

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

Conflict of Interest Policy

POLICY NUMBER:	1.4000.100.002
EFFECTIVE:	June 16, 2021
APPROVING AUTHORITY:	Board Chair Prince George's County Workforce Development Board
RESPONSIBLE STAFF:	Executive Director, Board Administrator, Policy & Compliance Director
RESPONSIBLE OFFICE:	Office of the President, Employ Prince George's, Inc.

BACKGROUND:

The Prince George's County Public Workforce System, modeled as a free membership network and branded as the Prince George's County American Job Center Community Network, is the workforce system for the Prince George's County Local Workforce Development Area. The Prince George's County Local Workforce Development Area is one of 12 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The Prince George's County Executive is the Chief Local Elected Official for Prince George's County, and the Local Workforce Development Board is the Prince George's County Workforce Development Board. Based on the Prince George's County Local Workforce Area WIOA Local Governance Agreement between the Prince George's County Executive, the Prince George's County Workforce Development Board and Employ Prince George's, Inc. (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George's County Workforce Development Board (WDB).

SUMMARY:

N/A

PURPOSE:

This policy is designed to provide guidance to Board Members regarding business and personal ventures in relation to Board membership. This policy is also designed to give the public reasonable assurances that Board activities are conducted in an honest and transparent fashion.

POLICY:

Board Members shall take all reasonable precautions to ensure that their private financial interests and personal relationships do not conflict with their public obligations. This charge is written broadly, and intended to be interpreted broadly, to prevent a Board Member from becoming involved in a situation that would result in a conflict, or give the appearance of a conflict.

PROCESS:

Each Board Member must complete a Conflict of Interest Certification form annually. That form contains a thorough, but non-exhaustive list of activities that would be considered a conflict of interest. The form also requires that the Board

decide what censuring measures should be taken, on a case by case basis, should a Board Member be found to have a conflict.

If the Board is contemplating doing business with an entity that would create a conflict for a particular Board Member, that Member should immediately inform the Board Chair and Executive Director, recuse themselves, on record, from engaging in any discussions regarding the matter, and abstain from any votes on the matter.

EXCLUSIONS TO THE POLICY:

None

RESOURCES:

N/A

FORMS:

Conflict of Interest Certification
Conflict of Interest Disclosure Agreement

POLICY VIOLATIONS:

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 the policy.

APPROVING SIGNATURES:


Charnetia Young (Jun 23, 2021 11:08 EDT)

Jun 23, 2021

Board Chair
Prince George's County Workforce Development Board

Date

Prince George's County Workforce Development Board

Prince George's Workforce Development Board Member Certification of Conflict of Interest Agreement

THIS CONFLICT OF INTEREST CERTIFICATION AGREEMENT is entered into as of the date signed below by _____ (Print full name), who is a Prince George's County Workforce Development Board Member (Board Member) conducting workforce development board activities on behalf of the Prince George's County Workforce Development Board (WDB) and the Prince George's County Public Workforce System, ensuring the continuity of the Prince George's County Workforce Development Area isn't compromised for the personal or business interest of the Board Member.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

- No Board Member may participate or vote in a matter under consideration by the WDB regarding the provision of services by the Board Member or the entity the Board Member represents. Board Members, who represent American Job Center/One Stop Career Center entities and who serve on committees that oversee the Prince George's County Public Workforce System or the allocation of resources that would potentially be allocated to their programs, will refrain from discussing or voting on any matter that would impact the programs they represent.
- No Board Member may participate or vote in any matter in which the Board Member, a qualifying relative or a business associated with the board member or qualifying relative (such members of their immediate family), has a direct financial interest. Non-participation should include disclosure of the conflict and abstention from discussing and voting on the matter.
- A Board Member's employer may not participate in any way in a future bid on procurement where that 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 will refrain from involvement in specification development.
- No Board Member may intentionally use the prestige of their 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. 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, such declaration must be clearly noted in the minutes, and such Board Member must excuse themselves 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, less than or equal to \$20 are permissible.

- 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 the policy.
- Each Board Member shall sign this Certification that he or she has reviewed the Conflict of Interest Policy and is aware of their responsibilities under it.
- The Board Member may not engage in any other activity determined by the WDB to constitute a conflict of interest as specified in the Local Plan.
- The Board Member may not engage in any other activity determined by the Governor to constitute a conflict of interest as specified by the State.

IN WITNESS WHEREOF, the person has executed this Certification as of the date below:

(Signature)

(Date)

(Title)

(Agency/Organization/Company*)

(Telephone Number)

(Email Address)

**Prince George's County Local Workforce Development Board
Employ Prince George's, Inc. (as fiduciary agent)**

CONFLICT OF INTEREST DISCLOSURE AGREEMENT

THIS CONFLICT OF INTEREST AGREEMENT is entered into as of the date signed below by _____, who is the party receiving confidential information ("Recipient"), in order to protect the confidential information which is disclosed to Recipient by Employ Prince George's Incorporated (EPG), employees or any other entity proposing to do business with EPG.

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- (a) your spouse, domestic partner, child, parent, or sibling;
- (b) any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner; and
- (c) any company or organization in which you have a substantial beneficial interest, or for which you serve as trustee or in any other similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY: _____ Board of Directors
_____ Executive Committee
_____ American Job Center/One Stop System Committee
_____ Disability & Severe Barrier Committee
_____ Finance Committee
_____ Youth Committee
_____ Business Committee
_____ Staff (position): _____

3. Have you or any of your affiliated persons provided services or property to _____ in the past year?

_____ YES _____ NO

- If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from _____ in the past year?

_____ YES _____ NO

- If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which _____ was or is a party?

_____ YES _____ NO

- If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to _____ at any time in the past year?

_____ YES _____ NO

- If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from _____ or as a result of your relationship with _____, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to EPG?

_____ YES _____ NO

- If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving _____?

_____ YES _____ NO

- If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Workforce Development Board [or a duly constituted committee thereof] in accordance with the terms and intent of EPG's conflict of interest policy?

_____ YES _____ NO

- If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

-
- I have no outside activities, nor have I accepted any gifts, gratuities or entertainment, that present an actual or apparent Conflict of Interest.*

 - I have the following outside activities, or have accepted gifts, gratuities or entertainment, that present an actual or apparent Conflict of Interest.*

Please describe in the space provided below any relationships, positions, or circumstances in which you are involved that you believe have contributed, or could contribute, to a Conflict of Interest arising.

I HEREBY CONFIRM that I have read and understand the conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Executive Director of the Prince George's County Local Workforce Development Board or the Prince George's County American Job Center Community Network Manager immediately.

Signature

Date