

**ANNUAL DISCLOSURE STATEMENT OF  
ECONOMIC INTERESTS and CONFLICT OF INTEREST  
For  
Bay Consortium Workforce Development Board Members,  
Committee/Council Members and Alternates**

**July 1, 2023 – June 30, 2024**

**BACKGROUND**

All members of the Bay Consortium Workforce Development Board and committees (hereafter referred to as Board Members) serve in the public interest and trust and have a clear obligation to conduct all matters within their purview in a manner which is consistent with that concept. Decisions made by the Board and committees are to be based on promoting the best interests of the jurisdictions they serve, the Commonwealth of Virginia and the public good. In serving on the Board and committees, both voting and non-voting members must understand and adhere to the following policy guidelines.

**GUIDELINES**

- A. All Board Members are subject to the provisions of the State and Local Government Conflict of Interest Act as applicable.
- B. Board Members 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); 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 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 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 or Requests for Proposals 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 the contract if it would create a conflict of interest for the Board Member who participated in this matter.
- E. Any Board Member with ***potential or actual*** conflict of interest must disclose that fact to the Board 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 Member is responsible for determining whether any ***potential or actual*** conflict of interest exists or arises him/herself during their tenure on the Board or committee.

- F. Board Members, who are also One-Stop Center Operators, Adult/Dislocated Worker or Youth Program contractors, or other contractors shall not serve on any committees that deal with oversight of the System or allocation of resources that would potentially be allocated to that member's program.
- G. All members of the Board are subject to all other provisions of the State and Local Government Conflict of Interest Act not outlined above.

**ATTESTATION**

I understand and agree to abide by these guidelines, as a condition of my appointment and continued service to the Bay Consortium Workforce Development Board and/or committee(s). 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 business, organizations, boards or other groups which are currently involved with the Workforce Innovation and Opportunity Act (WIOA) System. In the event that additional financial interests become present, I will immediately so inform the Board.

	WIOA Affiliation
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\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date