

**Region 2 Workforce Investment Board Policy Letter #08**

Subject: Conflict of Interest

**Effective Date : June 15, 2017**

No member, employee or agent of Region 2 WIB can vote on any matter that he/she, or a member of his or her immediate family is an officer, owner or employee. Immediate family is defined as; parent, grandparent, spouse, child, sibling, spouse of sibling, and the spouse or child of any of the foregoing (including step relationships).

No member, employee, or agent of Region 2 WIB can vote on any matter, which would provide direct financial benefit to that member.

No member can participate in the award or administration of any grant or contract that is funded through WIOA.

Where there is a conflict of interest or an appearance of a conflict of interest on the part of a member, the member shall disclose the material facts as to his or her interest or benefit from the proposed Region 2 WIB action.

No member, officer, employee or agent of the Region 2 WIB shall: (1) solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers or potential contractors or suppliers; (2) solicit, accept or agree to accept any benefits for exercising WIA authority and performing their duties; and (3) perform their duties in a manner contrary to the rules of the State of West Virginia Ethics Commission.

**Expiration Date:** Effective until rescinded or modified by Region 2 Workforce Investment Board.

**Approval:** June 15, 2017

Each Board Member and Youth Council member is required to sign a *Conflict of Interest Agreement*.

South Western West Virginia  
Region 2 Workforce Investment Board

**CONFLICT OF INTEREST AGREEMENT**

No member, employee or agent of the South Western West Virginia Region 2 Workforce Investment Board (hereinafter "Region 2 WIB") shall:

- A. cast a vote on the provision of service under the Workforce Innovation and Opportunity Act (**WIOA**) Title I Plan by that member, by any member of his or her family, or by any organization of which that member or any member of his family is an officer, owner, or employee, or
- B. vote on any matter which would provide direct financial benefit to that member, or
- C. participate in the award or administration of any grant or contract, that is funded through the WIOA Title I Plan, where he or she knows that any of the following has a financial interest in the person or organization that will receive or has received the grant or contract:
  - 1. the member, employee, or agent;
  - 2. any family member of the member, employee, or agent;
  - 3. any partner of the member, employee, or agent
  - 4. any person or organization that employs, or is about to employ any person described in 1,2, or 3.

Where there is a conflict of interest or an appearance of a conflict of interest on the part of a member/employee, such member/employee shall disclose the material facts as to his or her interest or benefit from the proposed Region 2 WIB action, and, in the event the measure requires approval by the Region 2 WIB, the proposed action may then be approved upon the affirmative vote of a majority of the disinterested members present, even though the disinterested members may be less than a quorum. Such interested members may be counted in determining the presence of a quorum at the meeting at which the issue is considered. The interested member shall refrain from discussing with or attempting to persuade other members prior to the vote on the proposed action.

No member, officer, employee or agent of the Region 2 WIB shall: (1) solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers or potential contractors or suppliers; (2) solicit, accept or agree to accept any benefits for exercising WIOA authority and performing their duties; and (3) perform their duties in a manner contrary to the rules of the State of West Virginia Ethics Commission.

For purposes of this policy, family is defined as: parent, grandparent, spouse, child, sibling, spouse of sibling, and the spouse or child of any of the foregoing (including step relationships).

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Board Member / Staff/ Agent

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Date