



Conflict of Interest Policy

Individuals on Local Workforce Development Boards, Youth Councils and other Subcommittees agree to abide by the following conflict of interest provisions as required by the Workforce Innovation Opportunity (WIOA) Act of 2014.

Restricted Activities. No member shall cast a vote or participate in any decision-making capacity on any matter under consideration regarding the provision of services by such member (or by an entity that the member represents) or that would provide direct financial benefit to such member or the immediate family of such member; engage directly or indirectly in any business transactions or private arrangement for profit which accrues from or is based upon his or her official position or authority on the board; participate in the negotiation of or decision to award contracts or grant, the settlement of any claims or charges in any contracts or grants, the certification of any eligible providers or the establishment of any designation of local workforce investment areas or the establishment of any one stop delivery systems, with or for any entity in which he or she has a financial or personal interest.

No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

Representation of interest. No member of the Local Workforce Development Board (LWDB), or any Council or Committee shall represent or act as an agent for any private interest, whether for compensation or not, in any transaction in which the members direct and substantial interest and which could be reasonably expected to result in a conflict between a private interest of the member and the member's official responsibility.

Misuse of board facilities and equipment. No member of board shall use any board equipment, supplies, or properties for his or her own private gain or for other than official designated purposes.

Duties of Board Members. It shall be the duty of all Board members to:

- a) Recuse themselves from their official board duties if there is a conflict of interest.
- b) Advise the board of any potential conflicts of interest
- c) Ask the board for an opinion if they have any doubts that a specific situation involves a conflict of interest.

Violations of the conflict of interest code. If, after an investigation, the board believes that this code has been violated it can recommend to the Chief Elected Officials (CEOs) of the local workforce development area that the individual who has violated the code be removed as member of the board. The CEOs have the authority to remove a member of the board for a violation of this code, even if the board has not made such a recommendation.

Conflict of Interest Disclosure

In order to avoid conflict of interest or the appearance of such conflict, each member shall disclose any potential conflict of interest to the Board/appropriate committee membership. Minutes of meetings shall record the abstentions of members who are prohibited from voting due to conflict of interest. These prohibitions shall apply to regular, special, and committee meetings of the NWDB.

Board Member Name (printed): _____

Board Member Signature: _____ Date: _____

26 Franklin Street • P.O. Box 737 • Bangor, ME 04402-0737

Phone: (207) 992-0775 • Cell: (207) 951-2549

E-mail: NortheasternWDB@gmail.com • Website: www.NortheasternWDB.org
Aroostook, Hancock, Penobscot, Piscataquis, and Washington Counties