

PRESENTED AND ADOPTED:

SUBJECT: Appointment of Charles Woodruff as Deputy General Manager Finance/Chief Financial Officer

PROPOSED  
RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

WHEREAS, The Deputy General Manager Finance/Chief Financial Officer of the Washington Metropolitan Area Transit Authority is the individual in charge of all Authority financial matters as well as the management of the Department of Finance; and

WHEREAS, The Deputy General Manager Finance/Chief Financial Officer is an Officer of the Washington Metropolitan Area Transit Authority and is an exempt appointment requiring approval of the Board of Directors; and

WHEREAS, The General Manager and Chief Executive Officer has recommended the appointment of Charles Woodruff as Deputy General Manager Finance/Chief Financial Officer; now, therefore be it

*RESOLVED*, By the Board of Directors of the Washington Metropolitan Area Transit Authority, that the appointment of Charles Woodruff as Deputy General Manager Finance/Chief Financial Officer is approved; and be it finally

*RESOLVED*, That this Resolution shall be effective immediately.

Reviewed as to form and legal sufficiency:

  
\_\_\_\_\_  
Carol B. O'Keeffe  
General Counsel

H. Charles Woodruff, II

**EXPERIENCE**

**Assistant Superintendent, Department of Financial Services and Chief Financial Officer, Stafford County Public Schools (SCPS), Stafford, Virginia: July 2003 - Present**

- Responsible for all financial functions for SCPS
  - School Operating Fund budget of \$200 million
  - 4,000 employees
  - Student body of 26,000
- Responsibilities include:
  - Budget
  - Payroll
  - Employee Benefits
  - Accounting
  - Procurement
- Responsible for Fleet Services which maintains all county and schools to include:
  - School buses
  - Fire apparatus
  - Sheriff vehicles

**Assistant Superintendent, Department of Financial Services and Chief Financial Officer, Fairfax County Public Schools (FCPS), Fairfax, Virginia 1999 - Retired 2003**

- Responsible for the fiscal integrity of FCPS
- Oversaw FCPS' School Operating Fund budget of \$1.5 billion and 20,800 positions, plus nine other fund budgets totaling over \$660 million
- Responsible for all aspects of FCPS' financial management through oversight of the Offices of Budget Services, Finance, Food and Nutrition, Payroll Management, and Supply Operations which includes supervising a central office staff of 160 people
- Advised the Superintendent, Leadership Team, and School Board concerning effective financial management
- Informed the public about FCPS' financial issues

**Treasurer, Educational Employees' Supplementary Retirement System of Fairfax County (ERFC): 2000 - 2003**

- Served on Board of Trustees responsible for managing the ERFC
- Chaired the Investment Committee which provided oversight for all investments for the \$1.3 billion retirement fund

**Budget Director, FCPS: 1986 - 1999**

- Worked with Leadership Team members and program managers to improve financial management
- Developed and produced the budget
- Supervised a staff of 18 with 14 professional and 4 support positions

## H. Charles Woodruff, II

- Regularly addressed the Fairfax County Board of Supervisors, School Board, Leadership Team, PTAs, principals, and citizens
- Worked daily with schools on issues ranging from staffing to per-pupil allocations

### Expenditure Coordinator, FCPS: 1983 - 1986

- Coordinated the budget for salaries, benefits, logistics, and capital expenditures
- Developed position control forms for all position changes
- Professionalized the Office of Budget Services by recruiting staff with college and advanced degrees

### Budget Analyst II, III, IV – Fairfax County Government: 1976 - 1983

- Coordinated county's general obligation bond program to include meeting with Standards and Poors' and Moody's Bond rating agencies
- Supervised county's capital construction budgeting program
- Budget liaison for numerous county agencies
- Supervised a staff of three budget analysts

### Consumer Specialist, Fairfax County Government: 1974 - 1976

- Supervised a team of consumer specialists investigating consumer issues raised by Fairfax County residents
  - MABE Guide
- Frequently briefed citizen groups, FCPS School Board members, County Board of Supervisors, and State General Assembly members

### EDUCATION:

- Masters of Science in Administration with a concentration in Public Administration, George Washington University, Washington, DC
- Bachelors of Science in Economics, Bridgewater College, Bridgewater, VA

### AFFILIATIONS:

- Government Finance Officers Association
- Association of School Business Officials
- Virginia Association of School Business Officials
- Leadership Fairfax

### REFERENCES:

Available upon request