



## CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY COUNCIL COMMITTEE POLICIES

### FINANCE COMMITTEE POLICY

The Finance Committee shall consist of a minimum of four committee members. Members will include the Chair of the Council; another nominated Council member and two external Palm Beach County residents, with a background in finance. CEO and other CSC staff are not members of the Committee, but will serve in an advisory capacity. The Committee will meet on the same schedule as the full Council, unless otherwise decided by the Committee.

Nominations for Finance Committee membership will be reviewed every two years in the month of February, following the annual officer elections. Nominations for external members may be made by any member of the Council between January 1<sup>st</sup> and February 15<sup>th</sup> by submitting names, along with a CV, for external candidates, to the Council Liaison, for review by the Finance Committee and recommendation to the full Council.

The Committee members will select a Chair and a Vice-Chair, who must be CSC Board members, at the first Finance Committee after the annual elections. Any member of the Finance Committee may remain on the committee, but must be re-nominated by the Council every two years. Vacancies will be filled as soon as practicable.

The responsibilities of the Finance Committee are as follows:

1. Review an annual budget prepared by staff; make revisions thereto as the Finance Committee deems appropriate; submit such annual budget to the Council for its review and approval.
2. Review the Council's revenues, expenditures, balance sheet and other matters relating to the Council's continued solvency.
3. Develop and periodically review the policies governing the investment and use of CSC's funds and make recommendations to the full Council for approval, as appropriate.
4. Review CSC investments with staff on a monthly, quarterly and annual basis.
5. Review and approve staff's selection of banks and investment advisors and submit for approval to the full Council, as applicable.
6. Review fiscal related policies and make recommendations to the full Council for approval.
7. Consistent with F.S. 218.391 the Finance Committee will serve as the Auditor Selection Committee of the Council and, in such capacity will establish criteria for the selection of the auditor and review the recommendations of a separately convened auditor review panel comprised of Finance Committee members and qualified individuals

recommended by staff and approved by the Finance Committee. The Finance Committee will present a slate of ranked auditing firms to the full Council for final selection and approval.

8. Review with the auditor CSC's audit reports and the Annual Comprehensive Financial Report(ACFR).
9. Review any other fiscal matters brought for review by the CEO or CFO and present to the full Council for approval, as applicable.

## **HUMAN RESOURCES COMMITTEE POLICY**

The Human Resources Committee shall consist of a minimum of three committee members. Members will include the Chair of the Council and two other nominated Council members. The CEO and other CSC staff are not members of the Committee, but will serve in an advisory capacity. The Committee will meet as needed, to be determined by the Committee.

Nominations for the Human Resources Committee membership will be reviewed every two years in the month of February, following the annual officer elections.

The Committee members will select a Chair and Vice-Chair at the first Human Resources Committee after the annual elections. Any member of the Human Resources Committee may remain on the committee, but must be re-nominated by the Council every two years. Vacancies will be filled as soon as practicable.

The responsibilities of the Human Resources Committee are as follows:

1. Advise and consult staff in the development and implementation of the human resources policies and wage and benefits packages and recommend the same to the full Council for approval.
2. Review and approve proposals obtained via competitive procurement of companies offering employee insurance and benefits programs and recommend the same for full Council approval.
3. Conduct an annual performance evaluation of the Chief Executive Officer of CSC and make recommendations to the full Council for review and approval.
4. Review other personnel matters brought for review by the CEO or COO and present to the full Council for approval, as applicable.