

Conflict of Interest Declaration Agreement

I agree to disclose to the Workforce Development Board of Eastern Arkansas any potential conflict of interest that might arise during my service on the Board according to the provisions of the Arkansas State law.

I further agree to excuse myself from voting on or discussing any issue (unless I am called upon by the Chair to provide information) before the Board from which I might benefit personally or financially or from which the employer or entities I represent might benefit financially.

Board Member Signature:	Date:
-------------------------	-------

All members of the local board are subject to the provisions of A.C.A §21-8-1001, A.C.A. §21-8-1002, A.C.A. §21-8-101, A.C.A. § 21-8-304.

- The local board shall adopt in its bylaws a conflict of interest policy meeting the minimum standards set forth in the provisions of A.C.A §21-8-1001, A.C.A. §21-8-1002, o A.C.A. §21-8-101, A.C.A. § 21-8-304. The conflict of interest standards shall apply to all board members (voting and non- voting).
- A member of a local board 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 that 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, which receives from the member, or provides to the member, more than one-half of his financial support.
- 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.
- Any board member who participates in a board 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 manner.
- Any board member with a potential or actual conflict of interest must disclose that fact to the local Board 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 is 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 from 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 for him or herself during his tenure on the board.
- If a contract or purchase is made by the local board involving its own member with a conflict of interest, the local board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.
- Local board 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.