



OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION
MEMORANDUM

TO: MEMBERS OF THE YOUTH COUNCIL

FROM: MICHAEL WALD, CHAIR

SUBJECT: CONFLICT OF INTEREST REGARDING ACTION TO APPROVE REQUESTS FOR PROPOSALS

DATE: 11/25/2009

CC:

During the next Youth Council meeting on Wednesday, December 2, we will discuss and potentially approve requests for proposals that OEWD will issue in January of 2009. To ensure full transparency, I would like to clarify the circumstances that may constitute a conflict of interest.

According to Federal and State law, you must abstain from discussion and voting on agenda items in which you have a "special interest." A conflict of interest is present if:

- 1) You are an officer, member of the Board of Directors, or an Employee of an organization seeking to apply for funding from OEWD.
- 2) You have a blood relative or relative by marriage that is an officer, member of the governing Board of Directors, or is an employee of any organization seeking to apply for funding from OEWD.
- 3) You have an "economic or special interest" in an organization that is seeking funding from OEWD.

If you feel that you may have a conflict of interest based upon any of these conditions, please notify Glenn Eagleson at glenn.eagleson@sfgov.org prior to the meeting. We will ask that you abstain from discussion and voting on any item where a conflict of interest may be present.