

## CABINET GOVERNANCE GUIDELINES

1. Process to establish Mission and Value Proposition of each Agency reporting to the Cabinet.
  - a. Each agency will articulate their mission, value expectations and benefit to consumers and demonstrate to the satisfaction of the Governor and Cabinet that they are delivering value to the taxpayer.
    - i. What outcomes should a taxpayer reasonably expect from the agency;
    - ii. What evidence is available that taxpayers actually receive value from agency outcomes; and
    - iii. Perform gap analysis between actual value of outcomes to the taxpayer and objectives of agency.
  - b. Each agency will provide current priorities, objectives, statutory responsibilities and goals that help fulfill agency mission for cabinet approval.
  - c. Each agency will provide performance criteria based on agency objectives that are in-line with the mission and outcomes for cabinet approval.
    - i. Define agency performance measures in light of legitimate taxpayer expectations; and
    - ii. Establish metrics for measuring compliance.
2. Process for Appointment and Annual Cabinet Agency Leadership Review.
  - a. Establish formal appointment process at meeting of the Governor and Cabinet.
    - i. Nominate/approve interim.<sup>1</sup>
    - ii. Discuss process for identifying new agency head.
    - iii. Process for appointing agency head will be as follows:
      1. Clarify statutory requirements for specified agency head, as well as vote requirements;
      2. Update position description with duties, minimum qualifications and pay compensation;
      3. Announce application time frame; and
      4. No later than the next regularly scheduled meeting of the Governor and Cabinet, form an appointments selection committee and/or initiate the nationwide search for a qualified candidate, when there is time to issue appropriate noticing.
  - b. Review of qualified candidates by the Governor and Cabinet offices.
    - i. Review qualified candidate resumes;
    - ii. Finalize hiring process within 30 days of vacancy, when there is time for appropriate noticing; and
  - c. Vote on appointment by the Governor and Cabinet.
3. Form an Appointments Selection Committee, when deemed appropriate.

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<sup>1</sup> In the event of a vacancy in agencies where the Governor selects, the Governor would name an interim that the Cabinet would vote to approve no later than the next regularly scheduled meeting of the Governor and Cabinet or the Governor may call a special cabinet meeting, which must be noticed, to vote on interim.

- a. Review submitted applications following applicable Sunshine Laws and specified statutory requirements for position; and
- b. Submit candidates for the Governor and Cabinet's consideration.

#### 4. Establish a Process for Regular Review of Agency Business.

- a. Annual Cabinet agency reviews by the Governor and Cabinet.
  - i. Prior to the end of each fiscal year (beginning in June 2016), the performance and tenure of each Executive Director, Director, Secretary or Commissioner appointed and serving under the direction and supervision of the Governor and Cabinet shall be reviewed at a Cabinet Meeting; and
  - ii. In addition to the annual review established in 4(a)(i), FDLE will provide a midterm evaluation on June 23, 2015.
    1. Each Executive Director, Director, Secretary or Commissioner serves at the pleasure of the Governor and Cabinet, subject to removal for any reason by appropriate vote.
- b. Cabinet agencies to present quarterly performance accountability measures at Cabinet Meetings.
- c. Cabinet agencies to submit complete legislative budget requests<sup>2</sup> and legislative proposals for Cabinet consideration no less than 30 days before deadline to submit to Legislature and Governor.

All of these guidelines are subject to current statutes, constitutional requirements and appropriate public noticing.

As approved by the Governor and Cabinet on March 10, 2015.

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<sup>2</sup> Current statutory deadline set no later than October 15, unless an alternative date is agreed upon by the Governor and Chairs of the Appropriations Committees.