer will report to the FPoCF Family of Agencies Board during scheduled meetings.
- g. The FPoCF Family of Agencies Governance Board shall monitor the financial performance of the family of agencies bi-monthly.

## **Role of the FPoCF Governance Board Chair**

The responsibility of the FPoCF Governance Board Chair is to ensure that the Board operates consistently within its own policies and bylaws. The Chair is the facilitator of the board meetings. The Chair appoints board committee chairs. The Chair may represent the Board within the scope of the Board's actions.

## **Board Member's Code of Conduct**

The Family Partnerships of Central Florida Family of Agencies Governance Board and Family Partnerships of Central Florida Family of Agencies Advisory Boards commits itself and its members to ethical and lawful conduct including proper use of authority when acting as a Board member. Annually, FPoCF FOA board members sign the Statement of Adherence to Values and Personal Commitment.

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## **Conflict of Interest and Disclosures**

The Family Partnerships of Central Florida Family of Agencies Governance Board and Family Partnerships of Central Florida Family of Agencies Advisory Board members annually disclose in writing their involvement with other organizations that might produce a conflict and voluntarily withdraw from decision making in matters accordingly. Members are requested to disclose any actual or perceived conflicts at board and board committee meetings.

Members disclose any business relationship(s) with other members at board and board committee meetings.

## **Committees**

The FPoCF Governance Board may appoint committees as appropriate within a defined scope of work and in accordance with the agency Articles and Bylaws.

## **The Board and President and Chief Executive Officer Linkage:**

The Board's sole official connection to the operational organization, its achievements, and conduct will be through the FPoCF FOA's President and Chief Executive Officer.

## **Unity of Control**

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the FPoCF FOA's President and Chief Executive Officer except in rare instances when the Board has specifically informed the FPoCF FOA's President and Chief Executive Officer of such exercise of authority.
2. The FPoCF Governance Board Chair may represent the Board within the scope of the Board's actions or intent and converse with the President and Chief Executive Officer accordingly. The FPoCF Governance Board Chair's representation must be based on the collective will of the entire Board.
3. In the case of Board members or committees requesting information or assistance without Board authorization, the FPoCF FOA's President and Chief Executive Officer may decline such requests that require, in the FOA's President and Chief Executive Officer's opinion, a material amount of staff time or funds, or are disruptive. A denied request may be brought to the attention of the FPoCF Governance Board at a bi-monthly meeting to determine whether the Board deems the request to be actionable.

## **Accountability of the FPoCF FOA's President and Chief Executive Officer**

The FPoCF FOA's President and Chief Executive Officer is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned is considered the authority and accountability of the FPoCF FOA's President and Chief Executive Officer.

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Accordingly,

1. The Board will never give instruction to persons who report directly or indirectly to the FPoCF FOA's President and Chief Executive Officer unless otherwise outlined in the absence of the President and Chief Executive Officer.
2. The Board will refrain from evaluating, either formally or informally, any staff other than the FPoCF FOA's President and Chief Executive Officer.
3. The Board will view the FPoCF FOA's President and Chief Executive Officer performance as identical to organizational performance and indicative of corporate and community values, so that organizational accomplishment of board-stated Ends and avoidance of board-prescribed means will be viewed as successful FPoCF FOA's President and Chief Executive Officer performance.

## **Delegation to the FPoCF FOA's President and Chief Executive Officer**

The FPoCF Family of Agencies Governance Board will instruct the FPoCF FOA's President and Chief Executive Officer through written policies that prescribe the organizational *Ends* to be achieved and describe organizational situations and actions to be avoided, allowing the FPoCF FOA's President and Chief Executive Officer to use any reasonable interpretation of these policies.

Accordingly,

1. The FPoCF Family of Agencies Governance Board will develop practices instructing the FPoCF FOA's President and Chief Executive Officer to achieve certain results, for certain recipients, at a specific cost. These practices will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
2. The FPoCF Family of Agencies Governance Board will develop policies that limit the latitude the FPoCF FOA's President and Chief Executive Officer may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations.
3. As long as the FPoCF FOA's President and Chief Executive Officer uses reasonable interpretations of the FPoCF Family of Agencies Governance Board's Ends and Executive Limitations policies, the President and Chief Executive Officer is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
4. The FPoCF Family of Agencies Governance Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between the Board and the FPoCF FOA's President and Chief Executive Officer domains. By doing so, the Board changes the latitude of choice given to the FPoCF FOA's President and Chief Executive Officer. However, as long as any particular delegation is in place, the Board will respect and support the FOA's President and Chief Executive Officer's choices.

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5. The FPoCF FOA's President and Chief Executive Officer is authorized to act without prior approval of the FPoCF Family of Agencies Governance Board in an emergency situation which prevents the FPoCF FOA's President and Chief Executive Officer from seeking FPoCF Board approval, as long as the FPoCF FOA's Chief Executive Officer's actions are consistent with the mission of FPoCF and the Ends policies of the Board. In the event that the FPoCF FOA's President and Chief Executive Officer finds it necessary to exercise the emergency authority granted herein, the FPoCF FOA's Chief Executive Officer will advise all Board members as soon as the situation permits in the most expeditious manner.

## **Monitoring the FPoCF FOA's President and Chief Executive Officer Performance**

Systematic and rigorous monitoring of the FPoCF FOA's President and Chief Executive Officer job performance will be measured by organizational accomplishment of Board policies on Ends and Outcomes and organizational operations within the boundaries established in Board Governance policies on Executive Limitations.

Accordingly,

1. Monitoring is simply to determine the degree to which Board Governance policies are being met.
2. The FPoCF Family of Agencies Governance Board will acquire monitoring data by one or more of three (3) methods: (a) by internal reports, in which the FPoCF FOA's President and Chief Executive Officer discloses compliance information to the FPoCF Family of Agencies Governance Board, (b) by external reports, in which an external, disinterested third party selected by FPoCF Family of Agencies Governance Board assesses compliance with Board Governance Policies, and (c) by direct Board inspection, in which a designated member or members of the FPoCF Family of Agencies Governance Board assess compliance with the appropriate governance policy criteria.
3. In every case, the standard for compliance shall be reasonable to the FPoCF FOA's President and Chief Executive Officer interpretation of the Board Governance Policy being monitored.
4. All governance policies that instruct the FPoCF FOA's President and Chief Executive Officer will be monitored at a frequency and by a method chosen by the FPoCF Family of Agencies Governance Board. The FPoCF Family of Agencies Governance Board can monitor any policy at any time, by any method, but will ordinarily depend on a routine schedule.

## **The Executive Limitations:**

### **Common Executive Constraint**

The FPoCF FOA's President and Chief Executive Officer shall not allow practices, activities, decisions or organizational circumstances that are either unlawful, imprudent, or in violation of commonly accepted business and professional ethics. Any violation of a criminal law, actions that derive an improper personal benefit, recklessness or act of omission committed in bad faith or malicious purpose shall be cause for immediate dismissal of the FPoCF FOA President and Chief Executive Officer.

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## **Treatment of Customers (clients)**

With respect to interactions with customer clients or those applying to be customer clients, the FPoCF FOA's President and Chief Executive Officer shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

## **Hiring of Executive Directors**

The FPoCF FOA's President and Chief Executive Officer shall inform the FPoCF Family of Agencies Governance Board of the intent to create and/or hire a Vice President and Chief Operations Officer, Chief Financial Officer, Chief Legal Officer, Chief Communications Officer, Executive Directors, and the FPoCF Board Liaison within the Family of Agencies.

*Accordingly*, the FPoCF FOA's President and Chief Executive Officer *shall not*:

1. Use or allow to be used application forms that elicit information for which there is no clear necessity. Using only required forms as required by Law.
2. Use or allow to be used methods of collecting, reviewing, transmitting, or sorting customer client information that fails to protect against improper access to such material.
3. Maintain or allow maintaining facilities that fail to provide a reasonable level of safety and confidentiality.
4. Fail to establish a clear understanding of what services FPoCF FOA performs for the customer client.
5. Fail (or allow others to fail) to inform customer clients of this policy, or to provide a grievance process to those who believe that they have not been afforded a reasonable interpretation of their rights under this policy.

## **Treatment of Staff**

With respect to treatment of paid or volunteer staff, the FPoCF FOA's President and Chief Executive Officer may not cause or allow conditions that are unfair, undignified, or unlawful.

*Accordingly*, the FPoCF FOA's President and Chief Executive Officer shall not:

1. Operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism, or grossly preferential treatment for any reason.
2. Discriminate against any staff member for expressing an ethical dissent.

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3. Prevent staff from grieving to the FPoCF FOA Governance Board when (a) internal grievance procedure has been exhausted and (b) the employee alleges that either a Board Governance Policy has been violated to his or her detriment or a Board Governance Policy does not adequately protect his or her human rights.
4. Fail to acquaint staff with their rights under this policy.
5. The President and Chief Executive Officer is the only staff member with the authority to hire and/or terminate staff. FPoCF FOA Governance Board of Directors should receive advanced notice before terminating Chief Officers and Executive Directors of the FPoCF FOA.

## **Financial Planning and Budgeting**

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends or Outcomes, priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.

Accordingly, the FPoCF FOA's President and Chief Executive Officer shall not allow budgeting that:

1. Contains too little information to enable credible projection of revenues and expenses.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Reduces the current cash assets to drop below a safety reserve of operating capital.
4. Provides less for Board prerogative during the year than is set forth in the Cost of Governance policy.

## **Financial Conditions and Activities**

With respect to the actual, ongoing financial conditions and activities, the President and Chief Executive Officer shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities.

*Accordingly, the FPoCF FOA's President and Chief Executive Officer shall not:*

1. Expend more funds than have been received in the fiscal year to date.
2. Indebt the organization in an amount greater than can be repaid.
3. Commit the organization for any expenditure that is outside the approved budget.
4. Fail to settle payroll and debts in a timely manner.
5. Allow tax payment or other government-ordered payments or filings to be overdue or inaccurately filed.

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6. Make a single line-item purchase outside of the parameters set forth in the Signatory Policy: GOV201 except when negotiating the terms and conditions of service center leases or executing contracts.
7. Fail to notify the FPoCF FOA Governance Board of delinquent accounts receivables after a reasonable grace period.

## **FPoCF FOA's CEO Succession**

To protect the Family of Agencies Governance Board from sudden loss of FPoCF FOA's President and Chief Executive Officer services, the FPoCF FOA's President and Chief Executive Officer may have no fewer than two (2) other executives familiar with Family of Agencies Board and President and Chief Executive Officer issues and processes. In the event of the resignation, termination, or sudden loss of the President and Chief Executive Officer, the FPoCF Vice President and Chief Operations Officer for the Family of Agencies will assume the interim role of President and Chief Executive Officer until a suitable replacement and process for recruitment is identified.

## **Asset Protection**

The FPoCF FOA's President and Chief Executive Officer shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

*Accordingly, the FPoCF FOA's President and Chief Executive Officer shall not:*

1. Fail to insure against theft and causality loss to at least 80 percent of replacement value and against liability loss to the Board members, staff, and the organization itself in an amount greater than is required for a comparable community not-for-profit organization; thus, allowing adequate Board liability insurance.
2. Subject plant and equipment to improper wear and tear or insufficient maintenance.
3. Make any purchase without making a comparative price check.
4. Receive, process, or disburse any funds that would violate FPoCF FOA Governance Board-approved standards.

## **Compensation and Benefits**

With respect to employment, compensation, and benefits to employee, consultant, contract workers, and volunteer, the FPoCF FOA's President and Chief Executive Officer shall not cause or allow jeopardy to fiscal integrity or public image.

*Accordingly, the FPoCF FOA's President and Chief Executive Officer shall not:*

1. Change his or her personal compensation and benefits.



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2. Promise or imply permanent or guaranteed employment.
3. Establish a compensation package for all employees that are not within the salary line- item budget for each year.
4. Develop a performance review process that is not manageable and equitable for all employees. Approved by the Family Partnerships of Central Florida Governance Board of Directors on December 8, 2022.

## **Communication and Support to the Board**

The FOA's Chief Executive Officer shall not permit the Board to be uninformed or unsupported in its work.

*Accordingly, the FPoCF FOA's President and Chief Executive Officer shall not:*

1. Neglect to submit monitoring data required by the FPoCF Governance Board, in a timely and accurate fashion.
2. Let the FPoCF Governance Board be unaware of relevant trends, outcomes, anticipated adverse media coverage, internal and external changes and any Board directed issues that were in danger of failure.
3. Fail to advise the FPoCF Governance Board if, in the FPoCF FOA President and Chief Executive Officer's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President and Chief Executive Officer Linkage.
4. Fail to deal with the FPoCF Governance Board as a whole except when (a) fulfilling individual request for information, conducting Board briefings or (b) responding to officers or committees duly charged by the Board.
5. Fail to report in a timely manner actual or anticipated non-compliance with any governance policy of the Board.
6. Fail to communicate and support recommendations for reorganization or restructuring the FPoCF FOA or Executive Directors level(s).
7. Fail to supply for the consent agenda all items delegated to the FPoCF FOA's President and Chief Executive Officer yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

The FPoCF FOA's President and Chief Executive Officer may not enter into any grant or contract arrangements that fail to emphasize primarily the production of ends or outcomes, and secondarily, the avoidance of unacceptable means.

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*Accordingly, the FPoCF FOA's President and Chief Executive Officer shall not:*

1. Fail to prohibit particular methods and activities to preclude grants funds from being used in imprudent, unlawful, or unethical ways.
2. Fail to provide a comprehensive procurement and monitoring process in accordance with State, Federal and County standards in which recommendations regarding contract status and awards are disseminated to the FPoCF FOA Governance Board.

Approved by the Brevard Family Partnership Governance Board of Directors on March 28, 2024.

AS APPROVED BY THE BOARD OF DIRECTORS:



DANIEL P. RODGERS  
Board Chair

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

Signature Date: 4/16/2024

Signature Date: 4/16/2024