



Memo

To: Commissioners, First 5 Ventura County

From: Jennifer Johnson, Director of Operations (On behalf of the Administration/Finance Committee)

Date: January 21, 2016

Re: **Recommendation to Approve Policy for Delegated Authority to Executive Director**

Background

The Commission has adopted certain individual policies that delegate particular responsibilities to the Executive Director (e.g., check signature policy for signing checks). When authority has not been explicitly delegated through policy, items are carried forth to the Commission for formal action.

The attached policy proposes additional specified activities (highlighted in gray) to increase efficiencies and improve work flows by delegating authority to the Executive Director. The document also incorporates current responsibilities which have previously been delegated to the Executive Director.

Recommendation

The recommendation is to approve the policy for delegating authority to the Executive Director for specific activities, as attached.



AUTHORITY DELEGATED TO EXECUTIVE DIRECTOR

The Executive Director shall have delegated authority to carry-out the following responsibilities:

- Execute and administer the following types of agreements: (1) agreements that have been approved by the Commission, and (2) agreements that are within the thresholds delegated to the Executive Director for the procurement of vendors in accordance with the Commission's Procurement of Goods and Services Policies and Procedures.
 - The Executive Director, in his/her absence, may appoint a designee to approve agreements. Such delegated signature authority shall be granted in writing and for a specified time period. This authority is limited to expenditures previously authorized by the Commission, through direct funding allocations for services and/or through approved budgets.
- Approve amendments in order to complete projects, so long as any amendment does not result in additional costs for the Commission and does not extend the term of the contract by more than twelve months.
- Execute amendments related to the maximum allowable amount(s) as changes occur in IRS regulations and/or ACA (e.g., Flexible Spending (FSA) plan).
- Waive penalties, up to \$25,000, on late submission of final year-end invoices/expenditures reports received from funded partners when extenuating circumstances prevented the timely submission by the funded partner.
- At the termination of an agreement, determine whether to waive the requirement for the contractor to return any equipment, furniture, or supplies purchased with Commission funds, provided the aggregate fair market value is \$25,000 or less.
- Sign checks and approve financial transactions (e.g., wire transfers) in compliance with the Commission's internal controls for all expenditures previously approved in the budget or otherwise approved by the Commission.
- Manage all budgeted expenditures in compliance with the Commission's procurement policies, internal controls, and policy for budget management.
- Apply for grants and execute agreements to accept grant funding up to \$500,000, provided the grant is aligned with the strategic plan and consistent with Commission policies and the Commission Chair approves. For grants from First 5 California and upon approval by the Commission Chair, the Executive Director shall have authority to apply for and accept grants.
- Provide letters of support to partner(s) seeking grant funding, provided the project/grant is aligned with the Commission's mission.
- Manage internal staffing and administer personnel policies in compliance with the Employee Handbook.