


**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY**

AS REQUIRED BY G. L. c. 268A, § 6

RECEIVED
STATE ETHICS COMMISSION

	STATE EMPLOYEE INFORMATION	2017 JUN 26 AM 11:56
Name:	Sheela Haque	
Title or Position:	Rural Counselor and Educator	
State Agency:	University of Massachusetts – Amherst Center for Women and Community	
Agency Address:	180 Infirmary Way New Africa House Amherst, MA 01003	
Office Phone:	413-658-4756	
Office E-mail:	shaque@umass.edu	
	This disclosure relates to a class of matters, described below, that I anticipate may arise as a result of my prospective employment for a non-profit organization, It Takes A Village (ITAV), serving individuals who are likely to be eligible for different services provided by or through the Center for Women and Community (CWC). Accordingly, my CWC duties would ordinarily require me to participate in a particular matter, such as the referral of a CWC client to ITAV, that I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.	
	PARTICULAR MATTER	
Particular matter	Please describe the particular matter.	
E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	<p>I will be starting employment with It Takes a Village (ITAV), which is an organization based in the Hilltowns of Western Massachusetts. ITAV has 3 main programs: 1. A home visiting program for postpartum families during the first year postpartum; 2. The Closet, a destination site where free baby and maternity gear is distributed; and 3. A Mothers' Postpartum Support Group in the Northern Hilltowns.</p> <p>My current position with CWC, a state agency within UMass, involves the provision of counseling and advocacy for survivors of sexual violence and domestic violence in the Hilltowns of Western Massachusetts. I also engage in prevention work, outreach, education, and community building through participation in local coalitions.</p> <p>The particular matters I foresee are referrals of CWC clients to ITAV.</p>	
Your required participation in the particular matter:	Please describe the task you are required to perform with respect to the particular matter.	
E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	<p>I anticipate that particular matters within the scope of § 6 will arise as follows: There may be times when a CWC client needs services from ITAV and it would ordinarily be professionally necessary and appropriate for me in performing my CWC duties to refer the client to ITAV. (The inverse — a referral of an ITAV client to CWC — is also likely to occur, but it is my understanding that § 6 does not apply to these matters).</p>	
	FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<p><input type="checkbox"/> I have a financial interest in the matter.</p> <p><input type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> I will be an employee of a business organization, and the business organization has a financial interest in the matter.</p>	

	<input checked="" type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>Assuming that ITAV is a "business organization", it will have a non-quantifiable financial interest (positively and negatively) in my decision whether or not to refer a CWC client to ITAV. The positive financial interest lies in the fact that ITAV is funded by private grants and as such, it benefits from referrals of clients by increasing the numbers of people served, which then can be used to apply for future funding or to satisfy goals associated with current funding. The negative financial interest arises because any services ITAV provides are free of charge to the referred client and therefore the cost of service is borne solely by ITAV.</p> <p>I note that my compensation from ITAV is a fixed amount unrelated to the volume of services it provides (either from CWC referrals or any other source). In addition, it is not contemplated that my duties for ITAV will include the provision of direct services to particular clients referred from CWC.</p>
Employee signature:	Sheela Haque 
Date:	May 1, 2017 6/14/17

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Rebecca Lockwood
Title or Position:	Associate Director
Agency/Department:	University of Massachusetts – Amherst Center for Women and Community
Agency Address:	180 Infirmary Way New Africa House Amherst, MA 01003
Office Phone:	413-545-5832
Office E-mail	rlockwood@umass.edu
	DETERMINATION
Determination by appointing authority: Write an X by your selection.	<p>As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee.</p> <p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><input checked="" type="checkbox"/> I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.</p>
Appointing Authority signature:	
Date:	6/14/17
Comment (optional):	