Policy Letter #21

TO: **All Mid-Carolina Workforce Development Board Members, Staff, and Participants**

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **Transparency and Integrity (Hatch Act) Policy**

PURPOSE

The purpose of this policy is to establish and reinforce expectations regarding integrity, transparency, and ethical conduct in decision-making by Workforce Development Board (WDB) members and officials involved in the administration of Workforce Innovation and Opportunity Act (WIOA) programs. This policy addresses conflict-of-interest standards and governance responsibilities consistent with the guidance provided in Training and Employment Guidance Letter (TEGL) 35-10.

BACKGROUND

The responsible stewardship and oversight of public funding for federally funded workforce programs require the highest standards of integrity, accountability, and transparency. Maintaining these standards is essential to preserving public trust in the workforce development system, which operates through a collaborative partnership between federal, state, and local entities.

Under the WIOA, WDBs play a central role in the governance and oversight of workforce programs. WDBs are composed of representatives from multiple sectors, including the business community, education, government, organized labor, community-based organizations, and other key stakeholders.

In fulfilling their responsibilities, WDB members make important decisions that affect workforce service delivery. These responsibilities may include, but are not limited to:

- Procurement decisions related to workforce services
- Selection of One-Stop Career Center operators
- Selection of youth service providers and other service providers
- Development and oversight of program budgets
- Oversight of local workforce system performance and operations

Because these decisions directly impact service providers, program participants, and the allocation of public funds, they must be made with a high level of transparency, fairness, and ethical consideration.

Members of WDBs are expected to be familiar with and adhere to all applicable federal, state, and local laws and regulations governing their conduct. This includes compliance with the Hatch Act (5 CFR Part 151), which restricts certain political activities of individuals whose positions are connected to programs financed in whole or in part with federal funds.

The Hatch Act prohibits covered state and local employees from using their official authority or influence to interfere with or affect the outcome of an election or nomination. It also prohibits individuals from directly or indirectly coercing or attempting to coerce other state or local employees to contribute anything of value for political purposes.

Additional information regarding the Hatch Act and its applicability to state and local officials can be found through the U.S. Office of Special Counsel at: http://www.osc.gov.

ACTION

The Mid-Carolina Workforce Development Board (Mid-Carolina WDB) will implement the following actions to promote transparency, ethical governance, and compliance with applicable regulations:

1. **Compliance with Ethical Standards**
   WDB members, staff, and partners must adhere to all applicable federal, state, and local laws, regulations, and guidance related to conflict of interest, procurement integrity, and ethical decision-making.

2. **Awareness of Governance Requirements**
   Board members must remain informed about the rules and policies governing their responsibilities, including procurement requirements, conflict-of-interest standards, and political activity restrictions.

3. **Training and Orientation**
   Guidance related to ethical decision-making, conflict-of-interest standards, and federal requirements such as those outlined in TEGL 35-10 should be incorporated into orientation sessions for newly appointed WDB members and ongoing training opportunities for existing members.

4. **Monitoring and Oversight**
   As part of monitoring activities, the state and local workforce system will assess adherence to the requirements outlined in applicable federal guidance, including policies related to procurement and ethical governance.

5. **Promotion of Transparency and Accountability**
   All WDB decisions related to procurement, service provider selection, and program administration must be conducted in a manner that demonstrates transparency, fairness, and accountability to the public.

ATTACHMENT

Attachment A: Hatch Act Form

CREATION DATE

December 2023

REVISION DATES

January 2024
December 2024

March 2026