

Date of Issue: June 29, 2012
Office of Issue: DEO FG-075
Reference: Workforce Florida, Inc.

## **Final Guidance Required Financial Disclosure**

---

### **OF INTEREST TO**

Workforce Florida, Inc., Chief Elected Officials, and regional workforce boards involved in implementing Workforce Investment Act (WIA) programs and related workforce services.

### **SUBJECT**

Guidelines for the disclosure of financial interests required of members and executive directors of regional workforce boards.

### **PURPOSE**

Outlined below are the policies and procedures for members and executive directors of regional workforce boards to file a statement of financial interests pursuant to s. 112.3145, Florida Statutes as now required by Chapter 445.007 F. S.

### **BACKGROUND**

Section 445.007, F.S., requires that each member of a regional workforce board who is not otherwise required to file a full and public disclosure of financial interests pursuant to s. 8, Art. II of the State Constitution or s. 112.3144, F.S., shall file a statement of financial interests pursuant to s. 112.3145, F.S. The executive director or designated person responsible for the operational and administrative functions of the regional workforce board who is not otherwise required to file a full and public disclosure of financial interests pursuant to s. 8, Art. II of the State Constitution or s. 112.3144, F.S., shall file a statement of financial interests pursuant to s. 112.3145, F.S.

### **GUIDANCE**

Regional workforce board members and executive directors (or a person providing the same services to the regional workforce board as an executive director but under a different title) who are not otherwise required under another provision of law to file a full and public disclosure of financial interest pursuant to s. 8, Art. II of the state Constitution or s. 112.3144, F.S., are now required to file a statement of financial interests under s. 445.007, F.S. and follow Chapter 34-8 of the Rules of the [Florida Commission on Ethics](#).

Workforce Florida, Inc. will be pursuing a policy that regional workforce board members and executive directors holding their positions when the law takes effect July 1, 2012, should file a Statement of Financial Interest -Form 1 (for fiscal year 2011) by July 30, 2012, (unless they have already filed a financial disclosure for fiscal year 2011) and will request the Department of Economic Opportunity to monitor compliance. Board members or executive directors who leave the board before July 1, 2012 are

not subject to the Form 1 filing requirement and also are not required to file the Form 1F (Final Statement of Financial Interests) for fiscal year 2011. Board members or executive directors who leave the board after July 1 are required to file Form 1F within 60 days of leaving the board. Board members appointed or executive directors employed on or after July 1, 2012, are required to file a statement of financial interests for the appropriate fiscal year within 30 days of appointment or employment.

All board members and executive directors are required thereafter to file annually by July 1 of each year. For purposes of filing, regional workforce board members and executive directors are considered “local officers” and are required to file with the local Supervisor of Elections in the county where the board member or executive director resides.

Each regional workforce board shall appoint a coordinator to provide the Commission of Ethics and the Department of Economic Opportunity the names and addresses of its board members and executive directors and to timely advise of any changes thereto. The regional workforce board coordinator shall also be responsible for advising board members and executive directors to file their final statement of financial interests (Form 1F) when leaving the board. The Supervisor of Elections in each county is responsible for annually reminding regional workforce board members and executive directors of statement of financial interests submission deadlines and keeping the forms on file. Additional information about statements of financial interests is contained in the Commission's publication [A Guide to the Sunshine Amendment and Code of Ethics](#).

#### **Implementation Timetable:**

Board members and executive directors filing a statement of financial interests for the first time should file no later than July 30, 2012, and thereafter annually by July 1<sup>st</sup> of each year. (However, current board members and executive directors who may have already filed a fiscal year 2011 statement of financial interests do not need to file another.) Board members appointed or executive directors employed on or after July 1, 2012, must file within 30 days of their appointment or employment.

#### **Compliance:**

The Department of Economic Opportunity will routinely determine compliance with the financial disclosure requirement as a component of the Department's annual monitoring of the regional workforce board. The Department will review the information from the regional workforce board and on file with the appropriate local supervisor of elections offices to make its determination of compliance.

#### **AUTHORITY**

Section 445.007 (1), F.S.