

FILED



**ETHICS DISCLOSURE STATEMENT**  
**CONFLICTS OF INTEREST – DECISIONS AND VOTING**  
State Form 55860 (R / 10-15)  
OFFICE OF THE INSPECTOR GENERAL  
IC 4-2-6-9

JAN 29 2025  
INDIANA STATE  
ETHICS COMMISSION

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name ( <i>last</i> ) Honeycutt	Name ( <i>first</i> ) Justin	Name ( <i>middle</i> ) A.	
Name of office or agency Department of Workforce Development		Job title Deputy/Assistant IT Director	
Address of office ( <i>number and street</i> ) 10 Senate Ave		City Indianapolis	ZIP code 46204
Office telephone number ( 317 ) 232-6702	Office e-mail address ( <i>required</i> ) juhoneycutt@dwd.in.gov		
Describe the conflict of interest:  I currently serve as the Assistant/Deputy Director of IT at the Indiana Department of Workforce Development (DWD). In this role, I oversee the operations of the IT department, including service desk, strategic direction, business process, and assisting the CIO in the business areas of IT. I sought staff augmentation work with DWD through the established processes. Contracted positions are managed through a third-party Managed Service Provider (MSP), CAI. When DWD managers seek contractor assistance, they seek internal DWD approval, then submit a requisition to CAI, which coordinates with staffing vendors to provide DWD managers with candidates. The particular contractor position I sought after was internally approved on 10/29/2024. I was informed by the DWD hiring manager that there was a need for assistance via contractor work. By mid-December 2024 we still did not have a contractor and initiated the usual hiring process. On 01/09/2025, I sought to excuse myself from any further meetings or conversations from the hiring DWD manager and the contract position.  I met with DWD's Ethics Officer on Jan 9 to discuss post-employment. I also submitted an Informal Advisory Opinion. Based on the results from the IAO and the screening protocol I submitted my resume to the DWD hiring manager on 01/14/2025. I was notified that I was chosen on 01/17/2025 and subsequently sent my resignation letter to my supervisor.  After the submission of my resignation letter it came to light that proceeding with this outside contractor position for DWD could potentially cause an Ethics Code Violation, I rescinded the original offer.  I am submitting this amended disclosure form to fully and accurately reflect the timeline and attributable facts. The originally submitted screening protocol is still active.			

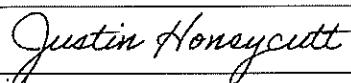
Describe the screen established by your ethics officer. (Attach additional pages as needed.)

Please see attached screening protocols.

#### AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee



Date signed (month, day, year)

01/29/2025

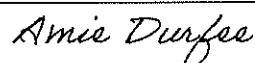
Printed full name of state officer, employee or special state appointee

Justin Honeycutt

#### FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer



Date signed (month, day, year)

01/29/2025

Printed full name of ethics officer

Amie Durfee

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT**  
**CONFLICT OF INTEREST SCREENING PROTOCOLS**  
**FOR JUSTIN HONEYCUTT**  
**FROM MATTERS INVOLVING CONSULTING ADVISORY INTERNATIONAL,**  
**BROOKSOURCE STAFFING, AND FIT STAFFING**

**I. NARRATIVE**

Justin Honeycutt (Honeycutt) serves as the Deputy/Assistant Director of IT Operations for the Indiana Department of Workforce Development (DWD). Honeycutt is accountable for the technology direction of DWD and acts as the steward of the technology staff and resources. Honeycutt functionally manages a team of technologists comprised of state employees and contractors and represents the function in DWD's leadership meetings. Honeycutt currently reports to the Chief Financial Officer (CFO) of DWD and is peer to another Assistant IT Director (Rick Bedel) and other IT Managers (Diana Barrett, Jim McQuiston). At times, Honeycutt acts as an advisor or evaluator for procurement for DWD in his duties but does not have procurement authority.

Consulting Advisory International (CAI) is a service and consultation provider that works with DWD and vendors to provide DWD with information technology independent contractors as needed. Brooksource Staffing and Fit Staffing (Vendors) are information technology services firms. Vendors do business with the State of Indiana and DWD through the State's Managed Service Provider (MSP), CAI. Vendors have not done any contracting with DWD directly. There is currently at least one job opening with DWD in which it contracts with CAI, CAI then reviews Vendors in conjunction with DWD managers to hire the best candidate. Vendors may bid or respond to procurement opportunities that are issued by DWD or involve DWD through CAI. Honeycutt may be in a position to act as an advisor or evaluator for these procurement opportunities in his duties as a DWD employee. Out of an abundance of caution, DWD will implement screening protocols to avoid any potential conflicts of interest.

To prevent any conflict of interest, Honeycutt must follow the screening protocols outlined in this document.

**II. SCREENING PROTOCOLS**

DWD will institute the following protocols to ensure Honeycutt is screened from any potential conflicts of interest relating to CAI or Vendors.

---

If Honeycutt's immediate supervisor and/or DWD's other Deputy/Assistant IT Director or other IT Managers becomes aware of a matter or decision regarding CAI or Vendors, they shall:

1. Inform DWD's Ethics Officer of the decision or matter, and any potential conflicts of interest.
2. Remind Honeycutt of these protocols.
3. Ensure Honeycutt is not assigned to any matters involving the decision or matter, or any decision or matter competing therewith.
4. Refrain from consulting or otherwise discussing with Honeycutt any matters involving the matter or decision, or any matter or decision competing therewith.
5. Immediately report any breach of these protocols to DWD's Ethics Officer.

If Honeycutt becomes aware of a matter or decision regarding CAI or Vendors, Honeycutt shall:

1. Inform his immediate supervisor, DWD's other Deputy/Assistant IT Director and other IT Managers, and DWD's Ethics Officer of the matter or decision, and any potential conflicts of interest.
2. Refrain from any involvement in the matter or decision, or any matter or decision competing therewith.
3. Refrain from consulting or otherwise discussing with any individual any matters involving the matter or decision, or any matter or decision competing therewith.
4. Refrain from accessing any documents, files, or correspondence that are not subject to public access and related to any matters involving the matter or decision, or any matter or decision competing therewith.
5. Immediately report any breach of these protocols to DWD's Ethics Officer.

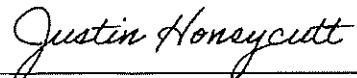
Within thirty (30) days of the date of the last signature of this document, all signatories shall review these protocols to ensure they have been followed and determine if the circumstances have changed to make these protocols no longer necessary. This screen will remain in place until the sooner of (a) Honeycutt ceasing employment negotiations with Vendors or (b) Honeycutt leaving employment with DWD.

**III. Affirmation**

I have read and understand the foregoing protocols, and will in all ways follow, adhere to, and satisfy the foregoing protocols.

01/22/2025

Date



Justin Honeycutt  
Deputy/Assistant IT Director

1/22/2025

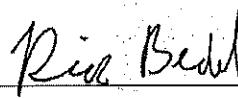
Date



Mike Smith  
Chief Financial Officer

1/22/2025

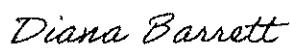
Date



Rick Bedel  
Deputy/Assistant IT Director  
(other Deputy/Assistant IT Director)

1/22/2025

Date



Diana Barrett  
IT Project Manager Senior (other IT Manager)

James

McQuiston

  
Digitally signed by James  
McQuiston

Date: 2025.01.22 10:10:58 -05'00'

1/22/2025

Date

Jim McQuiston

Information Security Manager (other IT Manager)

1/22/2025

Date



Amie Durfee  
Ethics Officer



**ETHICS DISCLOSURE STATEMENT**  
**CONFLICTS OF INTEREST – DECISIONS AND VOTING**  
State Form 55860 (R / 10-15)  
OFFICE OF THE INSPECTOR GENERAL  
IC 4-2-6-9

FILED

JAN 22 2025

INDIANA STATE  
ETHICS COMMISSION

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name (last) Honeycutt	Name (first) Justin	Name (middle) A.
Name of office or agency Department of Workforce Development		Job title Deputy/Assistant IT Director
Address of office (number and street) 10 Senate Ave		City Indianapolis
Office telephone number ( 317 ) 232-6702	Office e-mail address (required) juhoneycutt@dwd.in.gov	
Describe the conflict of interest:		
<p>I currently serve as the Assistant/Deputy Director of IT at the Indiana Department of Workforce Development (DWD). In this role, I oversee the operations of the IT department, including the service desk, strategic direction, business processes, and assisting the CIO in the business areas of IT.</p>		
<p>I intend to seek staff augmentation work with the State of Indiana through the established procurement process. Contracted positions are managed through a third-party Managed Service Provider (MSP), CAI. When DWD Managers seek contract assistance, they submit a requisition to CAI, which then coordinates with staffing agencies to provide candidate resumes. The DWD hiring manager is responsible for reviewing applications, conducting interviews, and making the hiring decisions based on the qualifications of the candidates.</p>		
<p>While I have previously been involved in hiring contractors under this process, I do not have any oversight or influence over who a DWD manager selects for a contract position or which staffing agency they use. In my pursuit of contract employment, I will follow the standard process by engaging with a staffing agency to apply for available positions.</p>		

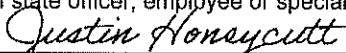
Describe the screen established by your ethics officer: (Attach additional pages as needed.)

Please see attached screening protocols.

#### AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee



Date signed (month, day, year)

01/22/2025

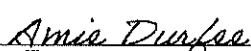
Printed full name of state officer, employee or special state appointee

Justin Honeycutt

#### FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer



Date signed (month, day, year)

01/22/2025

Printed full name of ethics officer

Amie Durfee

---

If Honeycutt's immediate supervisor and/or DWD's other Deputy/Assistant IT Director or other IT Managers becomes aware of a matter or decision regarding CAI or Vendors, they shall:

1. Inform DWD's Ethics Officer of the decision or matter, and any potential conflicts of interest.
2. Remind Honeycutt of these protocols.
3. Ensure Honeycutt is not assigned to any matters involving the decision or matter, or any decision or matter competing therewith.
4. Refrain from consulting or otherwise discussing with Honeycutt any matters involving the matter or decision, or any matter or decision competing therewith.
5. Immediately report any breach of these protocols to DWD's Ethics Officer.

If Honeycutt becomes aware of a matter or decision regarding CAI or Vendors, Honeycutt shall:

1. Inform his immediate supervisor, DWD's other Deputy/Assistant IT Director and other IT Managers, and DWD's Ethics Officer of the matter or decision, and any potential conflicts of interest.
2. Refrain from any involvement in the matter or decision, or any matter or decision competing therewith.
3. Refrain from consulting or otherwise discussing with any individual any matters involving the matter or decision, or any matter or decision competing therewith.
4. Refrain from accessing any documents, files, or correspondence that are not subject to public access and related to any matters involving the matter or decision, or any matter or decision competing therewith.
5. Immediately report any breach of these protocols to DWD's Ethics Officer.

Within thirty (30) days of the date of the last signature of this document, all signatories shall review these protocols to ensure they have been followed and determine if the circumstances have changed to make these protocols no longer necessary. This screen will remain in place until the sooner of (a) Honeycutt ceasing employment negotiations with Vendors or (b) Honeycutt leaving employment with DWD.

**III. Affirmation**

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT**  
**CONFLICT OF INTEREST SCREENING PROTOCOLS**  
**FOR JUSTIN HONEYCUTT**  
**FROM MATTERS INVOLVING CONSULTING ADVISORY INTERNATIONAL,**  
**BROOKSOURCE STAFFING, AND FIT STAFFING**

**I. NARRATIVE**

Justin Honeycutt (Honeycutt) serves as the Deputy/Assistant Director of IT Operations for the Indiana Department of Workforce Development (DWD). Honeycutt is accountable for the technology direction of DWD and acts as the steward of the technology staff and resources. Honeycutt functionally manages a team of technologists comprised of state employees and contractors and represents the function in DWD's leadership meetings. Honeycutt currently reports to the Chief Financial Officer (CFO) of DWD and is peer to another Assistant IT Director (Rick Bedel) and other IT Managers (Diana Barrett, Jim McQuiston). At times, Honeycutt acts as an advisor or evaluator for procurement for DWD in his duties but does not have procurement authority.

Consulting Advisory International (CAI) is a service and consultation provider that works with DWD and vendors to provide DWD with information technology independent contractors as needed. Brooksource Staffing and Fit Staffing (Vendors) are information technology services firms. Vendors do business with the State of Indiana and DWD through the State's Managed Service Provider (MSP), CAI. Vendors have not done any contracting with DWD directly. There is currently at least one job opening with DWD in which it contracts with CAI, CAI then reviews Vendors in conjunction with DWD managers to hire the best candidate. Vendors may bid or respond to procurement opportunities that are issued by DWD or involve DWD through CAI. Honeycutt may be in a position to act as an advisor or evaluator for these procurement opportunities in his duties as a DWD employee. Out of an abundance of caution, DWD will implement screening protocols to avoid any potential conflicts of interest.

To prevent any conflict of interest, Honeycutt must follow the screening protocols outlined in this document.

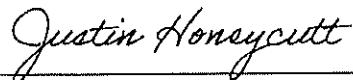
**II. SCREENING PROTOCOLS**

DWD will institute the following protocols to ensure Honeycutt is screened from any potential conflicts of interest relating to CAI or Vendors.

I have read and understand the foregoing protocols, and will in all ways follow, adhere to, and satisfy the foregoing protocols.

01/22/2025

Date



Justin Honeycutt  
Deputy/Assistant IT Director

1/22/2025

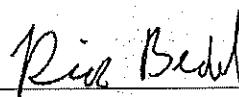
Date



Mike Smith  
Chief Financial Officer

1/22/2025

Date



Rick Bedel  
Deputy/Assistant IT Director  
(other Deputy/Assistant IT Director)

1/22/2025

Date



Diana Barrett  
IT Project Manager Senior (other IT Manager)

James

McQuiston

 Digitally signed by James  
McQuiston

Date: 2025.01.22 10:10:58 -05'00'

1/22/2025

Date

Jim McQuiston

Information Security Manager (other IT Manager)

1/22/2025

Date



Amie Durfee  
Ethics Officer

## Perrodin, Regan (IG)

---

**From:** Honeycutt, Justin  
**Sent:** Thursday, January 16, 2025 3:20 PM  
**To:** Pault, Richard  
**Cc:** Durfee, Amie  
**Subject:** Intent Disclosure

Richard,

I hope you are doing well. I wanted to take a moment to inform you of my intention to seek employment with a contracting agency. I have truly enjoyed working with DWD and deeply appreciate the opportunity to contribute to the agency's mission. Given the distance of my commute, I am exploring opportunities that would allow me to continue to contribute to DWD in a contract capacity.

To ensure everything is handled appropriately, I have already conducted an informal inquiry with the Inspector General's office and will continue to work with Amie in our DWD Ethics Office to facilitate a proper screening. I am committed to following the necessary processes to ensure compliance and transparency.

I appreciate your time.

Sincerely,



**Justin Honeycutt**  
Deputy/Asst Director of IT Operations  
Phone: 317-954-2784  
Email: [juhoneycutt@dwd.in.gov](mailto:juhoneycutt@dwd.in.gov)