

Workforce Development Board
Administrative Policy #6

- Policy:** Serving applicants with a close relationship to WIOA Stakeholders and Staff
- Purpose:** To establish a policy to ensure that applicants with a close relationship to any WIOA staff member, OMJ staff member, partner staff, WDB member, elected official or any other stakeholder are not afforded undue preference for service.
- Procedure:** Customers requesting WIOA or OMJ assistance who are relatives or have a close relationship with any WIOA, OMJ, partner staff, elected official, or any stakeholder, will be requested to disclose such relationship during orientation as a part of completing the application.
- If such a relationship exists, an OMJ Disclosure Form is completed by the customer and staff member, and signed by the WIOA Supervisor and the OMJ Administrator/Coordinator.
- The WIOA Supervisor will assign the case to a staff member with no ties to the customer or the disclosed party.
- The case will then be reviewed for eligibility by MCTA, our sister agency in Mahoning County.
- The staff member managing the case will observe the expected confidential relationship between customer and case manager and will refrain from discussing any confidential information with unauthorized parties.
- Effective:** September 13, 2017 (Revised)
July 1, 2016 (Revised)
May 6, 2014
July 31, 2013
- Distribution:** WIOA Staff, Management
OMJ Staff, Management
Workforce Development Board and Staff

**WIOA/OMJ Trumbull
DISCLOSURE FORM**

Are you a relative of or do you have a close personal relationship with any of the following person (s)?
No____ Yes____. If Yes, Please check one of the following:

- a. Local elected officials
- b. WDB members
- c. Youth Committee members
- d. WIOA/OMJ Trumbull/TCDJFS Administration/Supervisors
- e. WIOA/OMJ Trumbull/TCDJFS Employees
- f. One-Stop Partners
- g. Contractors

Name of Person(s) _____

Relationship (explain) _____

Applicant's Name

Date

Applicant's Signature

Staff Signature

Stakeholder Listing

Kimberly Barrell-Hecker, WIOA Administrator

Adam Berenics, OMJ staff

Maria Butcher, OMJ staff

Jenny Carsone, WIOA Coordinator

Melissa Davis, WIOA/CCMEP staff

Effie Deuble, OMJ staff

Lindy Lucas, WIOA staff

Susan Mays, WIOA staff

John Mores, OMJ staff

Diane Michelakis, OMJ staff

Audrey Taylor, WIOA/CCMEP staff

Sue Vingle, OMJ staff

John Virostko, OMJ staff

Danette Wasko, WIOA/CCMEP staff

Judy Williams, WIOA Supervisor