

SUSQUEHANNA WORKFORCE NETWORK, INC.
CONFLICT OF INTEREST POLICY AND PROCESS

Policy

No board member may participate in a matter under consideration by the board regarding the provision of services by the board member or the entity the board member represents. Similarly, no board member may participate in any matter in which the board member, a qualifying relative or a business associated with the board member or qualifying relative has a direct financial interest. Further, a member's employer may not participate in any way in a future bid or procurement where the member helped to draft specifications. In order to avoid potential conflicts as circumstances change, members whose employers may wish to participate in a future procurement shall refrain from involvement in specification development. Further, if a member participates in developing procurement specifications, the board member and his/her employer may be precluded from submitting a bid or proposal for that procurement.

In addition, no board member may intentionally use the prestige of his or her public position for that board member's private gain or that of another. Except in the discharge of an official duty, no board member may disclose or use confidential information acquired by reason of the board member's public position, and not available to the public, for personal economic benefit or for the economic benefit of another. Moreover, board members may not use their status in marketing their private businesses.

Any board member with a potential or actual conflict of interest must disclose that fact in writing to the board chair as soon as the potential conflict is discovered and, to the extent possible, before the agenda for a meeting involving the matter at issue is prepared. If it should be determined during a meeting that a conflict of interest exists, the board member must verbally declare such conflict of interest, his or her declaration must be clearly noted in the minutes, and the board member must excuse him/herself from the remainder of the discussion and the voting.

No board member may solicit or accept any gratuity, gift or item of monetary value from suppliers, contractors or subcontractors of the board. Gifts of nominal value (under \$25) are permissible.

The board shall adopt procedures that serve to minimize the appearance of conflicts of interest. Local board members who represent One-Stop partners and who serve on committees that oversee the One-Stop system or the allocation of resources that would potentially be allocated to their programs shall refrain from discussing or voting on any matter that would impact the programs they represent.

The board shall adopt appropriate penalties, sanctions or other disciplinary actions, including termination, on a case by case basis, for board members who violate any portion of this policy.

Each board member shall annually sign a statement that he or she has reviewed this policy and is aware of his or her responsibilities under it.

Process

- A WB Evaluation Committee will be established to review all competitive proposals solicited by the WB. This committee will consist of business and labor members only.
- The WB staff, with guidance from the appropriate WB committee, will prepare all Requests for Proposals. (For example, the Youth Committee will identify priorities and scope of service for youth programs. The WB staff will develop the RFP specifications.)

- Upon completion of their proposal review, the WB Evaluation Committee will present their recommendations to the appropriate program committee (ex. Youth Committee for youth programs).
- The program committee will vote either for or against the complete recommendation presented by the Evaluation Committee. Since the Evaluation Committee has already reviewed each proposal in detail, there is no need to repeat that detailed review at the program committee level. Therefore, the program committee will look at the complete recommendation of the Evaluation committee and either approve it for recommendation to the WB or send it back to the Evaluation Committee with further guidance.
- The Program Committee will not be voting on individual proposals, but will vote on the Evaluation Committee recommendation. Any member with a conflict of interest with any individual proposal must follow the conflict of interest policy.
- Final approval of proposals rests with the WB, which will also vote on the complete slate of recommendations rather than individual proposals.

Definitions

“*Direct financial interest*” means ownership of an interest as a result of which the owner has received within the past 3 years, is currently receiving, or in the future is entitled to received, more than \$1,000 per year; or ownership of more than 3% of a business entity; or ownership of securities of any kind that represent, or are convertible into, ownership of more than 3% of a business entity.

“*Procurement contract*” has the meaning provided in section 11-101 of the State Finance and Procurement Article.

“*Qualifying relative*” means a spouse, parent, child, brother, or sister.

Acceptance and Disclosure Statement

I have read and accept the terms of the Conflict of Interest Policy and Process detailed above. I have no professional, financial, or personal affiliations that would create a potential conflict of interest other than those listed below. If future conflicts arise, I will disclose them, in writing, to the WB Chair to be kept on file.

Signature

Date

Printed Name
