

## Conflict of Interest Policy

Effective Date: DRAFT ~ November 1, 2025

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Policy Number: R7WDB-COI-25-01

Review Date: November 1, 2026

Approved By: Region VII Workforce Development Board

### 1. Purpose:

The purpose of this policy is to ensure that the Region VII Workforce Development Board (R7WDB) maintains the highest standards of integrity, transparency, and accountability in its governance and operations. This policy establishes clear conflict of interest (COI) requirements consistent with the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, 29 CFR §§ 679.430 and 683.200, the West Virginia Governmental Ethics Act (W. Va. Code §§ 6B-1-1 et seq.), and 2 CFR Part 200 (OMB Uniform Guidance).

### 2. Scope:

This policy applies to all individuals and entities associated with R7WDB, including but not limited to:

- R7WDB members
- Standing and ad hoc committee members
- Administrative and program staff
- Contractors, vendors, and subcontractors
- Service providers and one-stop partners
- Any individual or entity with actual or potential influence over R7WDB decision-making.

### 3. Definitions:

**Conflict of Interest:** A situation in which a person's personal, financial, or professional interests could impair or appear to impair their objectivity in decision-making on behalf of R7WDB.

**Appearance of Conflict:** A situation in which a reasonable person could question a decision-maker's impartiality.

**Covered Individuals:** Any individual subject to this policy.

**Financial Benefit:** Direct or indirect monetary gain, including contracts, salaries, gifts, or commissions.

**Non-Financial Benefit:** Preferential treatment or employment opportunities that may influence objectivity.

**Immediate Family:** Spouse, dependent child(ren), dependent grandchild(ren), or dependent parent(s) residing in the same household.

**Relative:** Includes immediate family and extended family members as defined by state policy.

**Domestic Partner:** An individual in a committed personal relationship sharing a household and financial responsibilities.

**Business Partner:** A person or entity sharing a financial or ownership interest with a covered individual.

**Recusal:** The act of abstaining from participating in a matter due to a real, potential, or perceived conflict.

## **4. Policy:**

### **4.1 Conflict of Interest Prohibitions**

Covered individuals must not:

- Vote on or participate in decisions regarding contracts or services provided by an entity they represent.
- Participate in decisions that may result in personal, familial, or business-related benefit.
- Receive benefits from contracts or agreements they influenced.
- Enter into business relationships arising from their official role.
- Accept gifts, favors, or anything of value from individuals or entities seeking official action from the R7WDB.
- In accordance with the Ethics Act of W. Va. Code 6B-2-5(c)(2)(C), a nominal value gift is acceptable if it does not exceed twenty-five dollars (\$25) from a single source in one calendar year. Acceptable examples of nominal gifts include T-shirts, hats, pens, pencils, or other similar mementos. Ceremonial gifts or awards may be accepted if the monetary value does not exceed twenty-five dollars (\$25). Meals and beverages may be accepted if the person purchasing the meal is present and the total for the meals and beverages is twenty-five dollars (\$25) or less.
- Even nominal gifts are prohibited if the sole purpose is to influence staff, Workforce Development Board members, Local Elected Officials, or workforce system partners.
- Disclosure of gifts received or offered should be made to either the Executive Director or the R7WDB EO Officer within twenty-four (24) hours.

### **4.2 Disclosure Requirements**

All covered individuals must:

- Complete the Conflict of Interest Acknowledgment and Disclosure Form (Attachment A) at the time of appointment, hire, or contract execution.
- Renew the form annually.
- Immediately update disclosures if a new conflict arises.
- Disclose personal, familial, or business financial interests in entities seeking R7WDB-administered funds.
- Report violations of federal criminal law involving fraud, conflict of interest, bribery, or gratuities in accordance with 2 CFR § 200.113.
- Any credible evidence of fraud, bribery, or conflict violations per 2 CFR 200.113 must be reported to either the Executive Director or the Region VII WDB EO Officer.

### **4.3 Recusal Procedures**

- Covered individuals must declare any conflicts in writing when identified.
- Individuals with conflicts must recuse themselves from related discussions or votes.
- Recusals must be documented in meeting minutes.
- The R7WDB Ethics Officer shall manage recusal documentation.

### **4.4 Ethics Oversight and Conflict Management**

The R7WDB shall:

- The EO Officer for R7WDB shall serve as the primary point of contact for any actual, potential, or

perceived conflicts. Mr. Phillip Sirk, [psirk@region7workforce.org](mailto:psirk@region7workforce.org) , 304-530-5258. Such disclosures should be made within twenty-four (24) hours in writing.

- The Executive Committee of the R7WDB will serve as the Ethics Committee for the R7WDB.
- The Ethics Officer will review disclosures and present mitigation options (recusal, reassignment, oversight) to the R7WDB Executive Director. The Executive Director will discuss with R7WDB Ethics Committee the best course of action for mitigation.
- Review disclosures and implement mitigation measures (e.g., reassignment of duties, divestiture, or role modification).

#### **4.5 Reporting and Transparency**

- The Ethics Officer will maintain a secure record of all COI forms, recusals, and mitigation actions.
- Any suspected COI or ethics violations can be sent to the Ethics Officer at [psirk@region7workforce.org](mailto:psirk@region7workforce.org) or the Executive Director at [tjvanmeter@region7workforce.org](mailto:tjvanmeter@region7workforce.org) .
- The Ethics Officer will review COI forms, recusals, and mitigation actions annually. A narrative report to the Executive Director will be provided by the Ethics Officer annually by the second-Monday in January. The report will include aforementioned reporting documentation, as well as any future best-practices, up-dated law or policy changes, or COI areas of concern.
- Submit an Annual Conflict of Interest Summary Report (Attachment B) to WorkForce West Virginia by September 30 each year.
- Any violations of federal criminal law involving conflicts, fraud, bribery or gratuity violations that could impact a federal award must be reported in writing to the federal agency, the federal agency's Office of the Inspector General and WorkForce West Virginia.
- See attachment C of this policy for the annual reporting and disclosure log.
- Training and disclosure logs must be retained for at least three (3) years after the concluding program year.
- Post a redacted version of the annual report on the R7WDB website by October 1.

#### **4.6 Enforcement and Sanctions**

Violations of this policy may result in:

- Reprimand
- Removal from position
- Termination of contract
- Referral to appropriate legal authorities
- Action under the State WIOA Sanctions Policy

#### **4.7 Training and Education**

The R7WDB shall:

- Provide COI training for new members and staff during onboarding and annually thereafter.
- General ethics training and specific scenario-based training relevant to workforce development including, but not limited to COI will be utilized.
- The R7WDB will update training as laws or guidance related to COI change.

#### **4.8 Policy Review and Updates**

This policy shall be reviewed annually by WDB staff to ensure compliance with any updates or changes to WIOA federal law and CFRs. Any necessary revisions shall be made in consultation with appropriate state and federal entities, as well as approved by the WDB.

### **5. Attachments:**

- Attachment A: Conflict of Interest Acknowledgment and Disclosure Form
- Attachment B: Annual Conflict of Interest Summary Report
- Attachment C: Annual Conflict of Interest Disclosure Log

### **6. References:**

- Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128

- 29 CFR Part 683.200 – Administrative Provisions on Conflict of Interest
- 29 CFR Part 679.430 – Local Workforce Development Board Functions
- West Virginia Governmental Ethics Act, W. Va. Code Part 6B-1-1 et seq.
- Workforce West Virginia Conflict of Interest Requirements for Local Workforce Development Boards – GAS-COI-25-V1

### **7. Equal Opportunity and Grievances:**

The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

### **8. Questions:**

Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

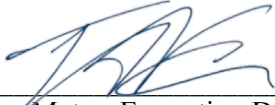
### **9. Expiration:**

Effective until rescinded, in writing, by the Region VII Workforce Development Board.

## **Signature Page**

Region VII Workforce Development Board

Conflict of Interest Policy - R7WDB-COI-25-01



T.J. Van Meter, Executive Director

9/25/2025

Date



Layne Diehl, Chairperson Region VII WDB

9/25/2025

Date