

FINANCE AND ADMINISTRATION COUNCIL CHARTER

ROLE

The Finance and Administration 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, it assists the Workforce Florida Board of Directors in maintaining public confidence and support that the resources available to the state for workforce training programs and support services are used effectively and efficiently with utmost accountability.

MEMBERSHIP

The Chair and Finance and Administration Council members are selected from the Board of Directors' membership by the Chair of Workforce Florida and will include at least one member from the membership of a regional workforce board of directors. The Chair of Workforce Florida may also include on the Council other non-board members. Should ad hoc committees be formed by the Council, committee membership will be designated by the Chair of Workforce Florida. Any Finance and Administration Council committee must be comprised of a majority of members from Workforce Florida's Board of Directors.

OPERATIONS

The Finance and Administration Council meets as designated by the Council Chairman and generally in coordination with Workforce Florida Board meetings. Additional meetings, whether in person or telephonic, may be conducted at the request of the Board Chair or the Finance and Administration Council Chair.

AUTHORITY

The Finance and Administration Council has the authority assigned to it by the Workforce Florida Board of Directors. In coordination with the Board Chairman and the President/CEO it will have the resources and authority necessary to discharge its duties and responsibilities including the designation of ad hoc committees as deemed necessary to facilitate the Council's role.

RESPONSIBILITIES

Specifically the Finance and Administration Council is responsible for:

- *Directing the allocation of statewide workforce funding*

Finance and Administration Council is responsible for proposing allocations of federal and state workforce funds to 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 Agency for Workforce Innovation, Workforce Florida, and for demonstration and pilot programs funded through the Board or Councils. In the event funding modifications occur during the course of the budget cycle, the Finance and Administration Council is responsible for reviewing and proposing modifications to the previous budgets to insure that over-commitments do not occur.

An integral part of this responsibility is the charge of ensuring that the limited workforce funding is utilized appropriately and in accordance with federal, state, and Board policies. The Finance and Administration Council is responsible for implementing fund de-obligation/re-obligation policies on behalf of the Board and in accordance with the grant awards.

- *Safeguarding the Workforce System's Resources and Assets:*

The Finance and Administration Council must 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 Finance and Administration Council will receive regular updates regarding the Department's financial monitoring efforts, results of special internal audits conducted by the Department of Economic Opportunities' 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.

- *Executing and Administering Department of Economic Opportunity (DEO) Contract*

In accordance with Chapter 445, Workforce Florida is required to execute an administrative contract with DEO for fiscal and administrative provisions associated with the grants received. This administrative contract is critical to ensure the appropriate and accurate reporting under the terms and conditions of the several grants and programs received by the workforce system. The Council is charged with developing and recommending this administrative contract to the full Board for approval. Performance by DEO under this contract will be tracked and evaluated on a recurring basis by the Council.

STAFF SUPPORT

Primary staff contacts for the Finance and Administration Council are:

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