

Area 14 Workforce Development Board

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Local Workforce Development Board Member
Conflict of Interest Policy

Area 14 Policy 15-01

Effective August 27, 2015



Purpose

1) To outline the Board's approach in identifying and evaluating potential conflicts of interest and assisting its members in addressing conflict of interest issues before a member takes an official action that might result in a breach of trust. 2) Ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds.

Definitions

Conflict of Interest: An individual would personally benefit, usually monetarily, from his or her inclusion in the decision making process.

Immediate Family: Immediate family consists of the individuals' parents (including step-parents), spouse, domestic partner, children (including step-children), siblings, grandchildren, grandparents, and any relative by marriage (an 'in-law').

Individual: An employee, officer, board member or agent of Area 14 Workforce Policy Board.

Partner: A business associate of an individual, whether an equal participant in a business with the individual, a supervisor or sub-ordinate.

It is the responsibility of the Board to guard against conflicts of interest that might compromise its integrity and objectivity. Board members must ensure the integrity of their pursuits by taking steps to avoid a conflict of interest, or even the appearance of a conflict of interest. Because the complexity and diversity of personal and business relationships are extensive, and the perception of a conflict of interest may vary from one individual to another, the most effective means to address a conflict of interest is to establish a system under which Board members disclose potential, material conflicts before taking official board action.

Procedure

Before any matter is brought before the Area 14 Workforce Policy Board for action, an individual who believes they may have a conflict of interest must announce that fact to the voting body and excuse themselves from any further discussion and/or vote on the matter in question.

No individual shall participate in the selection, award, or administration of a contract supported by WIA if a real or apparent conflict of interest would be involved. Such a conflict would arise when the individual, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The individual shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.

I have read the Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as Area 14 Workforce Development Board member.

Board Member Signature

Date