



## **Region 16 Local Operating Policy**

<b>Title:</b>	Required Financial Disclosure
<b>Effective:</b>	12/08/2022
<b>Revised:</b>	N/A

### **I. PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to Local Workforce Development Board (LWDB) Chief Local Elected Officials, Directors, and Chief Executive Directors, involved in implementing Workforce Innovation and Opportunity Act (WIOA) programs and related workforce services. This policy outlines the responsibilities and procedures concerning the financial disclosure requirements.

### **II. BACKGROUND**

Section 445.007, Florida Statutes, requires that each LWDB Director, who is not otherwise required to file a full and public disclosure of financial interests pursuant to Section 8, Article II of the State Constitution or Section 112.3144, Florida Statutes, shall file a statement of financial interests pursuant to Section 112.3145, Florida Statutes.

The Chief Executive Director or designated person responsible for the operational and administrative functions of the LWDB, who is not otherwise required to file a full and public disclosure of financial interests pursuant to Section 8, Article II of the State Constitution or Section 112.3144, Florida Statutes, shall file a statement of financial interests pursuant to Section 112.3145, Florida Statutes.

The Supervisor of Elections in each county shall be responsible for annually reminding LWDB Directors and Chief Executive Directors of statement of financial interests' submission deadlines and keeping the forms on file. Florida Commerce shall routinely determine compliance with the financial disclosure requirement as a component of annual monitoring of the LWDB. Florida Commerce will review the information from the LWDB and on file with the appropriate local Supervisor of Elections offices to make its determination of compliance.

### III. AUTHORITY

Chapter 112, Florida Statutes

Section 445.007, Florida Statutes

DEO Final Guidance FG-075

Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees

### IV. GUIDANCE

LWDB Directors and Chief Executive Directors (or a person providing the same services to the LWDB 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 interests pursuant to Section 8, Article II of the State Constitution or Section 112.3144, Florida Statutes, are now required to file a statement of financial interests under Section 445.007, Florida Statutes, and follow Chapter 34-8 of the Rules of the Florida Commission on Ethics.

All LWDB Directors and Chief Executive Directors are required to file annually by July 1 of each year. For purposes of filing, LWDB Directors and Chief Executive Directors are considered "local officers" and are required to file with the County Supervisor of Elections in their county of residence. All newly appointed Directors or Chief Executive Directors must file within 30 days of their appointment or employment. Resigning Directors or Chief Executive Directors are required to file their final statement of financial interests within 60 days of leaving public office or employment.

Each LWDB shall appoint a local coordinator to provide the Commission of Ethics and Florida Commerce, the names and addresses of its Directors and Chief Executive Directors, and to timely advise of any changes thereto. The local coordinator shall also be responsible for advising LWDB Directors and Chief Executive Directors to file their final statement of financial interests (Form 1F) when leaving the board. Additional information about statements of financial interests is contained in the Commission's publication A Guide to the Sunshine Amendment and Code of Ethics.

### V. REVISION HISTORY

Date	Description
12/13/2022	Issued by CareerSource Pasco Hernando.
12/08/2022	Approved by CareerSource Pasco Hernando Board of Directors.