

Conflict of Interest Policy

Annual Affirmation of Compliance and Disclosure Statement

I have received and carefully read the Conflict of Interest Policy for Board members, staff and volunteers of The Arc of Pennsylvania and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that The Arc of Pennsylvania is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of The Arc of Pennsylvania, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President of the Board of Directors of The Arc of Pennsylvania or to the Executive Director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print) _____

Signature

Date

Disclosure Statement

Please complete the questionnaire, below, indicating any actual or potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization.

Please indicate, during the past 12 months:

Has the organization contracted to purchase or lease goods, services, or property from you, or from any of your relatives or business associates? **YES** **NO**

If yes, please describe:

Has the organization purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates? **YES** **NO**

If yes, please describe:

Has the organization offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the organization? **YES** **NO**

If yes, please describe:

Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the organization? **YES** **NO**

If yes, please describe:

Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to the organization? **YES** **NO**

If yes, please describe:

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that they would not have obtained absent their relationship with the organization, or where their duty or responsibility

owed to the organization conflicts with a duty or responsibility owed to some other organization.

Please indicate if at any time during the past twelve months:

Did you obtain preferential treatment by the organization for yourself, or for any of your relatives or business associates? **YES** **NO**

If yes, please describe:

Did you make use of confidential information obtained from the organization for your own benefit, or for the benefit of a relative, business associate, or other organization? **YES** **NO**

If yes, please describe:

Noted below is/are any of my activities, membership in associations, places of employment, or interest's in organizations or businesses which could or would be considered a conflict of interest now or in the future.

**Questionnaire on Family and Business Relationships
and Interested Person Independence**

Attached is a listing of officers, directors and employees, and highest compensated professional and independent contractors. The IRS Form 990 requires that the organization report if any of these individuals are related to each other through family or business relationships. The IRS definitions are:

Family relationships includes an individual's spouse, ancestors, children, grandchildren, great- grandchildren, siblings (whether by whole or half-blood), and the spouses of children, grandchildren, great-grandchildren, siblings, and household members.

Business relationships are employment and contractual relationships, and common ownership of a business where any officers, directors, or trustees, individually or together, possess more than a 35% ownership interest in common. Ownership means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

- ☐ I have no family or business relationship with anyone on the attached list.
- ☐ I have a family or business relationship with someone on the attached list.

Name of related person: _____

Nature of relationship: _____

(Use reverse of this form if more than one related person.)

**Please check all that apply regarding the independence of you or your family for
The Arc of Pennsylvania tax/fiscal year which begins on July 1, 2018 and ends on
June 30, 2019:**

- ☐ I have received compensation as an officer or other employee of the organization or of a related organization.
- ☐ I have received compensation or other payments exceeding \$10,000 during the organization's tax year from the organization or related organizations as an independent contractor, other than reimbursement of expenses under an accountable plan or reasonable compensation for services provided in the capacity as a member of the governing body.
- ☐ I or a member of my family was involved in a transaction with The Arc of Pennsylvania (directly or indirectly through affiliation with another organization) including one of the following: excess benefit transactions, loans to or from interested persons, grants or assistance benefiting interested persons, or business transactions involving interested persons).
- ☐ None of the above statements apply to me or my family members.

Signed

Date

Name	Position
Michael Marsh	President
Sarah Holland	1st Vice President
John Goryl, Esq.	2nd Vice President
Joshua Stranix	Secretary
Jessica Capitani	Treasurer
Ken Oakes	Immediate Past President
Maureen Westcott	PCE Representative
Frank Bartoli	At Large
Richard Chamovitz	At Large
Cindy Dias	At Large
Julie Gerhart-Rothholz	Presidential Appointee
Renee Gray	At Large
Hallam Harper	At Large
Gary Horner	At Large
Pat Leo	At Large
Lisa Long	At Large
Michael Owens	At Large
Lucille Piggott-Prawl	At Large
Laura Princiotta	At Large
Philip Rosenbauer	At Large
Christopher Schwenk	At Large
Sara Wolff	At-Large
Gerald Krall	Ex-officio (PA Knights of Columbus)
M.J. Bartelmay	Ex-officio (The Arc of US board member)

The Arc of Pennsylvania - Staff	
Name	Position
Alexa Brill	Social Media & Website
Lisa Butler	Program Manager, Include Me School Age
Maureen Cronin	Executive Director
Amy Houser	Administrative Support
Diane Keefer	Finance Director
Anne Yanikov	Director of Advocacy & Government Affairs
Rita Cheskiewicz	Director, Include Me Initiative
Anthony Chan	Assistant to the Program Director –
Nicole Turman	Program Manager – Discovery/ADEPT
Mary Mahoney-Ferster	Program Manager – Early Childhood
Terrence Cavenas	Include Me Staff
Claire Sonneborn	Assistant to Program Director, Include Me
David Wargo	Include Me Staff
Sharon Jones	Include Me Staff
Michal Wargo	Include Me Staff
Julia Rasmuson	Include Me Staff
Jennifer Hipps	Include Me Staff
Jennifer Kepner-Billig	Include Me Staff
Marjorie Snyder	Fiscal Assistant
Adam Mentzer	Job Development – Discovery/ADEPT