



2017.05.17.C.2

<b>Title:</b>	<b>CareerSource Florida Board of Directors Conflict of Interest Disclosure</b>
<b>Adopted:</b>	05/17/2017
<b>Effective:</b>	12/09/2021

**I. PURPOSE AND SCOPE**

The CareerSource Florida Board of Directors is the state of Florida’s workforce development board. The board promotes an ethical and transparent structure and requires board members to disclose conflicts of interest that may arise from their service on the board.

This policy benefits CareerSource Florida board appointees by giving them the opportunity to disclose conflicts of interest and ensure the integrity of business before the board. This policy sends a strong message to those doing business with CareerSource Florida about the importance of ethics in operations and transparency in public meetings. This policy relates to the CareerSource Florida Board of Directors and the CareerSource Florida ethics officer, who helps board members identify and disclose potential conflicts of interest.

**II. BACKGROUND**

Section 445.004, Florida Statutes, establishes CareerSource Florida, the Florida Workforce Development Board and its membership. The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers. Workforce development board members and their designees are subject to the Code of Ethics for Public Officers and Employees.

### III. POLICY AND PROCEDURES

CareerSource Florida contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Florida contracts with board members, or with entities with which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

CareerSource Florida Board members who may have a conflict of interest relating to a CareerSource Florida contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members must disclose conflicts of interest in writing or by electronic form to CareerSource Florida and its chief ethics officer prior to any board meeting in which business involving these interests will be discussed. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract.

CareerSource Florida board members are in a conflict of interest whenever they themselves, or members of their immediate family, place of employment, business partners or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the CareerSource Florida Board of Directors. Board members who may have a conflict of interest related to a CareerSource Florida contract or agreement are compelled to disclose the conflict and abstain from voting on decisions impacting the contract or agreement.

A conflict of interest may be real, potential, or perceived; the same duty to disclose applies to each. Full disclosure does not remove a conflict of interest. If a board member is not certain whether he or she is in a conflict-of-interest position, he/she may consult the CareerSource Florida ethics officer, who serves as the ethics and public records officer for the board.

All board members shall sign a hard copy or electronic acknowledgement of this policy to be filed with CareerSource Florida upon appointment to the CareerSource Florida Board of Directors or immediately prior to roll call at their first meeting of the CareerSource Florida Board of Directors or any of its councils.

CareerSource Florida staff will provide ethics training to board members and will make training materials available through the [Workforce Training Institute](#). In the event new or incumbent board members have questions about ethics responsibilities and their obligations in disclosing conflicts of interest they are encouraged to contact CareerSource Florida's chief ethics officer or Senior Attorney.

In the event of a conflict between the language or defined terms in this policy and the language in Chapters 112 and 445, Florida Statutes, the statutory language controls.

### IV. AUTHORITY

[Article I, Section 24, Florida Constitution](#)

[Chapter 112, Florida Statutes](#)

**V. HISTORY**

<b>Date</b>	<b>Description</b>
09/11/2024	Revised to provide points of contact for board member questions about potential conflicts of interest.
12/09/2021	Updated to reflect changes to Chapter 445, Florida Statutes, and access to online conflict of interest disclosure form.
05/17/2017	Policy drafted by the CareerSource Florida Policy and Performance unit for review by the CareerSource Florida Strategic Policy & Performance Council and the Board of Directors at the May 17, 2017, board meeting.

**VI. ATTACHMENTS**

[CareerSource Florida Conflict of Interest Acknowledgement Form](#)