



# **Santa Cruz County Workforce Investment Board Bylaws**

Adopted September 2016

Amended November 2019

Amended January 2026

**ARTICLE I - NAME, AREA OF SERVICE AND AUTHORIZATION**

The Local Workforce Development Board shall be known as the Santa Cruz County Local Workforce Development Board (SCC LWDB) and is established pursuant to Section 107 of the Workforce Innovation and Opportunity Act (WIOA) and 20 CFR Part 679.

The Chief Elected Official (CEO) for the local area is the Santa Cruz County Board of Supervisors, as defined under 20 CFR § 679.300.

The local workforce development area served by the SCC LWDB shall be Santa Cruz County, Arizona, inclusive of all municipalities and unincorporated areas.

The SCC LWDB derives its authority and responsibilities from WIOA Section 107, 20 CFR §§ 679.300–679.390, and applicable State Workforce Policies, including State Workforce Policy #1 (Local Governance)

**ARTICLE II - VISION STATEMENT**

Through the One Stop System we prepare and provide a qualified workforce to local business and assist business to grow and prosper.

**ARTICLE III - PURPOSE**

The vision and purpose of the SCC WDB is:

The vision of the Local WDB is to serve as a strategic leader and convener of local workforce development system stakeholders. The Local WDB partners with employers and the workforce development system to develop policies and investments that support public workforce system strategies that support regional economies, the development of effective approaches, including local and regional sector partnerships and career pathways, and high-quality, customer-centered service delivery and service delivery approaches.

The purpose of the LWDB is to serve as the strategic leader and convener of the local workforce development system in accordance with WIOA Section 107(d) and 20 CFR § 679.310.

The SCC LWDB shall develop policies, strategies, and investments that:  
Support regional economic development; Strengthen sector partnerships and career pathways;  
Promote employer engagement; Ensure high-quality, customer-centered service delivery; and  
Align with the Arizona Unified State Plan and State Workforce Policies.

All actions of the SCC LWDB are subject to approval by the Santa Cruz County Board of Supervisors, consistent with 20 CFR § 679.320.

## **ARTICLE IV - RESPONSIBILITIES/GOALS**

The SCC WDB responsibilities, per WIOA, Section 107, include:

**Local Plan.** The SCC WDB, in partnership with the chief elected official, shall develop and submit a local plan to the Governor.

**Workforce Research and Regional Labor Market** - To assist in the development and implementation of the local plan, the SCC WDB shall carry out analyses of the economic conditions of the region, the needed knowledge and skills of the region, the workforce of the region, and workforce development activities (including education and training).

**Convening, Brokering and Leveraging** - The SCC WDB shall convene local workforce development system stakeholders to assist in the development of the SCC Plan and in identifying non-Federal expertise and resources to leverage support for workforce activities.

**Employer Engagement** - The SCC WDB shall lead efforts to engage with a diverse range of employers and with entities in the region involved in promoting business representation, develop effective linkages with employers to support employer utilization of the SCC workforce system, and ensure the workforce investment activities meet the needs of employers and support economic growth in the region.

**Career Pathways Development** - SCC WDB, with representatives of secondary and post-secondary education programs, shall lead efforts to develop and implement career pathways by aligning employment, training, education, and supportive services.

**Proven and Promising Practices** - The SCC WDB shall lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers and jobseekers. Identify and disseminate information on proven and promising practices.

**Technology: Program Oversight** - The SCC WDB shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, workers, and job seekers.

**Program Oversight** - The SCC WDB, in partnership with the chief elected officials, shall conduct oversight for youth workforce activities, employment and training activities for dislocated workers, adults, and the one-stop delivery system ensure appropriate management of the funds provided.

**Negotiations of Local Performance Accountability Measures** - The SCC WDB, the chief elected official, and the Governor shall negotiate and reach an agreement on local performance and accountability measures.

**Selection of Operators and Providers** - The SCC WDB, with agreement of the chief elected official, shall designate or certify one-stop operators, youth providers identify eligible providers of training services shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive employment for individuals with disabilities.

**Coordination with Education Providers** - The SCC WDB shall coordinate activities with education and training providers.

**Budget and Administration** - The SCC WDB shall develop a budget for activities of the SCC WDB, consistent with the local plan and the duties of the SCC WDB, subject to the approval of the chief elected official (WIOA Section 107). and

**Accessibility for Individuals with Disabilities** - The SCC WDB shall annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

## **ARTICLE V - MEMBERSHIP**

### **Representation Criteria**

The SCC WDB shall be comprised of 51% of private business members and 49% public sector members, who shall be appointed by the Santa Cruz County Board of Supervisors.

WIOA Section 107 (b)(1) states that the Governor of the State, in partnership with the State Workforce Development Board, shall establish criteria for use by the Chief Elected Officials in the local areas for appointments of members of the local boards. Such criteria require, at a minimum, that the membership of the local board include:

Majority Local Business Representatives (50% plus 1). WIOA Sec. 107 (b) (2) (A), business must be majority of WDB, (i) individuals must be owners, chief executives, employers with optimum policymaking and hiring authority. (ii) Small businesses or organizations representing businesses. (iii) Nominated by local business organizations and business trade associations.

Santa Cruz County recognizes that in some companies, the Human Resources Department makes the hiring offer. In such cases, if The WDB interviews and makes the final selection is recognized as the hiring authority.

**Workforce:** WIOA Sec. 107 (b) (2) (B), not less than 20%. (i) Labor organizations must be nominated by labor federations. (ii) Member of labor organizations or training director. (iii) Community-based organizations with experience addressing employment needs of individuals with barriers, serve veterans or the disabled.

**Education and Training:** WIOA Sec 107 (b) (2) (C), Represent entities administering education and training activities. (i) Shall include Adult Education. (ii) Shall include higher education providing workforce activities. (iii) May include local educational agencies and community-based organizations with experience addressing the needs of individuals with barriers to employment.

**Governmental and economic development:** WIOA Sec 107 (b) (2) (D). (i) Shall include economic and community development. (ii) Shall include the state employment service. (iii) Shall include vocational rehabilitation. (iv) May include transportation, housing, and public assistance. (v) May include philanthropic organizations.

Others, as determined by the chief elected officials.

## **Duties/Expectations**

Each member of the SCC WDB is expected to attend at least four SCC WDB meetings per year and may be requested by the SCC WDB Chairperson to serve on a standing committee of the SCC WDB.

Members will complete tasks assigned by the SCC WDB Chairperson and will carry out assignments from committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters concerning the SCC WDB, including policy guidelines. Members are expected to assist each other in orientation and education related to SCC WDB responsibilities.

## **Appointment and Removal Authority**

Pursuant to Section 107(c) of the Workforce Innovation and Opportunity Act (WIOA), the Chief Elected Official (CLEO), acting through the Santa Cruz County Board of Supervisors, is the sole authority responsible for the appointment and removal of Local Workforce Development Board (LWDB) members; no appointment or removal of an LWDB member shall be effective unless approved by official action of the Board of Supervisors.

## **Appointment**

Potential SCC WDB Members are nominated by local business organizations, business trade associations, and the SCC WDB composed of a business majority.

It is anticipated that the appointment by the Board of Supervisors shall take place within sixty days of the recommendation of appointment from local business organizations, business trade associations, and the SCC WDB composed of a business majority

Labor representatives must be nominated by labor federations.

## **Term of Office**

The terms of the SCC WDB members shall be for three years, staggered terms with one third which may be reappointed or replaced annually. Since some of the SCC WDB Members were previously appointed under the WIA, the SCC Board of Supervisors may retain those members with their initial terms of office. Future appointments may be made to fill vacancies and/or to comply with WIOA and WIOA Rules.

## **Vacancies**

When a vacancy is created due to resignation or removal, the SCC Board of Supervisors shall be notified within 30 days.

If a vacancy occurs other than by expiration of term, the vacancy shall be filled by appointment by the Board of Supervisors for the unexpired portion of the term.

The nomination process will be the same as outlined in these Bylaws under Article V - Appointment. The new member filling the vacancy shall represent the same sector as the outgoing member, as outlined in these Bylaws under Article V - Representation/Criteria, numbers 1 through 5.

## **Attendance**

All SCC WDB members are expected to attend regularly scheduled meetings. A member's absence is unexcused if the member fails to notify county staff in advance of a meeting. More than two consecutive unexcused absences by any member during any 12-month period shall result in an Executive Committee review. The Executive Committee would then present a recommendation to the SCC WDB with regard to removing the member. The SCC WDB, by a majority vote, may remove a member from the SCC WDB.

Four excused absences during twelve months shall also result in an Executive Committee review. The Executive Committee would then present a recommendation to the SCC WDB with regard to removing the member.

All SCC WDB members may attend the meeting in person or telephonically. A cell phone call to a member's phone may be used in case the conference call is not available for the meeting.

### **Termination**

Resignation by members shall be submitted in writing to the SCC WDB Chairman. An agenda item will be placed on the next SCC WDB meeting for the SCC WDB to "acknowledge" that member's resignation.

Removal of any member from the SCC WDB requires a review by the Executive Committee. Should the Executive Committee determine that it is in the best interest of the SCC WDB to remove a member, a recommendation for removal will be presented to the SCC WDB for official action to remove the member.

Ten days' written notice must be provided to the member being considered for removal from the SCC WDB before a recommendation for removal is placed on a SCC WDB meeting agenda.

Notification will be given to the Board of Supervisors of any actions taken to remove a member from the SCC WDB, and when any member submits a resignation.

### **Appointment and Removal of Members**

Pursuant to Section 107(c) of the Workforce Innovation and Opportunity Act (WIOA) and applicable Workforce Arizona Council policy, the Chief Elected Official (CLEO), acting through the Santa Cruz County Board of Supervisors, is the sole authority responsible for the appointment and removal of Local Workforce Development Board (LWDB) members.

The LWDB may recommend the appointment, reappointment, or removal of a member to the Board of Supervisors; however, no appointment or removal of an LWDB member shall be effective unless approved by official action of the Board of Supervisors.

Any action taken by the LWDB related to attendance, performance, or conduct of a member shall be considered advisory in nature and shall not constitute removal unless acted upon by the Board of Supervisors.

## **ARTICLE VI - OFFICERS**

### **Chairperson**

The Chairperson shall be elected by a majority vote of the SCC WDB.

The Chairperson shall be a representative of the business community on the SCC WDB.

The Chairperson shall be the Chief Officer of the SCC WDB and shall preside at all meetings of the SCC WDB. The Chairperson of the SCC WDB shall appoint the Chairperson of standing committees and ad hoc committees, subject to ratification by a vote of the SCC WDB.

The SCC WDB Chairperson shall be responsible for carrying out the policies of the SCC WDB. He/she is the attester to all documents containing the necessary concurrences required by the Governor and/or

The SCC WDB recommendations are deemed necessary to the Boards of Supervisors.

The term of office for the Chairperson shall be two years, and no one individual may hold this office for more than one consecutive term unless so voted by a majority of SCC WDB.

In general, he/she shall perform the duties of the Chairperson pursuant to these Bylaws and procedural decisions resulting from a duly cast vote of the SCC WDB.

### **Vice-Chairperson**

The Vice-Chairperson shall be representative of the business community on the SCC WDB. The Vice Chairperson shall be nominated and elected by a majority vote of the SCC WDB. He/she shall perform the duties of the Chairperson in his/her absence. The term of office for the Vice-Chairperson shall be two years, and no one individual may hold this office for more than one consecutive term.

### **Secretary**

The Secretary shall be nominated and elected by a majority vote of the SCC WDB. He/she shall be responsible for verifying and signing all SCC WDB Documents, Meeting Minutes and other actions of the SCC WDB, as necessary.

### **Election of Officers**

Election of officers shall be held biannually, every two years, at the regularly scheduled monthly meeting of the SCC WDB before the end of the program year, with the term of office to begin at the start of a new program year.

Officers of the Local Workforce Development Board, including Chairperson, Vice-Chairperson, and Secretary, shall be elected from among the duly appointed LWDB members by majority vote of the LWDB in accordance with these Bylaws.

Officers may be removed from their officer position by majority vote of the LWDB for failure to perform assigned duties, violation of these Bylaws, or violation of conflict-of-interest requirements. Removal from an officer position shall not constitute removal from LWDB membership.

### **Removal of Officers**

Any officer of the Santa Cruz County Local Workforce Development Board (LWDB) may be removed from office for cause, including but not limited to failure to perform assigned duties, violation of these Bylaws, violation of conflict-of-interest requirements, or failure to meet attendance requirements. Removal of an officer shall require written notice to the officer, review by the Executive Committee, and approval by a majority vote of the LWDB members present at a

meeting where a quorum is established. Removal from an officer position does not automatically constitute removal from LWDB membership.

## **ARTICLE VII - COMMITTEES**

WIOA Section 107 (b) (4) recommends some committees. The SCC WDB has determined the following Committees to be essential in carrying out its responsibilities.

## **Executive Committee**

The Executive Committee shall consist of the Chairperson, Vice- Chairperson, Secretary, past Chairperson of the SCC WDB and two SCC WDB members appointed by the SCC WDB Chairperson subject to ratification by vote of the SCC WDB. The SCC WDB Chairperson shall serve as the Chairman of the Executive Committee.

The Executive Committee shall meet as necessary between scheduled meetings of the entire SCC WDB membership and shall be responsible for interpreting and putting into effect the decisions, policies and programs of the SCC WDB. If a SCC WDB meeting has been cancelled or is not scheduled to take immediate action requested by the DOL or Arizona, and action items are needed to continue the programs, the Executive Committee shall put into effect and vote on the action items. All actions are subject to ratification by a vote of the SCC WDB at its next regularly scheduled meeting.

## **Standing Committees**

The SCC WDB has the authority to establish standing committees in order to address specific issues. All standing committee recommendations are presented to the SCC WDB for official action.

All standing committees must operate according to the Arizona Open Meeting Law (Arizona Revised Statutes, Title 38-Public Officers and Employees, Chapter 3-Conduct of Office, Article 3.1-Public Meetings and Procedures).

If the SCC WDB determines that a specific standing committee is no longer needed, it shall officially disband the committee. The Bylaws will thereafter be amended to remove the standing committee.

The following standing committees are established by the SCC WDB:

### **Workforce Development Committee**

The Workforce Development Committee's duties shall be to:

Collaborate to create a unified, seamless, customer-friendly system of service delivery that will enhance

access to programs, and ensure all core services are available at the One-Stop Centers. Review and discuss program and strategic planning issues and make recommendations to the SCC WDB. The Committee is responsible for the process to select and train service providers. Be responsible for evaluating the effectiveness of all WIOA programs and will report its findings and/or recommendations to the SCC WDB.

Be responsible for the development and implementation of marketing tools and strategies to promote the WIOA within Santa Cruz County.

Be responsible for the recruitment of individuals to apply for membership on the SCC WDB. Committee members will orient, educate, and train new SCC WDB members.

### **Youth Activities**

#### Youth Activities Oversight

The Santa Cruz County Local Workforce Development Board (LWDB) does not maintain a standing Youth Committee. In lieu of a standing committee, the LWDB carries out its responsibilities for youth activities funded under the WIOA Youth Formula Program through direct Board oversight, designated staff support, and ad hoc review as necessary.

The LWDB retains full responsibility for the planning, oversight, and evaluation of youth workforce activities in accordance with WIOA Section 107(d)(7) and applicable federal and state policy. Youth program responsibilities are fulfilled through the following mechanisms:

#### **Policy and Program Oversight**

The LWDB reviews and approves youth program policies, service strategies, eligibility criteria, and performance outcomes as part of its regular Board agenda. Youth formula program activities are incorporated into the local workforce development plan and monitored for compliance with WIOA and state requirements.

#### **Service Provider Selection and Oversight**

The LWDB oversees the competitive selection, designation, and ongoing performance of youth service providers in accordance with WIOA procurement requirements. Program performance, fiscal integrity, and service quality are reviewed by the full Board and/or Executive Committee as appropriate.

#### **Staff and Partner Support**

Designated LWDB staff support youth program implementation by coordinating with service providers, education partners, employers, and community-based organizations to ensure

delivery of required youth program elements, including work experience, career pathways, and supportive services.

**Performance and Continuous Improvement**

Youth program performance data, including enrollment, outcomes, and expenditure requirements, are reported to the LWDB on a regular basis. The LWDB uses performance data to guide program improvement, ensure alignment with local labor market needs, and meet federal and state performance accountability requirements.

**Ad Hoc Review and Subject-Matter Engagement**

When specialized youth-related issues arise, the LWDB may convene ad hoc workgroups or request subject-matter expertise to support informed decision-making. Such groups operate in an advisory capacity and do not replace the authority of the full LWDB.

Through these processes, the LWDB ensures effective governance, oversight, and continuous improvement of youth workforce activities without the establishment of a standing Youth Committee

## **ARTICLE VIII - MEETINGS**

The SCC WDB shall hold at least four meetings per year on the date, time, and place as may be designated by the Chairperson of the SCC WDB.

The Chairperson of the SCC WDB may call, as needed Special meetings of the SCC WDB, Executive Committee, its standing committees, and/or ad hoc committees

The SCC WDB meeting may conduct business only when a Quorum exists. A Quorum is defined as the simple majority of the appointed WDB members or, in Committees, when a simple majority of the appointed Committee members are present.

If any member is unable to be present in person, the member may participate by telephone or video conference, if available. The agenda should state that one or more members will participate by telephonic conference. The meeting agenda will state, "Members of the Santa Cruz Workforce Development Board will attend either in person or by telephone conference call." Members participating in a telephone conference shall be clearly identified in the minutes.

All meetings of the SCC WDB and its standing committees and ad-hoc committees shall be held in accordance with the Arizona Open Meeting Law (Arizona Revised Statutes, Title 38 Public Officers and Employees, Chapter 3 - Conduct of Office, Article 3.1 – Public Meetings and Procedures).

All regular and special meeting announcements will be posted in hard copy at the SCC One Stop Office and the County Administration building. Electronic postings will be available on the SCC One Stop Website and the Arizona Work Website. In addition to notifications to SCC WDB members and partners, meeting notices will be emailed to interested parties

SCC WDB members may be compensated for any travel expenses, per county policies. No member shall receive a salary or other benefits reserved for SCC employees.

**ARTICLE IX - VOTING**

Each member of the SCC WDB shall be entitled to one (1) vote on all matters brought before the SCC WDB at any scheduled meeting. Whenever these Bylaws specify that an action is to be taken by vote of the SCC WDB, the approval shall be granted by a simple majority of the members present and qualified to vote at any scheduled meeting of the SCC WDB at which a quorum exists.

Only duly appointed SCC WDB members are eligible to vote. A member may not delegate his/her authority or right to vote. No member may appoint an alternate.

SCC WDB may hold its meetings with members physically in attendance or via electronic means, such as Zoom, Teams, or telephone.

**ARTICLE X - CONFLICT OF INTEREST, LIABILITY COVERAGE**

The Santa Cruz County Local Workforce Development Board (LWDB) shall comply with the Workforce Innovation and Opportunity Act (WIOA) Section 107, 20 CFR §§ 679.430–679.435, Arizona Revised Statutes §§ 38-501 et seq., applicable Arizona Department of Economic Security (ADES) policies, and Workforce Arizona Council State Workforce Policy #7.

**A. General Standard**

LWDB members, officers, committee members, service delivery partners, consortium partners, and staff shall avoid any actual conflict of interest and the appearance of a conflict of interest in the conduct of LWDB business.

**B. Required Disclosure Prior to Appointment**

Prior to assuming office or participating in any LWDB action, each LWDB member shall submit a written disclosure statement to the LWDB Chair identifying all substantial business interests or relationships, including those of the member’s immediate family, with any entity that has received, currently receives, or is likely to receive funding, contracts, or other financial benefits through the LWDB or the local workforce development system.

**C. Ongoing Disclosure Requirements**

All disclosure statements should be updated annually and within thirty (30) calendar days of any material change in the disclosed information. Failure to timely update disclosure information may result in corrective action, including removal from office or membership.

**D. Review of Disclosure Information**

The LWDB shall designate an individual or body, which may include the Executive Committee or a designated compliance official, to review all disclosure statements promptly. The designated reviewer shall advise the LWDB Chair and affected members of any actual, potential, or apparent conflicts of interest and recommend appropriate mitigation actions.

#### **E. Conflict of Interest Procedures**

When an actual, potential, or apparent conflict of interest arises involving an LWDB member, officer, service delivery partner, or consortium partner, the following procedures shall be followed:

The conflict shall be disclosed immediately and documented in the official meeting record.

The affected individual shall refrain from participating in discussion, deliberate, or voting on the matter.

The designated reviewer shall evaluate the conflict and advise the LWDB Chair regarding appropriate action.

The LWDB may require recusal, mitigation measures, or other corrective action as necessary to ensure compliance.

All determinations and actions taken shall be documented and retained in accordance with record retention requirements.

#### **F. Service Provider and Partner Safeguards**

The LWDB shall ensure that no member, officer, or staff member exercises direct operational control over service delivery providers, workforce system partners, or contractors. LWDB members or their organizations may receive services as customers of the workforce system, provided that all conflict-of-interest requirements are met.

#### **G. Certification**

Each LWDB member shall execute a Conflict-of-Interest Disclosure and Certification Form upon appointment and as required by this Article. Executed forms shall be maintained in accordance with LWDB recordkeeping policies.

### **ARTICLE XI - QUORUM**

A majority of the current membership of the SCC WDB must be present at any meeting of the SCC WDB to constitute a quorum for the transaction of any business to come before the SCC WDB. A quorum, once attained, is still attained even if a member leaves early or abstains from voting.

## **ARTICLE XII - AMENDMENTS**

Amendments to these Bylaws may be necessary from time to time. Any SCC WDB member may propose changes to the Bylaws. The Bylaws may be reviewed by the Executive Committee if the Amendment is requested by the State of Arizona and a General Session Meeting is not practical. However, any amendment must be presented to the members of the SCC WDB at a general meeting and approved by a vote of the SCC WDB.

The amended Bylaws are then presented to the Board of Supervisors for final approval. Each time the Bylaws are amended, a copy of the updated Bylaws will be distributed to all SCC WDB members, and Santa Cruz County Boards of Supervisors.

Bylaws will also be posted on the SCC One Stop Website and the Arizona Work Website.

**ARTICLE XIII — Parliamentary Authority**

In the execution of its duties and responsibilities, the Santa Cruz County Local Workforce Development Board shall comply with the Workforce Innovation and Opportunity Act (WIOA), all applicable federal regulations, Arizona Department of Economic Security policies, Workforce Arizona Council policies and directives, and all other applicable federal, state, and local laws.

**ARTICLE XIV — Compliance with the Law**

SCC WDB will comply with the federal and state laws and regulations, as well as policies and directives from the state administrative entity and approved State Workforce Policies.

**ARTICLE XV — Conflict Resolution**

At any time, a job seeker, applicant, participant, business customer, contractor, or service provider may file a protest for denial of eligibility or denial of continued services due to non-compliance, award of a contract, the process used in awarding the contract, or other actions by the Santa Cruz County Workforce Development Board and/or One Stop Center Operator. All protests must be filed in writing.

All Santa Cruz County One Stop Center customers may file a complaint if they feel that they are not being treated professionally or are not receiving any of the Santa Cruz County One Stop Center services that they think they are entitled to receive.

Any complaint related to the procurement of goods and/or services shall follow the Santa Cruz County Procurement Policies and Grievances as

described in the Request for Proposals issued by the Santa Cruz County.

*The first level* is with the staff providing the services. The staff works with the customer explaining the Programs, eligibility, availability of funds, and training providers. If the customer is satisfied, the complaint is considered closed. Every effort will be made to have a written response within 30 days and filed in the customer's file.

*Second Level* is when the customer is not satisfied with the response, services or information provided. The customer may file a complaint with the Supervisor or Case Manager. If the customer is satisfied, the complaint is considered closed. Every effort will be made to have a written response within 30 days and filed in the customer's file.

*Third Level* is when the customer is not satisfied with the response, services or information provided. The customer may file a complaint with the Santa Cruz County One Stop Center Director. If the customer is satisfied, the complaint is considered closed. Every effort will be made to have a written response within 30 days and filed in the customer's file.

The decision by the WIOA Director is final.

Santa Cruz County Workforce Development Board  
Conflict of Interest Policy

Santa Cruz County Workforce Development Board (SCC WDB) recognizes that all members of this body have been appointed by the Santa Cruz County Board of Supervisors as authorized in the Workforce Innovation and Opportunity Act (WIOA) Section 107. Each member has been appointed because of his/her recognized expertise, talent, knowledge, experience, professional involvement and personal associations relating to Santa Cruz County's business community and population at large.

The WIOA recognizes the inherent potential for a Conflict of Interest and to ensure that members of the SCC WDB avoid any potential, appearance and/or actual conflict of interest this Policy has been adopted by the SCC WDB.

The SCC WDB shall follow the Arizona Conflict of Interest Law as set forth in Arizona Revised Statutes, Section 38-501, and Section 38-447 and all applicable State of Arizona Conflict of Interest Policies.

SCC WDB members shall avoid both conflict of interest and the appearance of conflict of interest in the conduct of the SCC WDB business. A potential conflict of interest exists if a SCC WDB member takes any action that would be to his/her private financial gain or loss, or to that of his/her family or employer, or any other apparent legal conflict of interest. A potential conflict does not exist if the financial gain or losses affect to the same degree all people in the LWIOA or a large class of people with which the member is associated. Each individual serving on the SCC WDB must sign a Conflict of Interest Form upon appointment to the SCC WDB. (See Attachment A). Signed Conflict of Interest Form shall be retained by the SCC WIOA One- Stop Operator. If a potential conflict of interest arises, the affected SCC WDB member must give notice before acting. Such disclosure of potential conflict of interest, including the source of conflict, will be made part of the minutes of the meeting. The affected SCC WDB member must refrain from discussing and/or voting on that issue.

END

**Attachment A**

Santa Cruz County Workforce Development Board

Conflict of Interest Signature Form

I \_\_\_\_\_ have been appointed to the Santa Cruz County Workforce Development Board (SCC WDB) and have received, read, and understand the Santa Cruz County Workforce Development Board Conflict of Interest Policy.

I certify that I am not involved nor will be involved in any discussion, participation, or vote that would influence the decision regarding the provision of any services or goods that may be provided by the SCC WDB.

I understand that any false statement on this Form or any violation of the SCC WDB Conflict of Interest Policy may be grounds for disciplinary action, which may result in sanctions or removal from the SCC WDB.

In addition, I am aware that the State of Arizona Statutes may apply.

If a potential or actual Conflict of Interest is declared before or during a SCC WDB meeting, please fill this section and abstain from discussions and vote of matter in which the potential or actual conflict of interest exists.

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Date: \_\_

Members Name: \_\_\_\_\_ Member Signature: \_\_\_\_\_