



CONFLICT OF INTEREST POLICY

Purpose: This conflict of interest policy is designed to ensure that members of the Cumberland Salem Cape May Local Workforce Development Board (“LWDB”) identify and disclose situations that present possible business or organization conflicts of interest and to provide an appropriate procedure if a possible conflict of interest arises.

Policy: A member of the LWDB shall avoid the appearance of conflict of interest by not voting on, or participating in, any decision by the LWDB regarding the provision of services by such member, or any organization or business which that member directly represents, or on any matter which would provide direct financial benefit (to include gifts/favors) to that member, the member’s immediate family, or any organization which that member directly represents. (NJ Combined State Plan, 2016)

A. Definitions

1. **Interested Person** - Any board member who has direct or indirect business or organization interest, as defined below, is an interested person.
2. **Business Interest** - Any ownership of the business, receiving any gross income during the previous or current year from business, or ownership in real property relating to the business valued at \$10,000 or more.
 - a. An ownership or investment interest in any entity with which the Cumberland Salem Cape May Local Workforce Development Board has a transaction or agreement.
 - b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Cumberland Salem Cape May Local Workforce Development Board or Workforce Center is negotiating a transaction or arrangement.
3. **Organizational Interest** - Being employed by the organization; and/or being a member of the board of directors, commission, council, or other direct governing body of the organization; and/or being a creditor of the organization in an amount in excess of \$10,000; and/or being an equity owner of any portion of the organization.
4. **Immediate family member** - The term “immediate family member,” for conflict of interest, means an employee’s spouse, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee’s household.

B. Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the interest and be given the opportunity to disclose all material facts to the Board. Board or Committee members will be asked to evaluate, on a yearly basis, or as needed, their personal relationship with any county/private agency which conceivably could apply for Workforce Development

Board funding, or other funding which utilizes the Workforce Development Board's funding allocation process.

2. Recusal of Self

Any interested person must excuse him or herself at any time from involvement in any decision in which the person believes he or she has or may have a business or organization conflict of interest.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board meeting, but after the presentation he/she will be asked to leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. Any member may raise the question of a perceived conflict of interest on the part of another member. Member will recuse him/herself from discussion. This question of conflict of interest should be decided on by a majority vote of the then-present members of the Committee or full Board according to where the discussion/voting is being conducted.

4. Violations of the Conflict of Interest Policy

- a. If the Board has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual conflict of interest, the Board may revoke membership.

5. Record of Proceedings

The minutes of the board and all committees and task forces shall contain:

- a. The names of persons who disclosed or otherwise were found to have business or organization interest in connection with an actual or possible conflict of interest, and the nature of the interest.
- b. The names of the members who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or agreement, and a record of any votes taken in conjunction with the proceedings.

6. Annual Statements

- a. Each interested person shall annually sign a statement which affirms the person:
 - i. Has received a copy of the conflict of interest policy,
 - ii. Had read and understands the policy, and
 - iii. Has agreed to comply with the policy.

- b. If at any time during the year, the information in the annual statement changes materially, the interested person shall disclose such changes and revise the annual disclosure form.
- c. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight. The Local Workforce Development Board Conflict of Interest Annual Disclosure Statement is due Annually and shall be provided to the Local WDB Director.

Examples of Conflicts:

- Contract to provide training services.
- Serving on a board of directors for an organization or business.
- Having an immediate family member who is involved in any of the above.

CONFLICTS OF INTEREST ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the conflicts of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a member of the Cumberland Salem Cape May Workforce Development Board. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Cumberland Salem Cape May Workforce Development Board Executive Directors in writing.

Disclosure of Actual or Potential Conflicts of Interest:

I acknowledge and agree that my selection for service on the Cumberland Salem Cape May Workforce Development Board and the opportunities made available to me by serving constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

In my individual capacity:

Signature: _____

Name: _____

Date: _____