

CONFLICT OF INTEREST POLICY

INTRODUCTION:

The Yavapai County Workforce Development Board (WDB) recognizes that, by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the WDB to be sensitive and err on the side of caution when potential or real "conflict" or "fairness" matters occur.

The WDB recognizes that many of its members are selected because of their expertise and involvement in training, employment and job creation. They should have maximum freedom to share their talent, knowledge, and experience, but within the scope of fairness.

The WDB also recognizes that its Members may have professional and/or personal associations which could lead to conflicts of interest or appear to lead to unfairness.

STATEMENT OF PURPOSE:

The WDB wishes to guard against problems arising from real, perceived, or potential conflicts of interest and to maintain fairness in action and appearance. To accomplish these purposes, the WDB establishes the following Conflict of Interest Policy.

POLICY:

This Policy will provide direction for compliance with Chapter 3, Article 8 of the Arizona Revised Statutes (A.R.S. Section 38-501 et. seq.) with respect to the provision of services through the Yavapai County Workforce Innovation and Opportunity Act (hereafter "WIOA"), and the members, officers, staff, or representatives/agents of the Yavapai County Workforce Development Board (hereafter "WDB"). Members, officers, staff, or representatives/agents, shall abide by all provisions of the above-referenced statutes when acting within the scope of their responsibilities on behalf of the WDB.

Pursuant to A.R.S. Subsection 38-503, members, officers, staff, or representatives/agents, who wish to enter into contracts for the provision of services, must not participate in the selection of vendors and must make the interest in the proposed contract known in the official records of the WDB. Any member, officer, staff, or representative/agent wishing to competitively bid on contracts for the procurement of goods and services, of any monetary amount, must annually sign a copy of the affidavit attached hereto as **Exhibit 1**. The signed affidavit will be filed in the official records of the WDB and shall be available for public inspection.

In addition, any member, officer, staff, or representative/agent of the WDB who participates in the expenditure of WIOA funds shall perform his/her duties in a manner consistent with their obligations to the WDB and in accordance with sound business practices. In complying with these requirements, members, officers, staff or representatives/agents shall refrain from:

1. Solicitation or acceptance of gratuities, favors, or anything of monetary value, from contractors, potential contractors, or parties to sub-agreements.
2. Participation in awards or administration of contracts to firms in which the member, officer, staff or representative/agent or his/her immediate family has a financial or other interest.

3. No officer or employee of the WDB shall supply to the WDB any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding.

In addition, any member, officer, staff, representative/agent who is a paid consultant, or who has a relative who is a paid consultant (as defined in A.R.S. 38-502) for any provider which currently transacts business with the WDB, or which may bid on a future contract for provision of services with the WDB is prohibited from participating in a decision process which may lead to the award of a contract involving such firm.

A copy of this Policy can be found on the NACOG website (www.nacog.org). Each board member shall acknowledge receipt of the Policy by executing a copy of the affidavit below. The signed affidavits shall be retained in the official records of the WDB and shall be available for public inspection.

Any person violating this Policy may be subject to termination, removal or other disciplinary action, including sanctions by the WDB, and may be subject to additional penalties as provided by statute.

AMENDED AND APPROVED BY THE YAVAPAI COUNTY WORKFORCE DEVELOPMENT BOARD AT THEIR MEETING OF AUGUST 11, 2015.

ACKNOWLEDGEMENT OF RECEIPT OF CONFLICT OF INTEREST POLICY

(To be executed by all members, officers, staff, representatives/agents of the
Yavapai County Workforce Development Board)

My signature acknowledges that I have received, reviewed and understand the provisions of the Workforce Development Board Conflict of Interest Policy and that I am aware that it contains important information regarding legal obligations arising from my activities of the WDB.

I further understand that any violations of Policy may prohibit my organization access to Yavapai County WIOA service provision.

- I do not have any conflicts of interest to declare
 I do have conflicts of interest to declare (See Exhibit 1)

Printed Name

Date

Signature

**EXHIBIT 1
CONFLICT OF INTEREST**

**AFFIDAVIT REGARDING PROVISION OF SERVICES TO THE YAVAPAI COUNTY
WORKFORCE DEVELOPMENT BOARD VIA THE WORKFORCE INNOVATION AND
OPPORTUNITY ACT OR WORKFORCE INVESTMENT ACT**

I, _____ am currently a member, officer, staff, representative/agent of the Yavapai County Workforce Development Board. During the 2021-2022 fiscal year, I intend to provide program services under the Workforce Innovation and Opportunity Act or Workforce Investment Act. I have read the Workforce Development Board's Conflict of Interest Policy and am familiar with its provisions.

I certify that I am not involved, and have not been nor will be involved, in any discussion, participation of vote that would influence the decision regarding the provision of any goods or services that I may furnish to the Workforce Development Board or WIOA Direct Services.

I understand that any false statement on this affidavit or any violation of the WDB's Conflict of Interest Policy may be grounds for termination, removal or other disciplinary action, including sanctions by the WDB, and may also subject me to additional penalties as provided by statute.

Please state conflict below:

Dated this _____ day of _____, 20__

Member Signature