



Succession Plan

Fiscal Year 2019-2020

Introduction: As part of Legacy's Governance policies, Legacy has established a plan for proper succession of the Chief Executive Officer.

Executive Summary: The Corporation shall maintain Key Man insurance for the Chief Executive Officer's position. It shall maintain a training program for executives who are most likely to maintain the operations of the corporation in the event that the CEO is separated from the corporation for any reason. It shall develop other staff for advancement.

Prioritized Plan: Legacy has identified the most important areas of focus for the company in the fiscal year 2019-2020. They are as follows;

1. Maintain \$500,000 life insurance policy on the CEO position with Legacy as the beneficiary.
2. Train Sherri Nelson on procedures associated with "Calling-in Payroll"
3. Train Sherri Nelson on procedures associated with Transferring funds "on-line".
4. Train Sherri Nelson on procedures associated with ordering Federal Supplies.
5. Train Sherri Nelson on procedures associated with cutting check off the MAS90 system.
6. Train Kelly Kleinhammer on the procedures associated with filing CCL appeals.
7. Train Kelly Kleinhammer on the procedures associated with Approving Special Incident Reports (SIR's).
8. Train Kelly Kleinhammer on the procedures associated with Interim Regulations & Title 22.
9. Train Kelly Kleinhammer on the procedures associated with.
10. Revise the COO/Administrator Job Description as it pertains to Kelly Kleinhammer's new role.
Train Kelly on the Job Description.
11. Identify individuals that may be developed for advancement into key area of the corporation.

Succession Plan for FY2019-2020

Object Dominion	Objective	Performance Indicator (measure)	Who Applied To	Time of Measure	Data Source	Obtained by	Performance Target	Results	Extenuating factors	Results Last Period
Training	Train Sherri Nelson on the process of calling in Payroll	Sherri successfully calls in an entire payroll and posts it to MAS90	Sherri Nelson	Completed prior to Martin's Vacation – October 22, 2019	MAS90, One-Point, Payroll Spreadsheet, Associated Time Sheets	Martin Hansen	Successful payroll without errors			
Training	Train Sherri Nelson on the transfer of funds between Legacy Bank Accounts	Sherri successfully transfers funds from all accounts	Sherri Nelson	Completed by September 30, 2019	On-line banking	Martin Hansen	Successful transfer of funds			
Training	Train Sherri Nelson, Kelly Kleinhammer, and Delma Salazar on changing the Drug testing schedule	Successful changing of the schedule by each trainee	Sherri Nelson, Kelly Kleinhammer, Selma Salazar	Completed by July 31, 2019	Trix box Server	Martin Hansen	Successful changing of the schedule without errors			
Training	Train Kelly Kleinhammer on approving Special Incident Reports	Kelly is able to approve SIR's properly	Kelly Kleinhammer	Completed by July 31, 2019	Licensing Form	Martin Hansen	Kelly Demonstrates that she can approve SIR properly			

Object Dominion	Objective	Performance Indicator (measure)	Who Applied To	Time of Measure	Data Source	Obtained by	Performance Target	Results	Extenuating factors	Results Last Period
Training	Train Kelly Kleinhammer on Title 22, the Interim Regulations, and Written Directives	Kelly Reads the Regulations, Kelly has access and uses the Alliance, Martin Trains Kelly	Kelly Kleinhammer	Completed by October 1, 2019	California Law	Martin Hansen	Successful understanding of the laws governing Foster Care			
Training	Train Kelly Kleinhammer on writing written appeals to CCL determination	Kelly writes a successful appeal on her own	Kelly Kleinhammer	Completed by December 31, 2019	SIR's	Martin Hansen	Successful appeal			