

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 with utmost accountability.

MEMBERSHIP

The Chair and Finance and Administration Council members are selected from the Workforce Florida Board of Directors by the Workforce Florida Chairman. The Council Chair is responsible for designating committee Chairs for any ad hoc committees that may be formed. The Finance 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 Workforce Funding and Preparing and Submitting a Workforce System Budget for Board Approval:



The Finance and Administration Council is responsible for proposing allocations of federal and state workforce funds to the 24 regional Workforce boards, the Agency for Workforce Innovation, and Workforce Florida, and for discretionary fund allocations made by the Board to the Councils and workforce partners. 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. Additionally, the Finance and Administration Council is responsible for administering/ implementing, reviewing, and proposing changes to Board policies as they relate to any financial resources under the direction and control by the Board.

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 reviewing and submitting supplemental fund requests for full Board approval, as well as implementing fund de-obligation/re-obligation policies on behalf of the Board.

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

The Finance and Administration Council should ensure that appropriate policies and practices are in place to protect the system assets and the integrity of the workforce system. The Finance and Administration 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 Agency's financial monitoring efforts, results of special internal audits conducted by the Agency's Inspector General, and program and financial audits conducted within the state and regional partners. Policy recommendations for full Board consideration may result from this review and oversight function.

- **Complying with Federal, State and other reporting requirements:**

The Finance and Administration Council should stay abreast of current Federal, State, Board or other requirements that have a direct or indirect financial impact on the delivery of workforce programs throughout the state.

STAFF SUPPORT

Primary staff contacts for the Finance and Administration Council are:

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