



Madison/Dane County HSC Board of Directors Conflict of Interest Policy

Purpose

In an effort to recognize the impacts that an actual or perceived conflict of interest may have on important decision-making processes for the HSC Board of Directors, the following expectations are in place regarding disclosure, recusal, and transparency.

Definitions

Financial Conflict of Interest -- A person has a Financial Conflict of Interest if they or their family* has:

- a. A current or planned ownership or investment interest in any entity with which the HSC has a transaction or arrangement,
- b. A current or planned compensation arrangement with any entity with which the HSC has a transaction or arrangement, or
- c. One of these relationships with any entity with which the HSC is *considering* or *negotiating* a transaction or arrangement.

Examples of people who would have this type of conflict include but are not limited to:

- The employee of an agency that receives funding allocated by the HSC
- The employee of an agency being *considered* for funding by the HSC
- The owner of a business that contracts (e.g. for cleaning services or consulting) with an agency funded by the HSC
- The *spouse* of an employee of an agency that is funded by the HSC

Relational Conflicts -- A person has a Relational Conflict if they or their family* has any of the following relationships with an entity with which the HSC has a *current* transaction or arrangement, or is *considering* or *negotiating* a transaction or arrangement:

- a. Had an ownership or investment interest or a compensation arrangement within the last year,
- b. Serves as a board member or served as a board member within the last year,
- c. Currently receives services as a program participant, or
- d. Has or had another relationship that the Board Member believes may interfere with objective decision-making.

Examples of people who would have this type of conflict include but are not limited to:

- The former employee of an agency funded by the HSC, who left within the last year
- The board member for an agency funded by or seeking funding from the HSC
- A resident in a housing program that is being considered for funding by the HSC
- The parent of a person receiving services from an agency funded by the HSC

* Family includes: spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-laws, and step parent, step child, guardian and ward, or member of one's household.

Disclosure

Board Members must disclose existing Financial Conflicts of Interest and Relational Conflicts of Interest upon becoming a member of the HSC Board of Directors using the Conflict of Interest Disclosure Form. Board Members will be asked to update this form annually.

In meetings where funding decisions are being discussed or voted on, the Board President will ensure Board Members are aware of what agencies will be involved in the discussion/vote and will ask Board Members to disclose their conflict(s) of interest with those agencies and recuse themselves accordingly (see below).

There may be conflicts of interest that require disclosure and recusal even though they were not included on a Board Member's disclosure form because the conflict is with an agency that is newly seeking funding or because a Board Member's relationship to an agency has changed since they last completed the form. Likewise, there may be conflicts of interest that were disclosed on the form but that do not require a recusal because that agency is not being considered for funding in that particular competition (and therefore not being discussed/voted on in that meeting).

Recusal and Transparency

The presence of a Financial Conflict of Interest or a Relational Conflict of Interest will require that the Board Member recuse themselves from all discussion and voting for any funding decision where that conflict may come into play.

Board Members should also recuse themselves if they have any doubt in their ability to set aside personal interests in making a decision.

Participation of Recused Board Members

Recused Members may not participate in or influence any discussion or decision from which they are recused. If entities being considered for funding are invited to give a presentation or are subject to question and answer, the recused Board Member may represent an entity in this capacity and must act in the same manner as other presenters. Recused Board Members may not participate in any other capacity in conversation, discussion, or decision-making.



Madison/Dane County HSC Board of Directors Conflict of Interest Disclosure Form

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- e. A current or planned compensation arrangement with any entity with which the HSC has a transaction or arrangement, or
- f. One of these relationships with any entity with which the HSC is *considering* or *negotiating* a transaction or arrangement.

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- e. Had an ownership or investment interest or a compensation arrangement within the last year,
- f. Serves as a board member or served as a board member within the last year,
- g. Currently receives services as a program participant, or
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Funded Agencies

The HSC has a current contract or funding arrangement with the following entities:

insert list of currently funded agencies

Please disclose and describe any conflicts of interest you have with any of these agencies.

Statement and Certification

Additional conflicts of interest that require recusal may arise if an agency not listed above is being considered for funding or if your or your family's relationship with any agencies listed above changes.

I certify that this disclosure is true and accurate to the best of my knowledge. During my term as an HSC Board Member, I agree to recuse myself from any funding discussions and/or voting where I have a conflict of interest, whether or not it is included on this form.

Signature _____

Date _____

Printed Name _____