

John Hickenlooper  
Governor

Ellen Golombek  
Executive Director  
Department of Labor & Employment

Jay Hardy, *Chair*

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Colorado Workforce  
Development Council

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## CONFLICTS OF INTEREST AND MANDATORY RECUSAL POLICY

1. Prior to taking office as a member of the Council, a member must deliver to the chairperson of the Council a declaration in writing of all substantial business interests or representational interests the member has to a known past, current, or potential recipient of Act or Federal Act funds or any funds guided by the Council. The written declaration must be updated annually to reflect any material changes and must include substantial business interests or representational interests of the Council member's immediate family members.
2. When a Council member or his or her business partner and/or his or her immediate family member has any interest as described above in any proposal or request for funds which comes before the Council, that member must, prior to any discussion or vote relating to such matter, publicly disclose the nature of the interest in the matter on consideration, remove himself or herself from any discussion relating to such matter, and abstain from voting on the matter. Any member with such a conflicting interest may not vote or initiate or participate in any discussion on any proposals or requests for funds that compete with the proposals or requests in which the member has the interest. All declarations of conflicts of interest and abstentions from voting shall be recorded in the minutes of the Council meeting.
3. For purposes of this provision, a "substantial business interest" is defined as any ownership of the business, receiving any gross income during the previous or current year from the business, or ownership in real property relating to the business valued at \$10,000 or more.
4. For purposes of this provision, a "representational interest" is defined as (i) being employed by the organization; and/or (ii) being a member of the board of directors, commission, council, or other direct governing body of the organization; and/or (iii) being a creditor of the organization in an amount in excess of \$10,000; and/or (iv) being an equity owner of any portion of the organization.
5. For purposes of this provision, an "immediate family member" is defined as (i) father, mother, brother, sister, daughter, or son of the member; and/or (ii) the spouse of the member; and/or (iii) father, mother, brother, sister, daughter, or son of the member's spouse.

**Please complete and sign the affirmation and disclosure statement on the following page.**

This conflict of interest policy requires an annual affirmation that you have received, read, understand and agree to comply with the CWDC conflict of interest and mandatory recusal policy. In addition, the policy requires that you annually disclose any conflicts of interest with regard to (1) substantial business interest, (2) representational interest or (3) immediate family member as outlined on page one. Please sign this statement indicating your affirmation and disclose any applicable affiliations known to you.

I **do not** have any conflicts of interest to disclose.

I **do** have the following conflict(s) of interest to disclose:

Business/Organization	Nature of Relationship	Dates of Relationship
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Name	Signature	Date
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**CWDC USE ONLY**

Reviewed by:

Date: