



**COUNTY OF SAN BERNARDINO**  
**Workforce Investment Board**  
**POLICY MANUAL**

No. WIB 1

ISSUE 1

PAGE OF 1 of 2

By

EFFECTIVE 09/09/02

SUBJECT

CONTRACTS WITH WIB MEMBERS AND THE ENTITIES THEY REPRESENT

APPROVED

*Mike Gallo, WIB Chairman*

### **Policy Statement**

The San Bernardino County Workforce Investment Board (WIB) is committed to providing effective workforce development and training and improving the County's economy, while maintaining the highest moral and ethical standards. The Workforce Investment Act (WIA) mandates that the membership of WIB include representatives of the business community and specified service providers. Recognizing that key providers of workforce development and training services comprise the WIB, which directs the distribution of funds for such services, WIA permits the provision of WIA funded services by members of the WIB and the entities they represent. State law is in accord.

Therefore, it is the policy of the WIB to establish and require the use of specific standards for WIA funded contracts, subcontracts and purchase orders that relate to services to be provided by any member of the WIB or Youth Council or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents.

### **Policy Objective**

1. To promote and maintain the faith and confidence of the public and assure that the interests of the County will be protected in all contracts.
2. To ensure the provision of comprehensive, quality employment related and supportive services that are responsive to the needs of employers, job seekers, and the community.

### **Policy Amplification**

The following standards are established and must be used for the processing of all WIA funded contracts, subcontracts and purchase orders that directly or indirectly involve WIB or Youth Council members:

1. At the time of application for funding, a Conflict of Interest Full Disclosure Certification must be completed to fully disclose and appropriately characterize the member's relationship, including that of any family member, with the entity seeking funding.
2. The cost of services charged to the County must be equal to or less than the price charged by the entity to others for comparable services.
3. The member must abide by all conflict of interest laws as set forth in the Workforce Investment Act [29 U.S.C. section 2832, subdivision (g)] and state law [Government Code section 1091.2], and delineated in the WIB By-Laws.
4. The member shall refrain from contacting WIB members or County staff for the purpose of lobbying for the approval of any contract, subcontract or purchase order related to services to be provided by the member or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents.

5. The member shall abstain from any discussion of, or vote on, any contract, subcontract or purchase order related to services to be provided by the member or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents.
6. The awarding of any contract, subcontract or purchase order must be based on a competitive or standard application process, unless there is a determination at a meeting of the full WIB that the member or entity is a sole source provider.
7. Contracts, subcontracts or purchase orders related to services to be provided by the member or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents can only be approved at a meeting of the full WIB.

**WORKFORCE INVESTMENT BOARD/YOUTH COUNCIL MEMBER  
CONFLICT OF INTEREST  
FULL DISCLOSURE CERTIFICATION**

I hereby certify that the Conflict of Interest Statement completed below fully discloses and appropriately characterizes my relationship, including that of any family member, with the entity seeking to provide Workforce Investment Act (WIA) funded services pursuant to a contract, subcontract, or purchase order with the County of San Bernardino and that the cost of the services to be provided are equal to or less than the price charged by the entity to others for comparable services.

Name of Entity: \_\_\_\_\_

Name of Affected WIB  
or Youth Council Member: \_\_\_\_\_

**Conflict of Interest Statement**

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WIB/Youth Council Member Signature

\_\_\_\_\_  
Date

**SAN BERNARDINO COUNTY  
WORKFORCE INVESTMENT BOARD**

**STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, have read and have received a copy of the San Bernardino County Workforce Investment Board (WIB) policy statement no. WIB 1 governing Workforce Investment Act (WIA) funded contracts, subcontracts and purchase orders that relate to services to be provided by any member of the WIB or Youth Council or entity the member represents, or that financially benefits the member, his or her family, or the entity the member represents. I understand the contents of the policy statement and acknowledge my responsibility to adhere to the policies and procedures described therein.

**I understand that refusal to sign does not exempt my compliance.**

\_\_\_\_\_  
WIB/Youth Council Member Signature

\_\_\_\_\_  
Date