



## Green Country Workforce Development Board

A proud partner of the AmericanJobCenter® network

### Conflict of Interest Policy

**IMPORTANT!** This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call Jeremy Frutche (405) 269-2821 for assistance in the translation and understanding of the information in this document.

Telephone Relay Service is available by dialing 711 or (800) 722-0353

**PURPOSE:** This guidance establishes a local policy on the coordination and delivery of supportive services, subject to WIOA's limitations.

The Green Country Workforce Development Board (GCWDB) is the policy and guidance board for the Workforce Oklahoma system in Oklahoma. We are business leaders with a commitment to lead a highly skilled, productive workforce in our 11-county area.

The Green Country Workforce Development Board (GCWDB) complies with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

*GCWDB is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*Green Country Workforce Development Boards Innovation and Opportunity Act Title I program funding statement can be found at*

*EO & FUNDING PAGE – Green Country Workforce Development Board*

<https://www.greencountryworks.org/>

## **Purpose**

The Green Country Workforce Development Board (GCWDB) is committed to guard against problems arising from real, perceived, or potential conflict of interest. This issuance serves as guidance ensure that local WIOA title I workforce development activities are conducted in a manner to prevent conflict of interest.

**NOTE:** All GCWDB Policies and attachments are available for download at:

<https://www.greencountryworks.org/resources/policy-research-best-practices/>

## **Background**

Grantees, subrecipients, and contractors funded under WIOA must implement conflict of interest policies and procedures as stipulated in the WIOA law, Code of Federal Regulations and guidance, Office of Management and Budget (OMB) Circulars, State regulations, and State WIOA policies.

## **DEFINITION:**

**Firewall:** an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.

## **Policy**

A conflict of interest policy is required to ensure that those entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of public funds.

Safeguards must be in place, ensuring that stewards of the programs and all those served in the programs are not only eligible and suitable but also protected from being part of the perception of impropriety, and conflict of interest.

A local organization that has been selected to perform more than one role including fiscal agent, one-stop operator, and a direct provider of services must develop a written agreement with the Local Workforce Development (GCWDB) and the Chief Local Elected Official (CLEO) to clarify how the organization will carry out its responsibilities. The agreement must include the terms that demonstrate compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, the organization's conflict of interest policies, and the State's conflict of interest policy.

The State's Conflict of Interest Requirements are as follows:

- Each grant recipient and subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and sub grants.
- As specified in 20 CFR § 678.610(c) and in conformity with 20 CFR § 679.430 for demonstrating internal controls and preventing conflict of interest, the written roles and responsibilities and standards of conduct must include a description of the firewalls

used to mitigate conflict of interest in circumstances including, but not limited to, situations where the entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process as well as situations in which the non-Federal entity uses a sole source selection.

- No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a sub grant or contract supported by Workforce Innovation and Opportunity Act (WIOA) or any other federal funds.
- A GCWDB member or a member of a GCWDB committee cannot cast a vote or participate in any decision-making about providing services by such member (or by any organization that member directly represents) or on any matter that would provide any direct financial benefit to the member, that member's immediate family, or to the member's organization.
- Before any public discussions regarding the release of a Request for Proposal, or any matter regarding the release of funding or the provision of services, a GCWDB member or a member of a GCWDB committee must disclose any real, implied, apparent, or potential conflicts of interest before engaging in the discussion. The minutes of the meeting should reflect the disclosure.
- GCWDB members or a member of a GCWDB committee or agents of the agencies making awards cannot solicit or accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements.

#### **History**

- Replaces GCWDB P-0100500, previously GCWDB approved and effective: 03.01.2021
- Replaces GCWDB Approved and Effective 12.08.2022

#### **References**

- The Workforce Innovation and Opportunity Act (WIOA) Section 121(d)(5)(A)
- 2 CFR § 200
- 20 CFR § 679.430
- 20 CFR § 683.200
- Training and Employment Guidance Letter (TEGL) No. 35-10
- WSD #36-2024

#### **Attachments:**

Attachment A: GCWDB Conflict of Interest Disclosure & Alternative Designee Form

**NOTE:** All GCWDB Policies and attachments are available for download at:  
<https://www.greencountryworks.org/resources/policy-research-best-practices/>

# Green Country Workforce Development Board

## Conflict of Interest Disclosure & Alternative Designee Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between GCWDB and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you [or your spouse] sit on, any for-profit businesses for which you or an immediate family member are an officer or board member, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The use of a proxy by a workforce board in its meetings is in violation of Oklahoma statute, but an alternative designee may be used when a local workforce development board member is unable to attend a meeting. An alternative designee may be assigned as per the following requirements:

- (a) If the alternative designee is a business representative, he or she must have optimum decision-making hiring authority.
- (b) Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.
- (c) Alternative designees will be fully vetted the same as designated board members.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Equal Opportunity Employer/Program. Auxiliary aids and service are available upon request for individuals with disabilities.

