

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

See attached.

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)

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

Leah Jones

9/23/2026

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)

Printed full name of ethics officer

Elizabeth Chitty Green

09/23/2026

Indiana Department of Workforce Development
Conflict of Interest Screening Protocols
for Leah Jones from Matters Involving
Ivy Tech Community College of Indiana

I. Narrative

Leah Jones (Jones) serves as Deputy General Counsel for the Department of Workforce Development (DWD). She currently reports to DWD's General Counsel, Elizabeth Green. In this role, Ms. Jones' responsibilities are wide-ranging and include occasionally advising/collaborating on agency contracts, grants, and other agreements. Multiple grant and other agreements exist between DWD and Ivy Tech Community College of Indiana (Ivy Tech). In addition, Ivy Tech receives funding from DWD's special employment and training services fund under Ind. Code. 22-4-25-1.

In her personal capacity, Ms. Jones applied for a part-time teaching position in the Legal and Paralegal Studies program at Ivy Tech, and an interview has been scheduled.

A request for an informal advisory opinion has been submitted by Ms. Jones to determine whether Ind. Code 4-2-6-9 is triggered. To prevent any potential conflict of interest, Jones must follow the screening protocols outlined in this document.

II. Screening Protocols

DWD will institute the following protocols to ensure Jones is screened from any potential conflicts of interest relating to Ivy Tech. If Jones or General Counsel becomes aware of a matter or decision regarding Ivy Tech, they shall:

1. Inform DWD's Ethics Officer (currently Elizabeth Green) of the decision or matter, and any potential conflicts of interest.
2. Remind Jones of these protocols.
3. Ensure Jones 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 Jones 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 Jones becomes aware of a matter or decision regarding Ivy Tech, she shall:

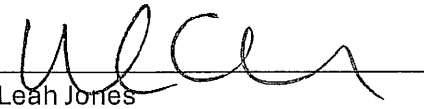
1. Inform DWD's Ethics Officer of the matter or decision, and any potential conflicts of interest.
2. Refrain from any involvement in the matter or decision, or any matter or decision competing therewith.
3. Refrain from consulting or otherwise discussing with any individual any matters involving the 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.

This screen will remain in place until the sooner of (a) the Office of Inspector General advising Jones that Ind. Code 4-2-6-9 is not triggered; (b) Jones not obtaining or maintaining a teaching position at Ivy Tech; or (c) Jones leaving employment with DWD.

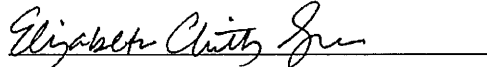
III. Affirmation

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

Date: September 23, 2026


Leah Jones
Deputy General Counsel

Date: September 23, 2026


Elizabeth Green
General Counsel | Ethics Officer

From: Green, Elizabeth C
Sent: Monday, September 21, 2026 11:39 AM
To: Shelby, Kate
Subject: Leah Jones / Ivy Tech

Hi, Kate – we're writing to share that several weeks ago, Leah applied for a part-time teaching position in Ivy Tech Community College's Legal and Paralegal Studies program. Last week, she received communication from Ivy Tech to schedule an interview. We are submitting a request for an informal advisory opinion to determine whether or not (should Leah be selected for this position) the conflicts of interest disclosure for decisions and votes would be triggered by the Legal Division's/Leah's occasional involvement with advising and collaborating on agency agreements, including a data sharing agreement and a zero dollar contract for Ivy Tech to serve as a testing center for high school equivalency testing. In an abundance of caution, unless we hear back promptly from OIG that a disclosure is not required, we intend to prepare and submit the COI disclosure later this week.

Leah plans to ask Ivy Tech re the funding source of any compensation received by this teaching position to ensure the conflict of interest in contracts is not triggered.

Thanks!

Beth



Elizabeth Green
General Counsel | Ethics Officer
egreen@dwd.in.gov

Office: 317-234-8451
10 N. Senate Ave., Ste. SE-302, Indianapolis, IN 46204
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