

 Finance Council Charter		CSF-BOD-05
Position Title:	Finance Council	
Adopted:	<i>May 12, 2014</i>	
Effective:	<i>May 12, 2014</i>	

I. INTRODUCTION

Workforce Florida Incorporated d/b/a CareerSource Florida (Workforce Florida or the Corporation), according to Florida Statutes § 445.004(2), is the principal workforce policy organization for the state. State statute defines CareerSource Florida's purpose as one of designing and implementing strategies that help Floridians enter, remain and advance in the workplace. CareerSource Florida's objectives are to help people become more skilled and successful thus benefiting the individual, Florida businesses and the entire state, and to assist in developing the state's business climate.

By law, CareerSource Florida is the statewide Workforce Investment Board charged with policy setting and oversight of the workforce system. CareerSource Florida is governed by an independent Board of Directors consisting of public and private sector representatives. CareerSource Florida reports to the Governor and, in its role, aligns and supports the Governor's economic and workforce goals through the development of strategic workforce policies and plans.

The strategic workforce policies developed by the Board give overall direction to the state's workforce system. In addition, the Board takes actions and makes decisions regarding workforce programs, ensures that there are sufficient and appropriate human and financial resources for CareerSource Florida to accomplish its work and ensures the health of the organization.

As specified in Florida Statutes, the Chairman of the Board has the authority to appoint committees or councils to fulfill the Board's responsibilities, to comply with federal requirements or to obtain technical assistance. Under this authority, the Finance Council is thus chartered.

Individual members have no authority to control or direct the operations of Workforce Florida, Inc. (d/b/a CareerSource Florida) or the actions of its officers and employees, including the President.

II. AUTHORITY

This Council operates under the authority and responsibilities specified in Section 445, Florida Statutes, and the Bylaws of Workforce Florida, Inc. As such, the Finance Council has the authority assigned to it by the Chairman of the Board. In coordination with the President/CEO, the Council shall have the resources and authority necessary to discharge its duties and responsibilities and may, after consultation with the Chairman of the Board, designate ad hoc committees to facilitate the Council's role.

If this document is in conflict with federal or state statute or the bylaws of the corporation, those documents shall take precedence.

III. TERM

The members of the Finance Council, including a Chairman and Vice Chairman, shall be appointed by the Chairman and shall serve for a period of time determined by the Chairman. All Council members shall serve at the pleasure of the Chairman of the Board.

IV. COMPOSITION

The Council shall comprise individuals appointed by the Chairman of CareerSource Florida from the membership of the Board and individuals from outside CareerSource Florida who possess relevant experience or expertise in the subject area of the Council. In all matters pertaining to Council business, Council members shall report directly to the Council Chairman (or, in the Chairman's absence, the Council Vice Chairman). The Council Chairman shall report to the Chairman of the Board. In selecting members, the Chairman must incorporate at least one member from a regional workforce development board into the Council.

Should the Council form ad hoc committees, the Chairman of CareerSource Florida shall designate committee membership. A majority of the membership of each Council must be members of the Board of Directors of CareerSource Florida.

Membership on the Finance Council makes no presumption concerning future roles on the Board.

V. MEETINGS

The Finance Council meets quarterly – whether in person, by telecommunications, or webinar – in conjunction with the regular quarterly meetings of the Board of Directors if there is business that needs to go before the Council. Additional meetings, whether held in person or by telephone, may be conducted at the request of the Board Chairman or the Council Chairman.

VI. RESPONSIBILITIES

The Finance Council's primary goal is to work to ensure that the workforce system is in good financial health, that its assets are protected, and the state's resources are used appropriately and accounted for sufficiently. Through this effort, the Council assists the CareerSource Florida Board of Directors in ensuring that the resources available to the state for workforce training

programs and support services are used effectively and efficiently with utmost accountability to maintain public confidence and support.

As such, the following specifies the role and responsibilities of this Council and its members:

1. Directing the Allocation of Statewide Workforce Funding

The Finance Council is responsible for proposing allocations of federal and state workforce funds for the 24 regional workforce boards and for state-level discretionary funding provided through the federal grant awards and state appropriations. Discretionary funding under the auspices of the Board is used to fund the Department of Economic Opportunity, CareerSource Florida and for demonstration and pilot programs funded through the Board. In the event there are changes in overall funding levels during the course of the budget cycle, the Council is responsible for reviewing and proposing modifications to the previous budgets to ensure that over-commitments do not occur.

An integral part of this responsibility is the charge of ensuring that the workforce system is operating as efficiently as possible at the state and local levels. The Council must also ensure that limited workforce funding is used appropriately and in accordance with federal, state, and Board policies.

2. Safeguarding the Workforce System's Resources and Assets

The Finance Council shall ensure that appropriate policies and practices are in place to protect the system assets and the integrity of the workforce system. The Council is charged with the responsibility to protect the financial integrity of Florida's workforce system and to promote full accountability among all workforce partners. The Council shall receive regular updates regarding the Department of Economic Opportunity's financial monitoring efforts, results of special internal audits conducted by the Department of Economic Opportunity's Inspector General and program and financial audits conducted for the state and regional partners. Based upon these reviews and audits, the Council is charged with reviewing corrective action plans which may require the establishment of financial/program policies or modifications of existing policies for consideration by the full Board.

VII. FINANCE COUNCIL PRIMARY POINT OF CONTACT

In order to conduct its business and administer its affairs the primary point of contact for the Finance Council is:

Andrew Collins, Chief Operating and Financial Officer/Treasurer
Telephone: (850) 684-8347
Email: acollins@careersourceflorida.com

VIII. REVISION INFORMATION (IF APPLICABLE)

Date	Description of Revision
05/07/14	Version for Chairman's review and approval.
05/12/14	Approved by Chairman