SECTION 11

Heartland Workforce Investment Board, Inc. d/b/a
CareerSource Heartland (CSH)

Board Member Position Description and Expectations

Purpose: To provide policy governance; operational, programmatic and fiscal oversight; and strategic planning guidance and direction to support the organization's mission and needs.

Vision: CareerSource Heartland will become an innovative leader in identifying and developing a skilled talent force in our community.

Mission: CareerSource Heartland connects employers with skilled talent to promote and enhance career development opportunities to achieve economic prosperity in our community.

Major Responsibilities:

- Assist in the development of and promote focus on CSH's mission and vision
- Establish and oversee implementation of the organization's strategic direction
- Review and adopt an annual budget
- Provide fiscal and operational oversight (Carver Model); monitor organizational progress; and evaluate outcomes
    - Recognize fiduciary responsibility by thoroughly reviewing budget, financial, audit, and fiscal monitoring reports
    - Recognize operational responsibility by thoroughly reviewing operational, performance, and programmatic monitoring reports
- Advocate for local workforce development needs and services
- Communicate known workforce needs and contribute ideas to promote workable solutions (within the parameters of guidance and funding sources)
- Establish board by-laws
- Establish policy as deemed necessary and appropriate
- Ensure organizational compliance with federal, state, and local guidance
- Oversee the performance of the organization's President/Chief Executive Officer

Expectations:

- Attend and actively participate in board and committee meetings
- Participate on at least one standing committee
- Remain alert to community concerns that can be addressed by CSH's objectives and programs
- Help communicate CSH's mission and programs to the community
- Become familiar with CSH's finances/budget/financial resources and needs
- Become familiar with CSH's services
- Abide by state conflict of interest rules, Sunshine Law, and the Board's Code of Conduct
- **File Statement of Financial Interests (Form 1) annually**

BOARD MEMBER
CODE OF CONDUCT

CareerSource Heartland Board Members Should:

1. Have genuine concern and knowledge of local workforce development and training needs.

2. Express their opinions and respect others' opinions.

3. Be trustworthy and honest.

4. Have a strong sense of independence in making decisions.

5. Have a clear understanding of their duties and responsibilities.

6. Conduct themselves in good faith and in a manner they reasonably believe to be in the best interest of the Workforce Board.

7. Use such care, including reasonable inquiry, skills and diligence, in making decisions as a reasonable person would use under similar circumstances.

8. Serve in a voluntary capacity. (Board members will not be compensated for their services; however, they may be reimbursed for expenses incurred on behalf of the Board if deemed allowable by governance.)

9. Actively seek ways in which to advocate for the Board and to leverage resources for the Board.

10. Commit to attending all Board meetings and contributing effort to support committee and taskforce assignments.

Excerpt: WIB Members in Action – Making an Impact in the Community. (National Association of Workforce Boards)

BOARD MEMBER DUTIES

DUTY OF CARE

- Attend, prepare and participate in the meetings
- Keep informed
- Read and seek to understand reports
- Give clear direction to those to whom the board delegates
- Develop and follow policies for the governance of the board
- Seek to understand and follow all legal requirements
- Use normal business judgment in carrying out the business of the board

DUTY OF LOYALTY

- Recognize and avoid conflicts of interest
- Keep the best interest of the board first
- Refrain from using the board position for personal gain
- Maintain confidentiality

BOARD MEMBER RESPONSIBILITIES

- Together with the Chief Elected Officials, set policy and oversight for the local area
- In coordination with the Executive Board (Chief Elected Officials), appoint a President/CEO to manage day-to-day operations and staff functions
- Hold Board meetings open to the public
- Elect the Chair of the local Board
- Establish Bylaws for the local Board
- Conduct oversight of the local workforce development system
- Keep the public informed of the plans, policies and activities of the Board
- Develop a 5-Year local workforce services Plan in partnership with the Chief Elected Officials (Executive Board)
- Negotiate and reach agreement on performance measures
- Develop a budget for the purpose of carrying out the duties of the local Board, subject to the approval of the Chief Elected Official.
- Select eligible youth service providers based on the recommendations of the Youth Development Council
- Coordinate workforce investment activities with economic development strategies to develop employer linkages
- Promote private sector involvement in workforce investment system
- Support Memorandum(s) of Understanding with all CareerSource Heartland partners (as applicable)

FISCAL RESPONSIBILITIES

PRESIDENT/CEO RESPONSIBILITY:

- Budget preparation and modifications
- Day-to-day financial operations
- Maintain internal controls for all assets
- Analyze and prepare monthly financial statements

FINANCE AND OPERATIONS COMMITTEE RESPONSIBILITY:

- Review and recommend approval of annual budget
- Review of audited financial statements
- Review Cost Allocation Plan

AUDITOR RESPONSIBILITY:

- Auditor's responsibility under Generally Accepted Auditing Standards
- Review significant accounting policies
- Audit adjustments
- Auditor's judgments about the quality of the entity's accounting procedures
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit

BOARD RESPONSIBILITY:

- Review and approve Finance & Operations Committee actions
- Review and approve annual budget
- Review quarterly financial statements
- Approve service providers

CareerSource Heartland
Board of Directors Ethics and Transparency Expectations

I. PURPOSE AND SCOPE

To ensure effectiveness, efficiency, and the fulfillment and oversight of strategic planning roles of the CareerSource Heartland (CSH) Board, members of the Board and Executive Board must ensure that ethics and transparency guide their decision-making.

Responsible stewardship and demonstration of strong ethics in the local workforce system are required. Integrity, accountability, and transparency must guide all decisions and actions to earn and protect the public trust.

At every level of the workforce system, there must be a unified commitment to conduct work in a manner that is business-driven and focused on talent, continuous improvement, and assures accountability to public and private stakeholders including businesses, workers, and job seekers, and taxpayers.

Members of the CSH Executive Board, and Board of Directors, are expected to conduct business in an open manner. Board members are to comply with federal and state laws and ensure the public has electronic, or simplified access, to information including but not limited to:

- Information about state and local plans;
- Professional employment of workforce development board members;
- Selection of one-stop operators;
- Awards of grants or contracts to eligible training providers of workforce investment activities;
- Minutes of formal meetings of workforce development boards; and,
- Workforce development board by-laws.

Local workforce development boards are expected to create and enforce policies concerning the importance of ethics in operations as well as transparency in public meetings. Boards must ensure these policies align with federal and state laws and communicate clear expectations to board members, their designees, employees, and other stakeholders.

II. REGULATORY EXPECTATIONS FOR ETHICS AND TRANSPARENCY

Chapter 445, Florida Statutes, creates the Florida workforce system. This law implements Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014 (WIOA), and identifies the methods by which local workforce development boards are assigned and approved. As one of twenty-one approved local workforce development boards in the State of Florida, CSH's purpose is to design and implement strategies that help local residents enter, remain, and advance in the workplace to meet the needs of local businesses by providing clear pathways for individuals in the workforce to become highly skilled and successful; thereby fostering development of the local and global business climate and economy.

It is the intent of the Florida Legislature that local workforce development boards operate in the most open and accessible manner consistent with its public purpose. The expectation of the CSH Executive Board and Board of Directors is that the following laws, rules, and regulations referenced and described below are included in local policies and guide organizational decisions and professional actions.

Measurable performance outcomes include:

- Compliance with applicable laws governing public meetings, public records, and ethics for public officers.

- Timely submission and review of documents described herein.

WIOA Section 107(e) and 20 CFR 679 require local workforce development boards to make certain information available to the public on a regular basis through electronic means, open meetings, and upon request. Additional measures may be taken by state and local policymakers to ensure such information is readily accessible to the public.

The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists and others in state and local government. Workforce development board members, and their designees, are subject to the Code of Ethics for Public Officers and Employees.

State and local workforce development boards are subject to the provisions Article I Section 24of the Florida Constitution, and Chapters 119 and 286 , Florida Statutes, regarding access to public records and meetings.

Each year, Florida's Attorney General publishes the Government-in-the-Sunshine Manual, a reference for compliance with Florida's public records and open meeting laws. This Manual provides comprehensive information and guidance concerning the scope of these open government laws and incorporates relevant judicial decisions and Attorney General opinions. Additional information about Florida's Sunshine Laws, including answers to frequently asked questions, is available through myfloridalegal.com.

III. PROCEDURES

Florida's workforce development system consists of CareerSource Florida, which provides policy oversight; the Florida Department of Commerce (FloridaCommerce), the administrative entity for state workforce programs; and 21 LWDBs, to include the chief local elected officials (CLEO) and boards of directors, as well as the career centers they manage. The State Workforce Development Board requires that the laws, rules, and regulations, referenced and described below be included in local policies and guide organizational decisions and professional actions.

A. Financial Disclosures – Each member of an LWDB who is not otherwise required to file a full and public disclosure of financial interests under Section 8, Article II of the state Constitution or Section 112.3144, Florida Statutes, shall file a statement of financial interests under Section 112.3145, Florida Statutes. § 445.004(4)(g), Fla. Stat. The executive director or designated person responsible for the operational and administrative functions of the local board who is not otherwise required to file a full and public disclosure of financial interests under Section 8, Article II of the State Constitution or Section 112.3144, Florida Statutes, shall file a statement of financial interests under Section 112.3145, Florida Statutes.

   As set forth in Section 445.007, Florida Statutes, each LWDB's website must inform the public that each disclosure or statement has been filed with the Commission on Ethics and provide information about how each disclosure or statement may be reviewed. The notice to the public must remain on the website throughout the term of office or employment of the filer and until one year after the term on the local board or employment ends.

B. Contract Disclosures – All contracts between a local board and a member of the local board; a relative, as defined in Section 112.3143(1)(c), Florida Statutes, of a local board member; an organization or individual represented on the local board or their relative or an employee or their relative; an organization where a board member or their relatives or an employee or their relative holds a board position; or an employee of the local board must be published on the local board's website within 10 days after approval by the local board or FloridaCommerce, whichever is later. Such contracts must remain published on the board's website for at least one year after termination of the contract.

C. Budget Disclosures – Each LWDB shall develop a budget for the purpose of carrying out the duties of the local board, subject to the approval of the CLEO. Each local board shall submit its annual budget for review and approval by FloridaCommerce no later than two weeks after the chair approves the budget. The local board shall publish the budget on its website within 10 days after approval by FloridaCommerce. The budget shall remain published on the website for the duration of the fiscal year for which it accounts for the expenditure of funds.

D. Employee Compensation Disclosures – Each LWDB shall annually, within 30 days after the end of the fiscal year, disclose to FloridaCommerce, in a manner determined by the department, the amount and nature of compensation paid to all executives, officers, directors, trustees, key employees, and the highest compensated employees, as defined for purposes of the Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, including salary, bonuses, present value of vested benefits including but not limited to retirement, accrued leave and paid time off, cashed-in leave, cash equivalents, severance pay, pension plan accruals and contributions, deferred compensation, real property gifts, and any other liability owed to such persons.

   The disclosure must be accompanied by a written declaration, as provided for under Section 92.525(2), Florida Statutes, from the chief financial officer, or his or her designee, that he or she has read the foregoing document, and the facts stated in it are true. Such information must also be published on the local board's website for a period of three years after it is first published.

E. Internal Revenue Service Form 990 Disclosure – Each LWDB shall annually publish its most recent Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, on its website. The form must be posted on the local board's website within 60 calendar days after it is filed with the Internal Revenue Service and shall remain posted for three years after it is filed. CareerSource Florida and FloridaCommerce will collaborate with LWDBs to support best practices in organizational ethics and implementation of federal and state transparency requirements.

F. IMPLEMENTATION AND OVERSIGHT

At the local level, the LWDB must conduct oversight of the LWDB's processes for compliance with applicable laws governing public meetings, public records and ethics for public officers such as:

- Developing specific procedures, processes, and/or guidelines to ensure the LWDB conducts its business in an open, transparent manner as outlined in this policy.
- Developing tools and other resources to track and/or monitor its compliance with this policy.
- Monitoring the LWDB's compliance with this policy no less than annually.

FloridaCommerce will perform programmatic monitoring and will review the local area's business processes and procedures during the annual monitoring review for compliance with federal and state laws and regulations. Findings and other noncompliance issues will be handled through the state's monitoring resolution process.

IV. AUTHORITIES

Public Law 113-128, the U.S. Workforce Innovation and Opportunity Act 0f 2014 (WIOA), Sections 106-110
20 CFR Part 679—Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act
Chapter 445.003-445.007, Florida Statutes
Chapter 112, Florida Statutes
Chapter 119, Florida Statutes
Chapter 286, Florida Statute
FloridaCommerce-Local Workforce Development Board Grantee Subgrantee Agreement

CareerSource Heartland
Local Workforce Development Area Board Governance

I. PURPOSE

To outline the key roles, responsibilities and requirements of the entities/individuals that make up the workforce development system within Local Workforce Development Area (LWDA) 19, CareerSource Heartland (CSH), and to identify and describe required agreements to ensure the local area serves as the jurisdiction for the administration of workforce development activities and expenditure of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth funds allocated by the Florida Department of Commerce (FloridaCommerce).

KEY OBJECTIVES

- To clarify roles of local board members, Chief Local Elected Officials (CLEOs), Board Chairs and Executive Leadership.
- To ensure local policies and WIOA Local Plans are aligned with state objectives and consistent with administrative policy.

MEASURABLE OUTCOMES

Evaluation of compliance consistent with WIOA Chapters 106 and 107 and Chapter 445, F.S.

II. ROLES AND RESPONSIBILITIES

1. Executive Board/Chief Local Elected Official (CLEO)

Pursuant to WIOA sec. 3(9) the CLEO is the chief elected officer of a general local government in the local area. Pursuant to CSH's Interlocal Agreement, the Executive Board is the vehicle through which local elected officials in CSH counties participate in the planning, approval and operation of the local workforce investment board's employment and training assistance programs. The Chair of the CSH Executive Board serves as LWDA 19's designated CLEO for authentication purposes. The responsibilities of the Executive Board and the CLEO include:

a) Requesting local area designation (as prescribed in designated guidance);
b) Appointing members to the CSH Board of Directors (as approved by a majority vote of the CSH Executive Board);
c) Requesting local board certification (as prescribed in designated guidance);
d) In coordination with the local board, establishing bylaws;
e) Designating a fiscal agent if not serving as grant recipient (outlined in the Interlocal Agreement), and monitoring their effectiveness;
f) Approving the Local Workforce Development Board's (LWDB) budget;
g) Remaining liable for any misuse of WIOA grant funds by the local area (the four counties' Boards of County Commissioners have determined that each County's share will be pro-rated based on population);
h) In coordination with the local board and/or staff to the board, negotiating and reaching agreement on local performance measures with the state;

i) Negotiating with the LWDB and required partners to maintain the workforce delivery system through the Memorandum of Understanding/Infrastructure Funding Agreements (as prescribed in designated guidance);
j) Partnering to develop and submit the WIOA local plan and regional plan; and
k) Reviewing the annual performance review of the LWDB executive director.

The Executive Board/CLEO may delegate all functions above except:

a) Appointment of members to the Local Workforce Development Board (LWDB); and

b) Designation of a fiscal agent which is established through the Heartland Workforce Investment Consortium's Interlocal Agreement.

c) Liability for misuse of WIOA grant funds by the LWDA.

With majority approval of the Board and Executive Board, the CLEO may remove, for cause, a member of the CSH Board of Directors, the CSH President/Chief Executive Officer (CEO), or, if different, the designated person responsible for the operational and administrative function of the LWDB.

CLEOs who are not active members of LWDBs are encouraged to attend meetings of the local board. Additionally, CLEOs also have access to a variety of supports to fulfill their responsibilities and ensure constituents in their local area have access to a high-quality local workforce delivery system. Those supports include calls and technical assistance made available by CareerSource Florida and FloridaCommerce, training (including annual and new LWDB member training) and data dashboards.

2. Fiscal Agent

CSH is the fiscal agent designated through the Interlocal Agreement to perform accounting and funds management on behalf of the CLEO. The duties of the fiscal agent may include but are not limited to:

a) Receiving funds;
b) Ensuring sustained fiscal integrity and accountability for expenditures of funds in accordance with the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and applicable circulars, the Workforce Innovation and Opportunity Act (WIOA), corresponding federal regulations, state law, and state policies;
c) Responding to audit financial findings;
d) Maintaining proper accounting records and documentation;
e) Preparing financial reports; and,
f) Providing technical assistance to sub-recipients regarding fiscal issues.

Although the role of the fiscal agent should be limited to accounting and funds management functions rather than policy or service delivery, there may be circumstances in which the fiscal agent may be the LWDB, the procured one-stop operator, the workforce services provider, and/or the youth services provider.

CSH is the designated fiscal agent, one-stop operator, and direct provider of workforce services (exception: most youth services are procured and contracted through a provider).

Therefore, with oversight from the Board of Directors, CSH takes on the following additional functions:

a) Procuring contracts or obtain written agreements;
b) Conducting financial monitoring of service providers; and
c) Ensuring an independent audit is conducted in accordance with federal and state audit requirements.

The fiscal agent must provide financial reports to the LWDB and CLEO on a quarterly basis, at a minimum.

3. Local Workforce Development Board

The LWDB is appointed by the CLEO/Executive Board in accordance with state criteria established under WIOA sec. 107(b) and certified by the Governor every two years in accordance with WIOA sec. 107(c)(2). The criteria for LWDB certification is found in designated state guidance.

The LWDB provides strategic and operational oversight, assists in achievement of local and state strategic and operational vision and goals, and maximizes and continues to improve customer satisfaction and the quality and effectiveness of services provided. The Board's responsibilities include, but are not limited to:

a) Developing and submitting local and regional plans;
b) Conducting workforce research and regional labor market analysis (currently provided through Florida's Florida Department of Commerce's Bureau of Labor Statistics);
c) Convening local workforce development system stakeholders to assist in the development of the local plan and identify expertise and resources to leverage support for workforce development activities;
d) Leading efforts to engage a diverse range of employers and representatives of industry, government, education, and workforce training providers in the local area;
e) Leading efforts to develop and implement career pathways;
f) Leading efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers;
g) Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers;
h) In partnership with the CLEO/Executive Board, conducting oversight of the WIOA adult, dislocated worker, and youth programs and the entire workforce delivery system, ensuring the appropriate use and management of WIOA funds, and ensuring the appropriate use, management, and investment of funds to maximize performance outcomes;
i) Negotiating and reaching agreement on local performance measures with the Executive Board/CLEO and the state;
j) Negotiating with the CLEO and required partners on methods for funding the infrastructure costs of one-stop centers in the local area in accordance with 20 CFR 678.715 and designated guidance;

k) In accordance with designated guidance, selecting providers of youth workforce investment activities through competitive grants or contracts; selecting providers of career services through contract awards; selecting providers of training services consistent with state policy and WIOA sec 122; and selection of one-stop operators in accordance with 20 CFR 678.635 and designated guidance;

l) Working with the state to ensure sufficient numbers and types of providers of career services and training services serving the local area and providing services in a manner that maximizes consumer choice; and providing opportunities that lead to competitive integrated employment for individuals with disabilities;

m) Coordinating activities with education and training providers;

n) Developing a budget for the activities of the LWDB, with approval of the CLEO and consistent with the four-year local plan and the duties of the LWDB;

o) Annually assessing the physical and programmatic accessibility of all career centers in the local area, in accordance with WIOA sec. 188 and applicable provisions of the Americans with Disabilities Act of 1990.

p) Certifying the local area's career centers in accordance with 20 CFR 678.800 and designated guidance;

q) Concluding/executing agreements necessary to designate the fiscal agent and administrative entity. A public or private entity, including an entity established under F.S. sec 163.01, which makes a majority of the appointments to a local board may serve as the local board's administrative entity if approved by FloridaCommerce based on showing that fair and competitive process was used to select the administrative entity (F.S. 445.007(4)(c);

r) Providing ongoing oversight related to administrative costs, duplicated services, career counseling, economic development, equal access, compliance and accountability, and performance outcomes;

s) Overseeing the one-stop delivery system in the local area;

t) In partnership with the Executive Board/CLEO, establishing bylaws and codes of conduct for LWDB members, LWDB President/CEO and staff to the LWDB;

u) Establishing additional monitoring and reporting requirements if one entity fulfills multiple functions to ensure the entity is compliant with WIOA, final rules and regulations, OMB circulars, and the state's conflict of interest policy; and

v) Completing new LWCB Board member orientation and annual training requirements within required timeframes, in accordance with designated guidance.

A full list of LWDB functions can be found in WIOA sec. 107(d) and 20 CFR 679.370 and F.S. sec 445.007.

4. CSH LWDB Chair

CSH's LWDB Chair is elected by the members of the LWDB and must be one of the business representatives on the board. The Chair shall serve no more than two terms and each term may not exceed two yearsas outlined in state guidance and board bylaws. The Chair may not act simultaneously as the LWDB's employed executive director, chief operating officer, or chief financial officer while in position as the Board's Chairperson. Florida Commerce will review each

LWDB's composition during its annual programmatic monitoring, which may include a review of the LWDB chairperson's term(s).

CSH's chairperson's duties may include but are not limited to:

a) Leading the board to develop a guiding vision that aligns with the state's priorities;
b) Acting as the lead strategic convener to promote and broker effective relationships between the CLEO, elected officials, economic development, education, and workforce partners in the local area;
c) Leading an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and
d) Leading the agenda setting process and guiding meetings to ensure both tactical and strategic work is completed in all meetings.
e) Appointing members to an Education and Industry Consortium composed of representatives of educational entities and businesses in the designated service delivery area.
f) Presenting the performance review of the LWDB executive director/chief executive officer to the CLEO, Executive Committee, and Executive Board, a minimum of annually and upon request of the LWDB;
g) Ensuring the state workforce development board has accurate and up-to-date information on the local CLEO and LWDB members; and
h) Appearing before the state workforce development board to discuss the LWDB's performance, upon request of the state board.

5. CSH President/Chief Executive Officer

The CSH Board and Executive Board may hire a qualified President/Chief Executive Officer (Florida Commerce) and staff to assist in ensuring the functions of the local board are achieved. The CSH Boards must ensure the individual or entity designated as the President/CEO has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of the Board which may include, but are not limited to:

a) Coordinating with the Executive Board/CLEO regarding the identification and nomination of members to the Board of Directors, and ensuring membership is compliant with WIOA and Florida Statutes;
b) Organizing board meetings and ensuring meetings are held according to CSH bylaws and Florida's sunshine laws;
c) Developing and submitting the local and regional workforce development plan;
d) Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system, including development of policies and monitoring the administration of the programs;
e) Negotiating and reaching agreement on local performance measures with the CLEO and FloridaCommerce;
f) Ensuring the outcomes of local performance measures are provided to LWDB members and CLEO no less than semi-annually;

g) Negotiating with Executive Board/CLEO and required partners for the Memorandum of Understanding and Infrastructure Agreements (as prescribed in designated guidance);
h) In compliance with local board procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts for providers of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (I) of 20 CFR 679.370;
i) Developing a budget for activities of CSH;
j) Certifying the one-stop career centers according to designated state guidance;
k) Providing copies of all monitoring and auditing reports and related materials to LWDB members, LWDB Chairperson, and CLEO within 5 days of receipt.

Executive directors, chief financial officers, and chief operating officers who represent a LWDB may not personally contract with or otherwise represent more than one LWDB. Under extraordinary circumstances, LWDBs may request approval from the state board and Florida Commerce for temporary exception to this prohibition, by emailing the request to LWDBGovernance@commerce.fl.gov.

Executive directors, chief financial officers and chief operating officers may not simultaneously act as members of any LWDB.

6. One-Stop Operator

The one-stop operator is the entity or consortium of entities that coordinates service delivery of required one-stop partners and service providers. LWDBs must use a competitive procurement process to select its one-stop operator, which must occur every four years (WIOA sec 121(d), 20 CFR 678.600-678.635, and designated state guidance.

7. Provider of Workforce Services

LWDBs must select the provider of basic and individualized career services (workforce services). LWDBs have the option of being a direct provider of these services (with the approval of the local CLEO, the LWDB, and the Governor) or awarding grants or contracts for these services. Designated state guidance outlines the requirements LWDBs must follow to serve as direct providers.

8. Youth Service Provider

LWDBs are required to select providers of youth workforce services through competitive grants or contracts. LWDBs have the option of directly providing some or all youth workforce services. LWDBs choosing to award grants or contracts for these services must do so through a competitive procurement process in accordance with WIOA sec. 123 and 20 CFR 681.400. Designated state guidance outlines the requirements LWDBs must follow to select youth service providers.

III. ADDITIONAL CONSIDERATIONS

Ideally, LWDB's should competitively procure workforce services. LWDB's are responsible for monitoring and overseeing the workforce system and its services, including all contracts and workforce services provided. Chapter 445.007(6), F.S. allows LWDBs to be designated as the one-stop operator and direct provider of services (except training services), with the agreement of the Executive Board/CLEO and Governor based on the criteria established by the state workforce development board.

LWDBs must ensure that roles and responsibilities of workforce delivery system entities are clearly delineated (fiscal agent, staff to the LWDB, one-stop operator, direct provider of workforce services, and provider of youth services).

One entity may perform multiple functions if firewalls and internal controls are in place.

LWDBs seeking to provide workforce services, except training services, must follow the requirements established in state guidance.

LWDBs seeking designation as one-stop operator must comply with designated state guidance.

A. LWDBs Serving Multiple Functions

LWDBs selected to perform multiple functions must have a written agreement with the CLEO to clarify how the LWDB will carry out its responsibilities while demonstrating compliance with all corresponding regulations, including state and local conflict of interest policies.

LWDBs serving multiple functions should be able to demonstrate that duties of each function are defined and delineated in locally established processes and procedures that detail:

1. How functions are separated;
2. Steps taken to mitigate risks that could lead to impropriety;
3. Firewalls created to ensure such risks are mitigated; and
4. Oversight and monitoring procedures.

These processes must be included in the LWDB's Local Plan.

The written agreement must include, at a minimum:

1. Definition of roles and responsibilities/duties per function;
2. Description of the separation of staff duties under each roll, including deliverables;
3. Description of how budgetary authority is separated;
4. Description of how staff duties will be completed while demonstrating compliance with all applicable laws and regulations including conflict of interest policies;
5. Description of roles and responsibilities within the organization, including an organizational chart and sustainability if a function is removed; and
6. Description of how fiscal monitoring will occur if the fiscal agent is performing multiple functions.

B. **Temporary Assumption of Duties for Procured and Contracted Services**

In the event of sudden termination of contract or failed procurement, the LWDB may temporarily request approval to assume the role of one-stop operator, direct provider of workforce services,

and/or youth program service provider. Such requests must follow state designated guidance, be approved by the CLEO, and be submitted to FloridaCommerce for State Board approval. Requests other than for youth program service provider must include the duration (no more than six months). The LWDB must begin competitive procurement within 30 days of approval to serve in a temporary capacity. If this happens for youth program services provision, a request to FloridaCommerce is not required. However, state designated guidance must be followed.

C. Governance Agreements

WIOA requires CLEOs to play an active role in strategic planning and ongoing operation of the local workforce development system.

1. Interlocal, Consortium, and Other Agreements

   The Interlocal or Consortium Agreement must identify the local workforce development area including the units of government included in the Agreement, the designation and responsibilities of the CLEO, establishment, appointment, and operation of the LWDB (including how the geographical areas will be represented, the financial responsibility of each governmental unit for misspent funds, the responsibilities of the fiscal agent, how the local officials will provide input, performance accountability, dispute resolution, duration of the Agreement, and process to modify the Agreement.

2. Bylaws

   The CLEO and the LWDB must ensure the Bylaws are up to date. The bylaws are the provisions by which the LWDB is governed. Bylaws should include purpose and responsibilities; membership; LWDB authority to recommend, select, and hire an executive director to perform operational and administrative functions of the Board; duties and terms of members and officers; committees; description of meeting frequency and how minutes will be kept; voting, quorum requirements, and conflict of interest policies.

3. Sunshine Provision, Public Disclosure, and Transparency

   Business must be conducted in an open manner. LWDBs must adhere to 20 CFR 679.390 and to transparency and public disclosure requirements under F.S. sec 445.007. LWDBs must also adhere to requirement detailed in the Grantee-Subgrantee Agreement.

   The following information must be posted on the LWDBs website:

   Local Plans
   LWDB Members and Their Affiliation
   Selection of One-Stop Operators
   Notice of all LWDB meetings
   Minutes of formal meetings of the LWDB
   LWDB Bylaws
   Interlocal Agreement, as applicable
   Annual Budget
   Total Compensation of Executive Leadership
   Employee Position and Salary Information
   LWDB's IRS Form 990
   Statement Informing the Public that Disclosures of Financial Interest Have Been Filed with Florida's Commission on Ethics by LWDB Members and the Executive Director
   Single Audit (past 2 years)

Related Party Contracts
Contracts in Excess of $35,000
Agreements with Another Board Designating Any Level of Responsibility

D. New Board Member Orientation and Annual Training

All LWDB members are required to participate in new member orientation as well as annual refresher training. This is intended to ensure that LWDB members are provided with the information needed to be effective in their service as a board member. CLEOs are strongly encouraged to participate in this training also.

New member orientation should cover, at a minimum: WIOA Overview; Overview of the workforce system and structure; the State's workforce development system and goals; the purpose of the LWDB; LWDB composition including require membership and areas of representation; roles and responsibilities of the CLEO, fiscal agent, LWDB, LWDB Chair, LWDB Executive Officer, and staff; required partners and programs; workforce system funding; performance requirements; Sunshine Law requirements; and conflict of interest policy and disclosure of potential conflicts of interest.

Annual training requirements include: the State's workforce development goals and strategies; the purpose of the LWDB; roles and responsibilities of the CLEO, fiscal agent, LWDB, LWDB Chair, LWDB Executive Officer, and staff; workforce system funding; performance requirements; Sunshine Law requirements; and conflict of interest policy.

E. State and Local Monitoring

LWDBs must conduct oversight of procurement processes and resulting contracts and agreements to ensure compliance with federal and state laws and regulations. The Board must also ensure that governing agreements are upheld.

Florida Commerce will perform programmatic and fiscal monitoring and will review the local area's agreements and contracts during their annual monitoring review for compliance with federal and state regulations. Findings and non-compliance issues will be handled through the state's monitoring resolution process.

IV. AUTHORITIES

Public Law 113-128, Workforce Innovation and Opportunity Act, Sections 106 and 107

20 Code of Federal Regulations 678.715

20 Code of Federal Regulations 679.310

20 Code of Federal Regulations 679.320

20 Code of Federal Regulations 679.370

20 Code of Federal Regulations 679.390

Sections 445.004 and 445.007, F.S.

Chapter 119, F. S.

Chapter 286, F.S.

CSF Strategic Policy 2020.02.20.A.1 – Board Governance and Leadership

CSF Strategic Policy 2018.09.26.A.1 – Ethics and Transparency Policy

Copies of “designated state guidance” will be provided upon request.

Administrative Policy 94 – Local Workforce Development Area Designation

Administrative Policy 091 – Local Workforce Development Board Composition and Certification

Administrative Policy 106 - Memorandums of Understanding and Infrastructure Funding Agreements

Administrative Policy 93 – One-Stop Career Center Certification Requirements

Administrative Policy 083 – Direct Provider of Workforce Services

Administrative Policy 097 – One-Stop Operator Procurement

Administrative Policy 120 – Youth Service Provider Selection

Strategic Policy 2012.05.24.A.2 - State and Local Workforce Development Board Contracting Conflict of Interest Policy

Strategic Policy 2018.09.26.A.1 - Ethics and Transparency Policy

Form 1 Filing Requirement

All members of the Board of Directors and the President/CEO of each LWDB are required to file the short-form version of the state's financial disclosure form *yearly* – CE Form 1, Statement of Financial Interests this form can be found online at https://disclosure.floridaethics.gov/Account/Login.

Your appointment as a member of our Board of Directors requires you to file your completed Form 1, within 30 days of your formal appointment on our board. Likewise, you will be required to file Form 1F upon leaving our Board.

Several of our board members are already required to file a financial disclosure form as a result of their position as an elected municipal or county official, or they serve in jobs or on other boards/committees that have a similar requirement. If you previously filed a financial disclosure form (i.e., Form 6) as a result of another requirement, there is no need to file a duplicate report.

If you have any questions or need assistance, please contact Donna Doubleday, CareerSource Heartland President/CEO (863-385-3672 x1303 — ddoubleday@careersourceheartland.com); or CareerSource Heartland's Executive Assistant (and "Agency Coordinator" for Form 1 filing – 863-385-3672 x1317). After your initial filing, Florida Commission on Ethics will have your name and contact information in their database. You will receive annual reminders/mailings from the Commission on Ethics for all future filings, as appropriate for your seating term.

Financial Disclosure Information

What is the purpose of filing disclosure forms?

Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government.

Who must file disclosure?

All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. There are certain state and local employees who are also subject to the disclosure filing requirement because of the position they hold or because they have purchasing authority that exceeds $35,000. [See Sections 112.3144 and 112.3145, Florida Statutes]

General Information about Filing Financial Disclosure

You can find information about financial disclosure in the Commission's publication A Guide to the Sunshine Amendment and Code of Ethics. The Commission's rules on financial disclosure can be found here. The Commission's opinions and orders regarding the financial disclosure law can be researched here. A summary of the Commission's most significant opinions dealing with financial disclosure can be found here. Detailed instructions for completing the disclosure forms are contained on each form, which can be found here.

For assistance with financial disclosure, you may wish to contact the Commission's Financial Disclosure Coordinator, Kimberly Holmes, at disclosure@leg.state.fl.us. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this agency. Instead, contact us by phone or in writing.

Financial Disclosure Forms

Clicking here will take you to a list of the forms needed to file the disclosures required by the ethics laws. From that page you can view or print any forms you may need and read descriptions of who has to file which forms, what deadlines may apply, and what information must be reported.

Financial Disclosure Coordinator Information

Each year, the Florida Commission on Ethics prepares the list of persons holding governmental positions who are required to file financial disclosure for the previous year. The Commission obtains the name and address of each of these persons from coordinators who have been designated from each State and local government agency.

Automatic Fines for Failure to File Disclosure on Time

Financial disclosure is due July 1 of each year for the preceding calendar year. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of $25 per day will begin to accrue and will continue to build until the disclosure is filed, or the fine reaches $1,500. Fines may be appealed to the Commission, which can waive or reduce the fine, if unusual circumstances prevented the filer from filing on time.

Clicking here will take you to a sample appeal form which may be downloaded and filed with the Commission to appeal an automatic fine for failure to timely file financial disclosure. You are not required to use this form when appealing a fine; it is provided for your convenience.

An automatic fine for failure to timely file financial disclosure can be paid online with a credit card and by clicking here. Unpaid fines may be recovered through salary withholding, wage garnishment, or referral to a collection agency. In addition, failure to file can result in removal from office or employment.

https://ethics.state.fl.us/FinancialDisclosure/Index.aspx

CareerSource Heartland
Local Workforce Development Board Form 1 and Form 1F

I. PURPOSE

To outline the process and responsibilities for Board member filing of Forms 1 and 1F.

II. PROCESS

As defined in Florida Statute, Section 112.3145(1)(a), CareerSource Heartland (CSH) Board members are required to file the Statement of Financial Interests Form (Form 1) within 30 days of appointment, and annually by July 1 of each year, thereafter while still in service. Form 1F filing is required within 60 days of leaving the Board.

Form 1

1. Upon appointment to the Board, CSH's Executive Assistant (EA) sends a welcome email to the new member. This email includes notification of the requirement to file Form 1 within 30 days. Form 1 instructions are included. Board members who file Form 6 are notified that they are not required to file a Form 1 also.
2. Two – three weeks later, the EA or the Chief Executive Officer (CEO) will contact the new member by phone to check the status of their Form 1 filing. If not yet filed, EA or CEO will remind the member of the filing requirement and possible fines imposed if not filed within 30 days.
3. During new Board member orientation, Form 1 filing requirements are reviewed, including notice to file within 30 days and annually by July 1 thereafter while still serving on the board and notice to file Form 1F when leaving the board.
4. In January of each year, CSH's EA (Agency Coordinator for Florida Commission on Ethics) views the list of registrants and advises the Commission of any changes.
5. Each year, at the June Board meeting, Board members are reminded to file Form 1 by July 1.

Form 1F

1. Upon notification that a member is leaving the Board, CSH's Executive Assistant (EA) sends an email notifying the member of the requirement to file Form 1F within 60 days of their last day of service. Form 1F and related instructions are included.

2023 Form 1 Instructions Statement of Financial Interests

Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of $25 for each day late will be imposed, up to a maximum penalty of $1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]
In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding $10,000. [s. 112.317, F.S.]

When To File:

Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding $35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding $35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

PUBLIC RECORD: The disclosure form is a public record and is required by law to be posted to the Commission's website.Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

QUESTIONS about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Instructions for Completing Form 1

Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded $2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than $2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded $2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded $2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than $2,500. Do not aggregate all of your investment income.

- If more than $2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than $2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); ***and,***
2. You received more than $5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than $5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than $10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than $10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A “contingent liability” is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a “co-maker” and are jointly liable or jointly and severally liable, then it is not a contingent liability.

Interests in Specified Businesses

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.
CE FORM 1 - Effective: April 11, 2024

Incorporated by reference in Rules 34-8.001(2) and 34-8.202(1), F.A.C

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over $2,500) (Major sources of income to the reporting person)
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

Secondary Sources of Income

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write “none” or “n/a”)

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property

REAL PROPERTY (Land, buildings owned by the reporting person)
(If you have nothing to report, write “none” or “n/a”)

Location/Description

Intangible Personal Property

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over $10,000)
(If you have nothing to report, write “none” or “n/a”)

Type of Intangible	Business Entity to Which the Property Relates

Liabilities

LIABILITIES (Major debts valued over $10,000):
(If you have nothing to report, write “none” or “n/a”)

Name of Creditor	Address of Creditor

Interests in Specified Businesses

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)
(If you have nothing to report, write “none” or “n/a”)

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

Signature of Filer

Digitally signed:

Filed with COE:

FORM 1F

FINAL STATEMENT OF FINANCIAL INTERESTS

2023

(TO BE FILED WITHIN 60 DAYS OF LEAVING PUBLIC OFFICE OR EMPLOYMENT)

LAST NAME — FIRST NAME — MIDDLE NAME:

MAILING ADDRESS:

CITY: ZIP: COUNTY:

NAME OF REPORTING PERSON'S AGENCY:

CHECK ONE OF THE FOLLOWING (see "Who Must File" on page 3):

❑ LOCAL OFFICER ❑ STATE OFFICER
❑ SPECIFIED STATE EMPLOYEE

LIST OFFICE OR POSITION HELD: _____

_____

BOTH PARTS OF THIS SECTION MUST BE COMPLETED

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS MY FINANCIAL INTERESTS FOR THE PERIOD BETWEEN JANUARY 1, 2023 AND THE LAST DATE I HELD THE PUBLIC OFFICE OR EMPLOYMENT DESCRIBED ABOVE, WHICH DATE WAS _____ , 2023. (**Date must be prior to 12/31/23)**

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER **(must check one):**

❑ **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR ❑ **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3 of this packet.

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
(**If you have nothing to report, write "none" or "n/a")**

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts - See instructions]
(**If you have nothing to report, write "none" or "n/a")**

NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
(**If you have nothing to report, write "none" or "n/a")**

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

IF ANY OF PARTS A THROUGH F ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ❑

SIGNATURE OF FILER:

Signature:

_____

Date Signed:

_____

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I,_____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature _____

Date Signed _____

FILING INSTRUCTIONS:

WHEN TO FILE:

At the end of office or employment each local officer, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment, unless he or she takes another position within the 60-day period that requires filing financial disclosure on Form 1 or Form 6.

WHERE TO FILE:

Local officers file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers **or** ***specified state employees*** who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method.

To determine what category your position falls under, see the "Who Must File" Instructions on page 3.

NOTE:

If you are leaving office or employment during the first half of 2023, you may not have filed Form 1 for 2022. In that case, this is not the last form you will file. Form 1F covers January 1, 2023, through your last day of office or employment. You will be required to file Form 1 for 2022 by July 1, 2023, and risk being fined if you do not file Form 1 by the filing deadline, even if you have already filed the CE Form 1F.

WHO MUST FILE FORM 1F, Final Statement of Financial Interests:

All persons who fall within the categories of "state officers," "local officers," and "specified state employees" are required to file Form 1F within 60 days of leaving that position unless they take another position within the 60-day period that requires filing either Form 1 or Form 6. Positions within these categories are listed below. Persons required to file full financial disclosure (Form 6 -- see that form for a list of persons who are required to file it) should file Form 6F rather than Form 1F as their final financial disclosure.

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding $35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding $35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

17) Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

INSTRUCTIONS FOR COMPLETING FORM 1F:

INTRODUCTORY INFORMATION (Top of Form):

NAME OF AGENCY: The name of the governmental unit which you served or by which you were employed.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you held during the disclosure period.

DISCLOSURE PERIOD: This statement reflects your financial interests for the period between January 1 and the last day of your public office or employment in 2023. Please write the last day of your office or employment in this part of the form. This date should be prior to December 31, 2023. The Form 1F cannot be used to report financial interests for a period covering the entire 2023 calendar year, nor should this form be used to report your financial interests for a period beyond 2023.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your social security number, bank account, debit, charge, and credit card numbers are not required and you should redact them from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.

MANNER OF CALCULATING REPORTABLE INTEREST

As noted on the form, filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded $2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than $2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded $2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded $2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than $2,500. Do not aggregate all of your investment income.

— If more than $2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than $2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); ***and,***

(2) You received more than $5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than $5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than $10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product *contained in* a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than $10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You must to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

(End of Dollar Value Thresholds Instructions.)

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, you list each individual company from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will ***not*** have anything to report ***unless*** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); ***and,***

(2) You received more than 10% of your gross income from that business entity; ***and,***

(3) You received more than $1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than $1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product *contained in* a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth $100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is $200,000. As your total assets are worth $250,000, you must disclose intangibles worth over $25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed $25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe $15,000 to a bank for student loans, $5,000 for credit card debts, and $60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth $80,000 and your other property is worth $20,000. Since your net worth is $20,000 ($100,000 minus $80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

(End of Percentage Thresholds Instructions.)