

NONPROFIT SUCCESSION PLAN

NONPROFIT SUCCESSION PLAN

CHILDREN'S FORUM

1211 Governors Square Boulevard, #200

Tallahassee, FL 32301

FLCHILD.com

VERSION 1.0

02/01/2021

| VERSION HISTORY | | | | |
|-----------------|--------------------|----------------|-----------------------|-----------------|
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| 1.0 | Board of Directors | March 19, 2021 | Initial Approval | Phyllis Kalifeh |
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|--------------------|----------------------|--------------|-----------------|-------------|----------|
| PREPARED BY | Phyllis Kalifeh, EdD | TITLE | President & CEO | DATE | 2/1/2021 |
| APPROVED BY | Bob Buesing, JD | TITLE | Board Chair | DATE | |

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1. RATIONALE

Provide the purpose of the succession plan and the plan's objectives in the event of a planned or unplanned absence.

The purpose of this succession is to ensure the ongoing operations of the Children's Forum in the event of the CEO's departure, either via retirement, resignation, or other unplanned absence for an extended period of time. Further, the purpose of this plan is to ensure that the Board and key leaders within the organization are informed and prepared to transition smoothly during such absences and should leadership changes occur.

2. DEFINITIONS

| TERM | DEFINITION |
|----------------------|---|
| OEL | Florida Office of Early Learning |
| NPF | Nonprofits First – Accreditation for nonprofit system housed in Palm Beach County, FL |
| CSC | Refers to the Children's Services Councils, local taxing districts with authority to establish local millage rates to fund services for children in their respective communities. |
| The Children's Trust | The Children's Services Council in Miami-Dade County. |
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3. PROCEDURES AND CONDITIONS

Discuss the chain of command in the event of an unplanned absence and outline procedures.

The Chief Financial Officer will step into the role of the Acting CEO as well as maintain her role as the CFO in the event of an unplanned absence. The CFO is knowledgeable about the business of the Forum and the funders of the organization. She will work with the leadership team to ensure that there are no drop downs in services, obligations, or strategic goals of the organization.

Should such an absence require an excessive demand on the CFO's time, she may choose to hire additional resources to assist in the financial operations of the organization on a time limited basis. That determination will be at the discretion of the CFO. The Acting CEO will meet with the leadership team, oversee and supervise all direct reports, and assist as needed.

The Acting CEO will act under the direction of the Chair of the Children's Forum Board of Directors with assistance from other board members as requested.

A. AUTHORITY AND COMPENSATION OF ACTING CEO

The Acting CEO will have the authority to conduct routine business on behalf of the organization, which includes signature authority for existing contractual obligations. All new contractual obligations will be vetted through the board chair to ensure the necessity of obligating additional Forum resources for the contract or services to be obligated. Should the contract be necessary to fulfill the duties or obligations of existing funders already identified, the Acting CEO may proceed to ensure deliverables are being met as reflected in the scope of work by the funder. The Board will approve anything outside of routine business, e.g. salary increases or policy changes, prior to execution.

The Acting CEO will be eligible to receive additional compensation of up to 30% of the CFO base salary during the time that the Acting CEO position is occupied. Once the position is re-hired or the CEO returns to his/her full duties, the additional compensation will be discontinued.

B. BOARD OVERSIGHT

The Board will be kept apprised of the activities of the organization during the period of absence or vacancy. The Acting CEO will communicate with the board chair on no less frequently than weekly to maintain communications and ensure operational efficiency.

In the event of the CEO's retirement or departure, the Board will develop a plan to replace the CEO. The outgoing CEO may assist the board in seeking a replacement, as requested. It is the duty and responsibility of the Board of Directors to screen, interview, and hire the CEO. Staff may assist the Board as needed but the responsibility rests with the Board.

C. COMMUNICATION PLAN

The Acting CEO may communicate with the public regarding the temporary, permanent, or unplanned vacancy in consultation with the Board Chair. Initial notice to the public and funders will emanate from the Board Chair and staff will handle follow up communications as needed.

D. COMPLETION OF EMERGENCY SUCCESSION PERIOD

The completion of the emergency succession period (in the event of an unplanned absence) will be upon the return of the CEO to active service over the organization. The Acting CEO will consult with the CEO to ensure a smooth transition during the period of absence back to fulltime service.

4. SUCCESSION PLAN: TEMPORARY, UNPLANNED ABSENCE – SHORT TERM

The procedures outlined above will be followed in the event of an unplanned, short-term absence of the CEO from the organization.

5. SUCCESSION PLAN: TEMPORARY, UNPLANNED ABSENCE – LONG TERM

The procedures outlined above will be followed in the event of an unplanned, short-term absence of the CEO from the organization. Should the CEO's absence extend beyond three months (unless such arrangement has received prior approval), the Acting CEO will meet with the Board to determine if there should be changes in the leadership direction of the Children's Forum. Any change of plans will be brought to the full Board for review, discussion, and approval.

6. SUCCESSION PLAN: PERMANENT CHANGE IN PRESIDENT & CEO

In the event of a permanent change in the President & CEO, the CFO will assume the duties as the Acting CEO, until such time as the Board has authorized that the position be advertised, vetted, interviews conducted and a new CEO has accepted the position. The Acting CEO will remain in the role until the new CEO's employment has begun. The Acting CEO will inform and serve to aid in the transition of the new CEO into the role. Acting CEO's additional compensation will terminate two weeks after the new CEO assumes leadership duties of the Children' Forum.

7. CHECKLIST FOR ACCEPTANCE OF SUCCESSION PLANS

| X | CATEGORY | DETAILS |
|---|----------------------------------|--|
| | Succession Plan Approval | The Board will approve the Succession Plan and updates annually. |
| | Review Schedule | The Succession Plan will be reviewed annually concurrent with the organization's 990 tax filings. |
| | Signatories | Authorized signers are approved by the Board and maintained in the fiscal policies of the Forum. |
| | Organizational Charts | The Communications Director is responsible for ensuring that the organizational chart is updated routinely as changes occur. |
| | Vital Organizational Information | All corporate documents are maintained electronically via the Forum's website for the Board of Directors. www.flchild.com/privatebod |
| | Copies | Hard copies of corporate documents are maintained in the CEO and CFO offices. The electronic copies are maintained on the Forum's network and documents are backed up nightly. |

8. APPROVAL AND SIGNATURES

A. APPROVALS

| | | | |
|------------------|-------------------------------------|-------------|--|
| SIGNATURE | | DATE | |
| NAME | Phyllis Kalifeh, EdD | | |
| TITLE | President & Chief Executive Officer | | |

| | | | |
|------------------|--------------------|-------------|--|
| SIGNATURE | | DATE | |
| NAME | Robert Buesing, JD | | |
| TITLE | Board Chair | | |

| | | | |
|------------------|-----------------|-------------|--|
| SIGNATURE | | DATE | |
| NAME | Larry Pintacuda | | |
| TITLE | Board Secretary | | |

| | | | |
|------------------|--|-------------|--|
| SIGNATURE | | DATE | |
| NAME | Kerri Cloud, CPA | | |
| TITLE | Vice President & Chief Financial Officer | | |

B. WITNESSES

| | | | |
|------------------|-----------------------------|-------------|--|
| SIGNATURE | | DATE | |
| NAME | Tamela Young | | |
| TITLE | Human Resources Coordinator | | |

| | | | |
|------------------|---|-------------|--|
| SIGNATURE | | DATE | |
| NAME | Denise Bishop, EdD | | |
| TITLE | Vice President, Outreach, Innovation and Training Officer | | |

9. ORGANIZATIONAL INFORMATION

A. NONPROFIT STATUS

| NONPROFIT STATUS | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|--------------------------|---|------------------|--|
| IRS Determination Letter | Fiscal Department | N/A | www.flchild.com/privatebod |
| Bylaws | Fiscal Department | N/A | www.flchild.com/privatebod |
| Mission Statement | Board and Agency Records | N/A | www.flchild.com/privatebod |
| Board Minutes | Website electronically and VP of Training, Innovation, and Outreach | N/A | www.flchild.com/privatebod |
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B. HUMAN RESOURCES

| HUMAN RESOURCES INFO | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|-----------------------------------|-----------------|-----------------------|------------|
| Employee Records / Personnel Info | HR Department | Offsite Server Backup | N/A |
| I-9s | HR Department | Offsite Server Backup | N/A |
| | | | |

C. FACILITIES

| FACILITIES INFORMATION | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|--------------------------|-------------------|-----------------------|--|
| Building Deed (if owned) | N/A | N/A | N/A |
| Office Lease (if rented) | Fiscal Department | Offsite Server Backup | www.dropbox.com |
| | | | |

D. FINANCIAL INFORMATION

| FINANCIAL INFORMATION | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|---|---------------------------------|-----------------------|--|
| EIN | Fiscal Department | Offsite Server Backup | N/A |
| Current Form 990 | Fiscal Department | Offsite Server Backup | www.flchild.com/privatebod |
| Previous Form 990s | Fiscal Department | Offsite Server Backup | www.flchild.com/privatebod |
| Current Audited Financial Statements | Fiscal Department | Offsite Server Backup | www.flchild.com/privatebod |
| Previous Audited Financial Statements | Fiscal Department | Offsite Server Backup | www.flchild.com/privatebod |
| Financial Statements | Fiscal Department | Offsite Server Backup | www.flchild.com/privatebod |
| State or District Tax Exemption Certificate | Fiscal Department | Offsite Server Backup | www.flchild.com/privatebod |
| Blank Checks | HR Department | N/A | N/A |
| Computer Passwords | IT Department | Offsite Server Backup | www.dropbox.com |
| Online Account Passwords | Fiscal Department/IT Department | Offsite Server Backup | www.dropbox.com |
| Donor Records | N/A | N/A | N/A |
| Funding Schedule | Fiscal Department/IT department | Offsite Server Backup | N/A |
| Client Records | Various File Rooms | Offsite Server Backup | N/A |
| Vendor Records | Fiscal Department | Offsite Server Backup | N/A |

10. CONTACT INVENTORY

A. FINANCIAL

| AUDITOR NAME | PHONE | EMAIL | ADDRESS |
|----------------------|--------------|-------------------|--|
| Carr, Riggs & Ingram | 850-201-5856 | jbusch@cricpa.com | 2633 Centennial Blvd. STE 200, Tallahassee, FL 32308 |

| BANK NAME | ACCOUNT NUMBERS | LINE OF CREDIT |
|-----------|-----------------|----------------|
| Synovus | 3270120301 | \$750,000 |

| BRANCH REPRESENTATIVE | PHONE | EMAIL | ADDRESS |
|-----------------------|--------------|--|--|
| Tina Darnell | 850-893-1600 | tinadarnell@synovus.cm | 3471 Thomasville Road, Tallahassee, FL 32309 |

| INVESTMENTS: FINANCIAL PLANNER / BROKER COMPANY | | | |
|---|--|--|--|
| N/A | | | |

| BRANCH REPRESENTATIVE | PHONE | EMAIL | ADDRESS |
|-----------------------|-------|-------|---------|
| N/A | | | |

| WHO IS AUTHORIZED TO MAKE STOCK AND WIRE TRANSFERS? | WHO IS AUTHORIZED TO SIGN CHECKS? |
|---|-----------------------------------|
| No stocks but CFO may make wire transfers. | CEO, Board Chair, Vice Presidents |

B. LEGAL COUNSEL

| ATTORNEY NAME | PHONE | EMAIL | ADDRESS |
|---------------|-------|-------|---------|
| N/A | | | |

C. KEY STAKEHOLDER CONTACTS

| STAKEHOLDER NAME | PHONE | EMAIL | ADDRESS |
|---|--------------|--|--|
| Shan Goff, Executive Director Florida Office of Early Learning | 850-717-8554 | Shan.goff@oel.myflorida.com | Marriott Drive, Tallahassee |
| Rachel Spector, Grants The Children's Trust | 786-338-3381 | rachel@thechildrenstrust.org | 3150 SW 3 rd Avenue, 8 th Floor, Miami, FL 33129 |
| Hue Reynolds, Director Child Care / DCF | 850-717-4374 | Hue.reynolds@myflfamilies.com | 1317 Winewood Blvd, Bldg 6, Tallahassee, FL 32399 |
| | | | |

D. PAYROLL

| COMPANY NAME | ACCOUNT NUMBER | | |
|---|----------------|-------|--|
| N/A – Payroll functions are handled in house. | | | |
| PAYROLL REPRESENTATIVE | PHONE | EMAIL | |
| N/A | | | |

E. FACILITIES

| BUILDING MANAGEMENT COMPANY NAME | REPRESENTATIVE NAME | PHONE | EMAIL |
|----------------------------------|---------------------|--------------|--|
| Chris Keena Real Estate | Chris Keena | 850-222-2373 | ckeena@adrealstate.us |

| OFFICE SECURITY COMPANY NAME | ACCOUNT NUMBER | | |
|------------------------------|----------------|--|--|
| Georgia Florida Security | 18819 | | |
| REPRESENTATIVE NAME | PHONE | EMAIL | |
| Robin West | 229-226-4826 | robin@gaf1-alarms.com | |

F. INSURANCE INFORMATION

| POLICY TYPE | COMPANY / UNDERWRITER | POLICY NUMBER | REPRESENTATIVE PHONE / EMAIL | BROKER PHONE / EMAIL |
|---|--|---------------------------|---|---|
| General Liability / Commercial Umbrella | Arch Insurance Company | AAPKG0126400 | Jonathan Romero, HUB International Florida Jonathan.romero@hubinternational.com 850/386-1111 | SAME |
| Directors & Officers Liability | Arch Insurance Company | AAPKG0126400 | Jonathan Romero, HUB International Florida Jonathan.romero@hubinternational.com 850/386-1111 | SAME |
| Retirement Plan | Mutual of America | 017531-F-3B | Krista Farinas Email: Krista.Farinas@mutualofamerica.com Phone: 813-281-8882 | |
| Worker's Compensation | Zenith Insurance Co. | Z134992803 | Jonathan Romero, HUB International Jonathan.romero@hubinternational.com 850/386-1111 | SAME |
| Health Insurance | Capital Health Plan (CHP) Florida Blue Cross and Blue Shield (BCBS) | CHP: 00467 BCBS: 61246 | CHP Rep. Stacey Hammond Email: SLHAMMOND2@CHP.ORG BCBS Rep. Brian Burch Email: Brian.Burch@bcbsfl.com | Walker Cutts, Hub International Email:walker.cutts@hubinternational.com Phone: 850-933-2494 |
| Unemployment Insurance | State of Florida Department of Revenue | 1241343 | N/A | N/A |
| Disability Insurance: Short-Term | Colonial Life (optional benefit) | E4402350 | Joey Grubbs: Email: coloniallife23@gmail.com Chip Weathers: 850-528-1113 Email: cweathers@comcast.net | |
| Disability Insurance: Long-Term | USable Life | 500388005-001 | Michaela Bell Email: Michaela.Bell@usablelife.com Phone: 501-375-7200 | |
| Life Insurance | USable Life | 500388005-001 | Michaela Bell Email: Michaela.Bell@usablelife.com Phone: 501-375-7200 | |
| Dental Insurance | Florida Combined Life Insurance | 213L92 | Employer contact: 866-445-5148 | Walker Cutts, Hub International Email:walker.cutts@hubinternational.com Phone: 850-933-2494 |

