****

# PY 2019-20 Local Workforce Development Board (LWDB)

# Financial Disclosure Process Management Review Tool

**LWDB Name and Number:**

**Dates of Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LWDB Staff Completing the Tool:**

**Authority – Sections 112.3145 and 445.007, Florida Statutes; and DEO Final Guidance (FG-075), Required Financial Disclosure.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Demographic Data** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Please explain the process or procedure used to notify all

 board members of the requirement to file financial  disclosure requirements. If written, please provide a copy or indicate where this can be found. |   |   |  |  |  |  |
|  | 1. Has the LWDB appointed a coordinator responsible for advising board members and the executive director on the requirements to file financial disclosure statements? (If yes, provide name of coordinator. If no, indicate how this is done).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Did the local coordinator or board designee provide the names and addresses of all board members and the executive director to the Commission on Ethics by the annual reporting date?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Were financial disclosure statements filed by all current board members and the executive director by July 1, 2019?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If no to #4, provide the name(s) of the board member(s) and the executive director who did not file.
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Were any new members or the executive director appointed to the board during calendar year 2019? If yes, provide the name(s) of the board member(s) and/or executive director and the appointment dates.
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #6, did the local coordinator timely provide the names of the new board members and/or the executive director to the Commission on Ethics?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If yes to #6 and 7, did the new member or executive director file a financial disclosure statement within 30 days of the appointment date? If no, provide the name(s) of the board member(s) or executive director who did not file.
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. How often does the Board of Directors meet?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Are all Board meeting minutes listed on the LWDB’s website (from previous review period end date)?
 |  | [ ]  |  | [ ]  |  |  |