Proposed 6/25/2025

AUTHORITY DELEGATED TO ACTING CO-EXECUTIVE DIRECTORS

The appointed Acting Co-Executive Directors (ED) are: 1) Lauren Arzu, Director of Human Resources & Operations, 2) Sharon Elmensdorp, Director of Early Childhood Programs, and 3) Sam McCoy, Director of Program & Evaluation.

This delegated authority and certain approval duties set forth in Commission policy will be in effect until an Executive Director is appointed and begins employment or is otherwise modified or rescinded by the Commission.

The signing of checks, wire transfers, and authorization of direct deposits will be authorized by the Commissioner designated as Primary Signatory or one of the three approved alternates. The monthly bank reconciliations will be reviewed by the Commissioner designated as Primary Signatory.

In the absence of the assigned Director, authority would be designated to the Director of Finance & Administration under the existing policy whereby the Executive Director may designate signature authority approve contracts, purchases/financial obligations, and payroll.

Area of Responsibility	Authorized Acting Co-Executive Director
1. Execute agreements and amendments:	
a. Related to operations (e.g., leases/facilities, information technology, telecommunications, human resources)	Lauren Arzu
b. Related to program & systems integration and evaluation (e.g., funded partners, external evaluators, Apricot 360 data system)	Sam McCoy
c. Related to early childhood programming (e.g., Neighborhoods for Learning, Help Me Grow, Welcome Every Baby)	Sharon Elmensdorp
2. Approve purchase requisitions requiring ED Approval:	
a. Related to operations (e.g., leases/facilities, information technology, telecommunications, human resources)	Lauren Arzu
b. Related to program & systems integration and evaluation (e.g., funded partners, external evaluators, Apricot 360 data system)	Sam McCoy
c. Related to early childhood programming (e.g., Neighborhoods for Learning, Help Me Grow, Welcome Every Baby)	Sharon Elmensdorp
3. Certify insurance applications and execute agreements to bind coverage	Lauren Arzu
4. Approve bi-weekly payroll	Lauren Arzu
5. Determine the rate of pay of a new employee and authorizing job offers	Lauren Arzu
6. Authorize change in compensation or employment status/classification	Lauren Arzu
7. Oversee budgeted expenditures in compliance with budgets & all related policies	Relevant Department's Acting Co-ED
8. Apply for grants and execute agreements to accept grant funding from First 5 California and up to $500,000 from other funders, provided the grant is aligned with the strategic plan and consistent with Commission policies and the Commission Chair approves	Sam McCoy
9. Engage in advocacy activities and authorize letters, including the approval of involvement in non-partisan advocacy efforts including providing testimony or written comments, meeting with legislators or elected officials and signing letters of support	Lauren Arzu
10. Authorize letters of support to partners seeking funding	Sam McCoy
11. Waive funded partner penalties up to $25,000	Sam McCoy
12. Waive funded partner return of furniture, equipment, supplies up $25,000	Sam McCoy

Area of Responsibility	Authorized Acting Co-Executive Director
13. Manage internal staffing and administer all Commission policies, including the following personnel policies:	Relevant Department's Acting Co-ED
a. Approve job descriptions	Lauren Arzu
b. Approve internal fulfillment of positions	Lauren Arzu & Relevant Department's Acting Co-ED
c. Approve supplemental payments, including determining when cell phones and/or hot spots will be issued in lieu of supplemental payments	Lauren Arzu
d. Approve alternate work schedules/flex time arrangements	Lauren Arzu
e. Lift introductory status of an employee in less than 90 days	Lauren Arzu
f. Determine the anniversary date for an employee with a break in service	Lauren Arzu
g. Approve overtime	Relevant Department's Acting Co-ED
h. Authorize use of vacation within 90 days for a new employee	Lauren Arzu
i. Authorize use of more than 80 hours of vacation at once	Relevant Department's Acting Co-ED
j. Authorize an employee to exceed their vacation accrual	Relevant Department's Acting Co-ED & Commission Chair for Co-EDs
k. Approve extended bereavement leave as set forth in the Employee Handbook	Lauren Arzu
l. Grant additional paid leave for an official court summons	Lauren Arzu
m. Approve use of a personal vehicle over 100 miles one way for business travel or travel business class by train	Relevant Department's Acting Co-ED
n. Approve expense reimbursement for use of personal cell phone for work purposes while on business travel	Relevant Department's Acting Co-ED
o. Approve participation in other non-profit boards	Lauren Arzu
p. Approve outside employment	Relevant Department's Acting Co-ED
q. Review letters of reference written by supervisor for current or past employees	Lauren Arzu
r. Approve employee corrective action plans	Lauren Arzu
s. Determine the response to an allegation of sexual harassment by a non-employee	Lauren Arzu
t. Review results of criminal history checks and decide on an appropriate action	Lauren Arzu
u. Approve payment and mileage reimbursement for training costs for volunteers involved in volunteer activities	Relevant Department's Acting Co-ED
v. Make exceptions to policies within the handbook	Lauren Arzu