

## Policy

<b>Series:</b>	<b>Board Governance</b>	<b>COA: GOV 6.05 CFOP: N/A</b>
<b>Policy Name:</b>	President and Chief Executive Officer Succession Plan	
<b>Policy Number:</b>	GOV004-A	
<b>Reviewed Date:</b>	5/21/2026	
<b>Revision Date:</b>	4/23/2026	
<b>Effective Date:</b>	6/23/2007	
<b>Applicable to:</b>	Family Partnerships of Central Florida (FPOCF) Board of Directors, President and Chief Executive Officer, Executive Leadership Team	

<b>SUBJECT:</b>	Succession Planning Procedure
<b>PURPOSE:</b>	To ensure uninterrupted leadership and continuity of services in the event of the planned or unplanned absence, departure, or incapacitation of the FPOCF President and Chief Executive Officer (CEO).
<b>REFERENCE:</b>	GOV011 Governance Model, GOV004-B CEO Succession Plan Check List
<b>SCOPE:</b>	This policy applies to the FPOCF Board of Directors and the Executive Leadership Team and serves as the organization's formal CEO succession plan.

### Policy Statement

FPOCF is responsible for the care and protection of abused and neglected children in Brevard, Seminole, Orange, and Osceola Counties. To safeguard continuity of operations, this policy establishes clear procedures for interim leadership and permanent CEO transition under all circumstances.

#### 1. Planned Departure of the CEO

##### 1.1 Interim Leadership

Upon acceptance of a CEO's resignation, a designated member of the Executive Leadership Team will immediately assume the role of Acting CEO until the Board determines its executive search process and timeline.

##### 1.2 Transition Plan

After the Board accepts the CEO's resignation, the outgoing CEO will prepare a written transition plan for Board approval. The plan will include:

- Key tasks and responsibilities to be transferred
- Training and knowledge-transfer activities
- A timeline for staged handoff of all CEO functions
- Any interim delegation of duties to the Acting CEO

## 2. Unplanned Departure of the CEO

### 2.1 Immediate Action

In the event of a sudden departure due to incident, will, or other unforeseen circumstances, a designated member of the Executive Leadership Team will immediately assume the role of Acting CEO.

### 2.2 Emergency Board Meeting

The Acting CEO will request an emergency meeting of the FPOCF Board to establish an immediate action plan, including:

- Confirmation or reassignment of the Acting CEO
- Delegation of critical duties
- Development of a media/press response
- Establishment of a regular communication schedule with the Board Chair
- Determination of whether an executive search is required and the associated timeline

## 3. Temporary Incapacitation of the CEO

### 3.1 Interim Authority

If the CEO becomes temporarily unable to perform their duties, the Board selected Executive designee will assume all CEO responsibilities under Board guidance.

### 3.2 Interim Plan

The Board will approve an interim operating plan outlining delegated duties, decision-making authority, and communication expectations.

### 3.3 Transition to Permanent Succession

If the CEO's incapacitation becomes long-term or permanent:

- The Board-selected Executive designee will continue to act as CEO
- Consultation with the CEO will occur when feasible
- If the CEO cannot participate, the Board and Acting CEO will develop short and long-term executive search plan as needed

## 4. Board Responsibilities

### 4.1 The Board of Directors are responsible for:

- Approving interim leadership assignments
- Approving transition and interim operating plans
- Determine the need, scope, and timeline of an executive search
- Ensuring continuity of mission, services, and stakeholder communication throughout any transition



Approved by the Family Partnerships of Central Florida Board of Directors April 23, 2026.

AS APPROVED BY THE BOARD OF DIRECTORS:

A handwritten signature in blue ink, appearing to read "Eric Austin", written over a horizontal line.

ERIC AUSTIN  
Board Chair

Signature Date: 4/30/2026

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink, appearing to read "Philip J. ScarPELLI", written over a horizontal line.

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

Signature Date: 4/30/2026