

## **Policy Concerning Conflicts of Interest**

Adopted July 24, 2014

The Children's Services Board (Board) conflict of interest policy is designed to encourage transparency and careful deliberation in those cases where conflicts or perceived conflicts may arise, not to eliminate or exclude relationships and activities that might create a duality of interest.

In carrying out this policy, the Board relies on the good judgment and integrity of its Board members (members). The Board encourages a culture of transparency in which such individuals fully and promptly disclose all affiliations, interests, and gifts of which they are aware that might present a conflict relating to a potential allocation, or might otherwise affect their objectivity. We ask that Board members bring to the attention of their colleagues, and staff members, all personal and professional interests or affiliations that might conflict with their duty to the Board. In situations where conflicts are uncertain, the Board encourages individuals to err on the side of disclosure.

This policy is designed to address those potential conflicts arising out of the allocation process; other areas of conflict of interest are addressed in the Children's Services Board Bylaws Article VII.

### **Part I--Definitions**

*Related party*- any individual if related within the fourth degree by blood or marriage.

*Agency*- For purposes of this policy and RSMo Sec. 210.861.3, agency shall include a corporation, partnership, limited liability company, trust, organization coalition, commission, University or Institute (the application of the conflict of interest policy may be limited to the applicable portion of the agency which may be limited to a school, department, center, committee, or research project).

*Executive Officer*- includes the executive head or co-head of an agency, including the principal investigator of a research project or the co-chair of a commission or other agency.

*Material affiliation* with an agency or individual exists when a member has any of the following types of relationships with the agency or individual:

1. Is a board member, officer, or employee of the agency;
2. Is the owner of the agency;
3. Is a lender to the agency;
4. Is a landlord to or tenant of the agency;
5. Has an ongoing contractual relationship to provide goods or services to the agency or the individual.
6. Is a blood relative of the individual.

*A material financial interest* with an agency exists when a member:

1. Holds an ownership interest in such agency; or
2. Is a consultant or service provider to the agency; or
3. Is a lender to the agency.

## **Part II — Conflicts Of Interest**

This Policy is intended to cover any proposed Board allocations in which there is a conflict of interest.

A conflict of interest will be present if an individual knows that he/she or a related party has a material affiliation with or a material financial interest in the agency or with the individual involved in the allocation, or will otherwise benefit financially or derive a significant personal benefit as a result of the allocation. A member with a material affiliation or a material financial interest shall recuse.

Whether a member or a related party derives a “significant personal benefit” or has a “relationship to provide goods or services that is significant” will depend on the facts and circumstances of each case, including an assessment of whether an objective person would consider the benefit capable of affecting the individual’s objectivity or independence.

In situations involving a conflict of interest, the Board will determine whether proceeding with the allocation is in the best interest of the Board after considering all the facts and circumstances. Any Board member who recuses from consideration of a particular allocation as a result of this policy, Article VII of the Bylaws, or any other applicable law, rule, or regulation, shall refrain from both the discussion of and the voting on the allocation at issue.

## **Part III Disclosure**

Members will sign a disclosure form annually to:

1. Acknowledge that they have read this policy; and
2. Disclose the names of any organization of which they or a related party have a material affiliation or a material financial interest.
3. Such individuals will update the form whenever they acquire new affiliations or make changes to existing affiliations.

Prior to any meeting or time in which a decision will be made on an allocation, the Director will provide a report indicating the existence of any conflicts of interest together with any facts or circumstances he/she deems relevant for consideration by the Board, and Members are expected to raise issues about their own potential conflicts of interest when the circumstances warrant. Any conflict of interest issue raised will be considered by the Board and a determination will be made by the Board on how to proceed after considering all of the facts and circumstances.

**Part IV Record and Reporting**

The Board will maintain a record of actions taken when there is a conflict of interest present with respect to any allocations.

Adopted by the Children's Services Board this 24<sup>th</sup> day of July, 2014.

  
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LES WAGNER, CHAIRPERSON