

Bill No. CS for CS for SB 230

Amendment No. ____

<u>Senate</u>	CHAMBER ACTION	<u>House</u>
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Senator Webster moved the following amendment:

Senate Amendment (with title amendment)

On page 3, line 26, through
page 11, line 3, delete those lines

and insert:

(2)(a) There shall be two assistant secretaries who are to be appointed by and shall serve at the pleasure of the secretary. The assistant secretaries shall be titled: Assistant Secretary for Finance and Administration and Assistant Secretary for Programs and Operations. The secretary may assign either assistant secretary the responsibility to supervise, coordinate, and formulate policy for any division, office, or field office. The Office of General Counsel and the Office of Inspector General are established as special offices and shall be headed by managers, each of whom shall be appointed by and serve at the pleasure of the secretary.

(b) There shall be five field offices involved in the administration and management of the department's programs.

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1 These field offices shall be responsible for the
2 administration and management of any local offices within
3 their jurisdiction. The five field offices shall be headed by
4 managers, each of whom is to be appointed by and serve at the
5 pleasure of the secretary.

6 (c) The managers of all divisions and offices
7 specifically named in this section and the directors of the
8 five field offices are exempt from part II of chapter 110 and
9 are included in the Senior Management Service in accordance
10 with s. 110.205(2)(i). No other assistant secretaries or
11 senior management positions at or above the division level,
12 except those established in chapter 110, may be created
13 without specific legislative authority.

14 (3)(a) The Assistant Secretary for Finance and
15 Administration must possess a broad knowledge of the
16 administrative, financial, and technical aspects of a complete
17 cost-accounting system, budget preparation and management, and
18 management information systems. The assistant secretary must
19 be a proven, effective manager with specialized skills in
20 financial planning and management. The assistant secretary
21 shall ensure that financial information is processed in a
22 timely, accurate, and complete manner.

23 (b) The assistant secretary is responsible for
24 developing, monitoring, and enforcing policy and managing
25 major technical programs. The responsibilities and duties of
26 the position include, but are not limited to:

27 1. The following functional areas:

28 a. Financial planning and management.

29 b. Information systems.

30 c. Accounting systems.

31 d. Administrative functions.

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1 2. Implementing by no later than December 1, 1999:

2 a. The preparation of detailed documentation of
3 internal controls, including, but not limited to, general and
4 application controls the department relies on for accurate and
5 complete financial information.

6 b. The monthly reconciliation of the department's
7 accounting, planning and budgeting, cash forecasting, and
8 grants-in-aid program.

9 c. The development of a long-range information systems
10 plan for the department which addresses the computing and
11 information requirements of the five field and central
12 offices. Financial, personnel, and technical resources must
13 all be identified and quantified, as appropriate.

14 (c) The Office of Administration, the Office of
15 Comptroller, and the Office of Information Systems are
16 established and shall be headed by managers who are supervised
17 by and responsible to the assistant secretary.

18 (d)1. The secretary shall appoint a comptroller who
19 shall be responsible to the assistant secretary. This
20 position is exempt from part II of chapter 110.

21 2. The comptroller is the chief financial officer of
22 the department and shall be a proven, effective administrator
23 who, by a combination of education and experience, clearly
24 possesses a broad knowledge of the administrative, financial,
25 and technical aspects of a complex cost-accounting system.
26 The comptroller must also have a working knowledge of
27 generally accepted accounting principles. At a minimum, the
28 comptroller shall hold an active license to practice public
29 accounting in this state pursuant to chapter 473 or in any
30 other state. In addition to the requirements of the Florida
31 Fiscal Accounting Management Information System Act, the

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1 comptroller is responsible for the development, maintenance,
2 and modification of an accounting system which will in a
3 timely manner accurately reflect the revenues and expenditures
4 of the department and which shall include a cost-accounting
5 system to properly identify, segregate, allocate, and report
6 department costs. The comptroller shall supervise and direct
7 preparation of a detailed 36-month forecast of cash and
8 expenditures and shall be responsible for managing cash and
9 determining cash requirements. The comptroller shall review
10 all comparative cost studies which examine the
11 cost-effectiveness and feasibility of contracting for services
12 and operations performed by the department. The review shall
13 state that the study was prepared in accordance with generally
14 accepted cost-accounting standards applied in a consistent
15 manner using valid and accurate cost data.

16 3. The comptroller may be required to give bond as
17 provided by s. 20.059(4).

18 4. The department shall, by rule or internal
19 management memoranda as required by chapter 120, provide for
20 the maintenance by the comptroller of financial records and
21 accounts of the department as will afford a full and complete
22 check against the improper payment of bills and provide a
23 system for the prompt payment of the just obligations of the
24 department, which records must at all times disclose:

25 a. The several appropriations available for the use of
26 the department.

27 b. The specific amounts of each such appropriation
28 budgeted by the department for each improvement or purpose.

29 c. The apportionment or division of all such
30 appropriations among the several counties and field offices,
31 when such apportionment or division is made.

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1 d. The amount or portion of each such apportionment
2 against general contractual and other obligations of the
3 department.

4 e. The amount expended and still to be expended in
5 connection with each contractual and each other obligation of
6 the department.

7 f. The expense and operating costs of the various
8 activities of the department.

9 g. The receipts accruing to the department and the
10 distribution thereof.

11 h. The assets, investments, and liabilities of the
12 department.

13 i. The cash requirements of the department for a
14 36-month period.

15 5. The comptroller shall maintain a separate account
16 for each fund administered by the department.

17 6. The comptroller shall perform such other related
18 duties as may be designated by the department.

19 (e)1. The Bureau of Management and Budget is created
20 within the Office of the Comptroller. The head of the bureau
21 is responsible to the Comptroller and is exempt from part II
22 of chapter 110.

23 2. The functions of the bureau include, but are not
24 limited to, financial planning, preparation of the
25 departmental budget, and coordination of related policies and
26 procedures.

27 3. The bureau shall also be responsible for developing
28 uniform implementation and monitoring procedures for all
29 activities performed at the field office level involving the
30 budget and agency programs.

31 (4)(a) The Assistant Secretary for Programs and

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1 Operations must possess a broad knowledge of the
2 administrative, financial, and technical aspects of the
3 divisions within the department.

4 (b) The assistant secretary is responsible for
5 developing, monitoring, and enforcing policy and managing
6 major technical programs and supervising the Bureau of Appeals
7 of the Division of Unemployment Compensation. The
8 responsibilities and duties of the position include, but are
9 not limited to, the following functional areas:

10 1. Workers' compensation management and policy
11 implementation.

12 2. Jobs and benefits management and policy
13 information.

14 3. Unemployment compensation management and policy
15 implementation.

16 4. Blind services management and policy
17 implementation.

18 5. Oversight of the five field offices and any local
19 offices.

20 (5) The following divisions are established and shall
21 be headed by division directors who shall be supervised by and
22 shall be responsible to the Assistant Secretary for Programs
23 and Operations:

24 (a) Division of Workforce and Employment
25 Opportunities.

26 (b) Division of Unemployment Compensation.

27 (c) Division of Workers' Compensation.

28 (d) Division of Blind Services.

29 (e) Division of Safety, which is repealed July 1,
30 2000.

31 (f) Division of Vocational Rehabilitation.

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1 (6) It is the intent of the Legislature that the
2 functions and programs of the divisions are to be coordinated
3 and integrated to the maximum extent practicably feasible.
4 The department shall have flexibility to minimize costs in
5 managing its contractual obligations with respect to existing
6 leases. Further, it is the intent of the Legislature that all
7 key programs be co-located in five field offices. The
8 department is directed to develop a schedule to achieve this
9 co-location, to the maximum extent feasible, by no later than
10 July 1, 2001; provided, however, in those instances where the
11 department has contractual obligations with respect to
12 existing leases which expire after July 1, 2001, the
13 department may phase in relocations to the five field offices
14 as said leases expire. The following field offices are
15 established and shall be headed by managers:

16 (a) Field Office I--Pensacola, which shall serve the
17 following counties: Escambia, Santa Rosa, Okaloosa, Walton,
18 Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Liberty,
19 Franklin, Wakulla, Leon, Gadsden, Jefferson, Madison,
20 Lafayette, Suwannee, Hamilton, Dixie, Gilchrist, Columbia,
21 Taylor, and Union.

22 (b) Field Office II--Jacksonville, which shall serve
23 the following counties: Baker, Bradford, Clay, St. Johns,
24 Duval, Nassau, Alachua, Putnam, Marion, Citrus, Levy, Flagler,
25 Volusia, and Brevard.

26 (c) Field Office III--Orlando, which shall serve the
27 following counties: Lake, Seminole, Orange, Sumter, Sarasota,
28 Hardee, DeSoto, Highlands, Osceola, Polk, Hernando, Pasco,
29 Pinellas, Manatee, and Hillsborough.

30 (d) Field Office IV--Ft. Lauderdale, which shall serve
31 the following counties: Broward, Palm Beach, Martin, St.

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1 Lucie, Indian River, Glades, Hendry, Collier, Okeechobee,
2 Charlotte, and Lee.

3 (e) Field Office V--Miami, which shall serve the
4 following counties: Dade and Monroe.

5 ~~(2) The following divisions, and bureaus within the~~
6 ~~divisions, of the Department of Labor and Employment Security~~
7 ~~are established:~~

8 ~~(a) Division of Jobs and Benefits.~~

9 ~~(b) Division of Unemployment Compensation.~~

10 ~~(c) Division of Administrative Services.~~

11 ~~(d) Division of Workers' Compensation.~~

12 ~~(e) Division of Vocational Rehabilitation.~~

13 ~~(f) Division of Safety.~~

14 ~~(g) Division of Blind Services.~~

15 (7)~~(3)~~ The following commissions are established

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18 ===== T I T L E A M E N D M E N T =====

19 And the title is amended as follows:

20 On page 1, line 6, delete the word "three"

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