

# Family Partnerships of Central Florida

## POLICY

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<b>Series:</b>	<b>Board Governance</b>	<b>COA: GOV 6, HR 5</b> <b>CFOP: N/A</b>
<b>Procedure Name:</b>	President and Chief Executive Officer Appraisal Process	
<b>Procedure Number:</b>	GOV007	
<b>Review Date:</b>	9/19/2024	
<b>Revision Date:</b>	9/26/2024	
<b>Effective Date:</b>	4/2006	
<b>Applicable to:</b>	Family Partnerships of Central Florida (FPOCF) Family of Agencies Governance Board of Directors and President and Chief Executive Officer	

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**PURPOSE:** To define the process by which the Family Partnerships of Central Florida Family of Agencies President and Chief Executive Officer receives an annual performance appraisal.

**References:** HR 2505 Performance Evaluations

### **PROCEDURE:**

In accordance with the Family Partnerships of Central Florida governance policy GOV007 and Human Resource operating procedure HR 2505 Performance Evaluations, the President and Chief Executive Officer is evaluated annually. This evaluation consists of a performance appraisal which details the essential job functions, rationale addressing the evaluation of the performance, a review of the goals for the past year, and the establishment of newly proposed goals.

### **Review Procedure**

Annually, as soon as possible after the close of the fiscal year, nominally August of every year, the President and Chief Executive Officer receives an annual performance evaluation.

May of every year, the President and Chief Executive Officer will remit a self-evaluation to the Board Liaison for dissemination to the Family Partnerships of Central Florida Family of Agencies Governance Board of Directors, along with a blank appraisal form.

Board members are given 15 days to complete and return the appraisal to the Board Liaison, who will compile and aggregate the responses and provide the consolidated report to the Board Chair to review and approve.

The Board Chair will then arrange a meeting with the President and Chief Executive Officer to review the information contained in the aggregated evaluation, and the new annual goals and performance targets, and to obtain concurrence from the President and Chief Executive Officer. The Board Liaison will schedule a Special Meeting for members to approve the review and determine goals and targets for the upcoming year.

The Board Liaison will distribute the consolidated performance appraisal to the board members one week prior to the scheduled Special meeting. At the designated special meeting, the Board Chair will present the aggregated evaluation to the Board, along with the proposed goals and targets for the upcoming year.

# Family Partnerships of Central Florida

The Board Chair will present to the Governance Board for board approval, any recommendations for merit related increases, and/or adjustments to the President and Chief Executive Officer salary and benefit package. Any recommended adjustments to the President and Chief Executive Officer salary package will be in accordance with the Board approved salary administration plan and in an equitable fashion to that of all employees.

Quarterly, the HR Director will coordinate a meeting with the Board Executive Committee to conduct a review of the Goals and Objectives with the President and Chief Executive Officer along with review of the President and Chief Executive Officer's compensation package.

## CEO Employment Agreement

However, at any time, the FPOCF Family of Agencies Governance Board of Directors may establish an employment agreement with the President and Chief Executive Officer to define the terms, limits, and nature of the relationship. The agreement may outline salary and benefit arrangements, merit related opportunities and other appropriate terms and conditions of the employment relationship between the President and Chief Executive Officer and Family Partnerships of Central Florida.

Approved by the Family Partnerships of Central Florida Governance Board of Directors on October 24, 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: 11/25/2024

Signature Date: 11/25/2024