

## BOARD/YOUTH SERVICES/COMMITTEE MEMBER CONFLICT OF INTEREST STATEMENT

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### BACKGROUND

All members of the Hampton Roads Workforce Development Board, Youth Services and Committees serve in the public interest and trust and have an obligation to conduct all matters within their purview in a manner which is consistent with that concept. Decisions made by the Board, Youth Services and Committees are to be based on promoting the best interests of the Hampton Roads Community, the Commonwealth of Virginia and the public good. In serving on the Board, Youth Services and Committees, both voting and non-voting members must understand and adhere to the following policy guidelines.

### GUIDELINES

- A. Members of the Board, Youth Services and Committees are subject to the provisions of the State and Local Government Conflict of Interest Act, as applicable.
- B. Members of the Board, Youth Services and Committees must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or by an organization that such member directly represents or in which he has a financial interest); nor on any matter which would provide any direct benefit to such member or the immediate family of such member.  
  
*Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent. Dependent means any person, whether or not related by blood or marriage, who receives from the member, or provides to the member, more than one-half of his financial support.*
- C. Any Board, Youth Services or Committee member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
- D. Any Board, Youth Services or Committee member who participates in a Board or Committee decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid (IFB) or Requests for Proposals (RFP) or other such bid processes leading to a contract, or any similar decisions, is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive a contract if it would create a conflict of interest for the Board or Committee member who participated in this matter.
- E. Any Board, Youth Services or Committee member with a potential or actual conflict of interest must disclose that fact to the Board, Youth Services or Committee as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it should be determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself for the remainder of the discussion and voting on that item. Each Board, Youth Services and Committee member is responsible for determining whether any

potential or actual conflict of interest exists or arises during their tenure on the Board, Youth Services or Committee.

- F. Board, Youth Services or Committee members who are also One-Stop Center operators shall not serve on any committees that deal with oversight of the One-Stop System or allocation of resources that would potentially be allocated to that member's program.
- G. Board members shall file a statement of economic interest as a condition of assuming membership and they shall do so annually while serving as a member of Board.

**ATTESTATION**

I understand and agree to abide by these guidelines, as a condition of my appointment and service to the Hampton Roads Workforce Development Board, Youth Services or Committee. I and/or members of my immediate family have a direct financial interest (i.e. employer, corporate officer, board member, stockholder, member, etc. . .) in the following businesses, organizations, boards or other groups which are currently involved with the Workforce Innovation & Opportunity Act (WIOA) System. In the event that additional financial interests become present, I will immediately so inform the Board.

Name Of Business, Organization, Board, Groups, etc. . . Affiliation(s)

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Board Member       Youth Services Member       Committee Member

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date