



**BOARD POLICY
DELEGATION OF EXECUTION
AUTHORITY TO CEO**

Section:	Administration	
Subject:	Delegation of Execution Authority to Chief Executive Officer	
Effective Date:	March 17, 2021	Review Date: February 18, 2026
Approved: KHA Board, February 25, 2026		

AUTHORITY

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the "Board may authorize the CEO to execute contracts and other documents on the Board's behalf."

PURPOSE

The Board authorizes the Chief Executive Officer of the Kids Hope Alliance ("KHA") to execute the following contracts and documents on behalf of the Board:

- All agreements and contracts, including, but not limited to, contracts for services for children and youth, professional services contracts, grant contracts, interlocal agreements, memorandums of understanding, intergovernmental contracts, and joint and cooperative purchasing contracts with other governmental agencies ("Contracts") which do not involve receipt or payment by KHA of more than a combined total of \$25,000 in a fiscal year;
- Ancillary documents related to existing Contracts that are consistent with the terms of the Contracts and do not involve any financial obligation;
- Contracts approved by the Board;
- Contracts awarded under a Request for Proposal approved by the Board;
- Amendments to the terms and conditions of existing Contracts as long as the scope of services and performance metrics under the Contract remain substantially the same and the Amendment does not increase or decrease the annual amount payable under the Contract by more than 10% or by \$25,000, whichever is less;

- Amendments renewing existing Contracts as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract and no additional costs are incurred;
- Amendments extending existing Contracts for a period of not more than 6 months as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Contracts and Amendments during any period that a quorum of the Board is unable to meet to take action in accordance with applicable laws due to extraordinary circumstances, including, but not limited to, a natural disaster, epidemic or pandemic, City or State declared state of emergency, or other circumstances deemed by the Chair of the Board and the CEO to prevent the Board from safely meeting and taking action in accordance with applicable laws. All Contracts and Amendments executed by the CEO under this section 8 authorization are required to be communicated to the Kids Hope Alliance Board Chair and the Finance Committee Chair in advance and reported to the full Board at its next meeting.

All Contracts executed by the CEO under this Authorization must be in compliance with the City of Jacksonville's Municipal Code, including, but not limited to, Chapters 77 and 126 thereof, and all other applicable laws.

All Contracts executed by the CEO under this Authorization must be consistent with KHA's Essential Services Plan.

The CEO shall provide the Board with a report on all Contracts and Amendments executed under this Authorization at the Board meeting immediately following execution of the Contract or Amendment. This report will be included as a part of the formal Board packet and notes from its discussion will be included in the Board minutes. As applicable, the report will include information related to performance metrics, including whether the Contractor has met any existing performance metrics, if applicable.

Board Secretary Signature:

(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title:

Date:

Meredith Fursci

2/25/26