

REGIONAL WORKFORCE BOARD CONFLICT OF INTEREST POLICY

I. General Policy Statement

When an appointed member of the Regional Workforce Board, herein after referred to as “the Board,” has a personal or private interest in a proposal or decision pending before the Board, the member must announce and publicly disclose the fact to the Board in an open meeting and abstain from discussions and voting on that item. A member should avoid even the appearance of a conflict of interest.

Specifically, as provided in Section 107(h) of the Workforce Innovation and Opportunity Act (WIOA) of 2014, a member of a Local Workforce Development Board may not:

- 1) Cast a vote on, nor participate in any decision-making capacity on a matter under consideration by the local board:
 - A. regarding the provision of services by such member, or by an entity that such member represents; or
 - B. that would provide direct financial benefit to such member, or the immediate family of such member.
- 2) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the WIOA Combined State Plan.

For purposes of this policy, “immediate family member” includes spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, step-parent, stepchild, grandparent, and grandchild.

II. Code of Conduct

This Code of Conduct sets forth standards governing the conduct of board members and any officers, employees, and agents of the Board who significantly participate in the development of contract specifications, standards, and/or award of contracts or procurement of any other goods and services approved by the Board.

- A. **Declaration of possible conflicts** - Any Board member with a potential or actual conflict of interest must disclose that fact to the Board as soon as the conflict is discovered, and, to the extent possible, before the meeting involving the issue to be discussed. If it should be determined during the meeting that a conflict of interest

exists, the member must verbally declare such conflict of interest, such declarations must be clearly noted in the minutes, and the member must excuse him/herself from the remainder of the discussion and voting.

- B. **Abstention from participation** - No Board member or state employee assigned to administer the Board, officer, or agent including the immediate family thereof, will participate in decisions about contracts with the organization he or she represents or from which they receive direct financial benefit. Participation includes discussion, lobbying, rating, recommending, explaining, or assisting in the design or approval of the procurement process.
- C. **Sanctions** - Violation of this code may be determined by a committee of the Board appointed by the Chair. After a hearing, the committee will recommend appropriate actions.

Willful violations by a Regional Workforce Board member may result in removal from the RWB, and if the Board decides it is in the best interest of the Local Workforce Development Area, termination of the questioned contract.

With my signature below, I indicate receipt of this Conflict-of-Interest Policy and agree to abide by the provisions stated herein.

Signature

Date

Printed Name