

Conflict of Interest Policy

The purpose of this policy is to provide detailed guidance to ensure no conflict of interest exists in the administering of workforce development projects, services and funding. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest.

This policy applies to local workforce development board (LWDB) members as outlined in the PA Department of Labor and Industry's Workforce System Policy No. 02-2015 Local Governance Policy and other applicable local, state, and federal guidelines and statutes.

LWDB members shall adhere to the following in regard to conflict of interest:

- A. LWDB members may not vote on any matter that would provide direct financial benefit to the member of the LWDB member's immediate family, or on matters of the provision of services by the LWDB member or the entity the LWDB member represents.
- B. LWDB members must avoid even the appearance of a conflict of interest. LWDB members shall sign the PA Department of Labor and Industry's Conflict of Interest Code Form and Statement of Financial Interests Forms.
- C. The LWDB shall appoint an individual to timely review the disclosure information and advise the LWDB Chairperson and appropriate LWDB members of potential conflicts.
 1. Signed Conflict of Interest Code Forms shall be maintained by the LWDB and be made available for review by the PA Department of Labor and Industry.
 2. Members appointed to the LWDB meet the definition of "public official" as outlined in Commonwealth of Pennsylvania Management Directive 205.10 Amended and Financial Disclosures required by the Public Official and Employee Ethics Act. Public Officials must complete and file Statement of Financial Interests Forms each year the position is held and the year following end of service. These forms are due on or before May 1 for the prior calendar year.
- D. Prior to discussion, vote, or decision on any matter before the LWDB, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would

be affected by any official LWDB action, the LWDB member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions shall be recorded in the minutes of the LWDB meetings and shall be maintained as part of the official record.

- E. LWDB members shall monitor potential conflicts of interest and bring them to the LWDB’s attention in the event a LWDB member does not make a self-declaration.
- F. The LWDB shall ensure that the LWDB members, LWDB support staff, fiscal agent, and fiscal agent staff do not direct, and are not involved in, the daily activities of its PA CareerLink® Operator Consortium, workforce service providers, workforce system partners or contractors.
- G. LWDB members and their organizations may receive services as a customer of a local workforce service provider or workforce system partner.
- H. LWDB members shall not receive compensation for their services on the LWDB. LWDB members may submit a request for reimbursement of reasonable and allowable expenditures for special circumstances in accordance with the Act and applicable federal and state regulations on a case-by-case basis.

REFERENCE

WIOA Section 121(d)(4)
WIOA Section 107(h)
20 CFR 679.430
20 CFR 683.200(c)(5)
Workforce System Policy No. 02-2015 Local Governance Policy

HISTORY

Name	Date	Rev Level	Description of change	Effective Date
Deb O’Neil	08/06/2014	A	New Policy per Local Plan	
Deb O’Neil	10/20/2014	B	Revised per Local Plan requirements	12/17/2014
Deb O’Neil	03/15/2017	C	Update language per WIOA	06/09/2017