

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA008

NAME: AGENCY LEADERSHIP/CONFLICT OF INTEREST

INITIAL APPROVAL DATE: 04/03/2023 BY: Administrative Committee

(LAST) REVISION DATE: 12/13/2023 BY: CEO

(LAST) REVIEW DATE: 12/12/2024 BY: Policy Committee

DISCONTINUED DATE: NA

I. PURPOSE

Sanilac CMH prohibits its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the Agency or individuals that receive services. The Sanilac CMH Board of Directors and all agency employees cannot use their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. Since it is impossible to describe all the situations that may cause or give the appearance of conflict of interest, the prohibitions included in this section are not intended to be exhaustive and only include some of the more clear-cut examples.

II. APPLICATION

Populations: NA

Programs: Direct – ALL

Contracted - ALL

III. POLICY

The Sanilac County Community Mental Health Authority Board (Sanilac CMH) is committed to a management standard that provides effective leadership and stability for the Agency so that it can accomplish its mission.

The Board of Directors of Sanilac County Community Mental Health Authority is responsible for setting policies for its staff and members consistent with the Agency Mission. The Board employs the Chief Executive Officer to whom it delegates responsibility for the day-to-day administration of the Agency. The Chief Executive Officer manages the staff using policies approved by the Board of Directors.

IV. DEFINITIONS

None

V. STANDARDS

- A. Employees are expected to represent Sanilac CMH in an ethical manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor.
- B. Employees are not to engage in, directly or indirectly, either on or off the job, any conduct that is competitive to the Agency. Such prohibited activity also includes any illegal acts.

- C. Employees must disclose any financial interest they or their immediate family have in any firm which does business with the Agency. The Agency may require divestiture of such interest if it deems the interest to conflict with its best interests.
- D. Employees and their immediate family are not to accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the Agency. For the purpose of this policy, gifts include the acceptance of lavish entertainment, gratuities and free long-distance travel and lodging.
- E. Employees are not to give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction of business that the Agency may have with such customer, potential customer, or financial institution.

VI. STANDARDS FOR PUBLIC OFFICERS

- A. Board members shall not divulge to an unauthorized person, confidential information acquired in the course of their Board appointment, in advance of the time prescribed for its authorized release to the public.
- B. A Board member shall not represent his or her personal opinion as that of Sanilac County Community Mental Health Authority.
- C. A Board member shall not solicit or accept a gift or loan of money, goods or services or other things of value which tend to influence the manner in which they perform official duties.
- D. Board members are expected to disclose to the Board any financial interest they or their immediate family have in any firm which does business with Sanilac County Community Mental Health Authority.
- E. A Board member shall not engage in or accept employment or render services to Sanilac County Community Mental Health Authority when that employment or service is incompatible with or in conflict with the discharge of their official duties as a Board member.
- F. A Board member shall not participate in the negotiations or executions of contracts, granting of subsidies or the fixing of rates or other regulations related to a business in which the Board member has a financial or personal interest.

VII. CONFLICT OF INTEREST – BOARD MEMBERS

Board members are expected to represent Sanilac County Community Mental Health Authority in a positive and ethical manner. Board members also have an obligation to avoid conflicts and refer questions or concerns about conflict of interest to the Executive Committee of the Board. All allegations of Board member conflict of interest will be investigated immediately by the Executive Committee of the Board with their results and recommendations subject to Board review and approval. Recommendations may also include a review of the matter by the County Board of Commissioners.

VIII. CONFLICT OF INTEREST-EMPLOYEES

A. Employees are expected to represent Sanilac County Community Mental Health Authority in a professional, positive and ethical manner. Employees have an obligation to avoid conflicts of interest and shall refer questions or concerns to their supervisor and Officer. All allegations of conflict of

interest will be investigated immediately by supervisor and Officer with their results and recommendations subject to Senior Leadership review and approval. Depending on the severity of the issue, any level of discipline may be used up to and including termination.

IX. ATTACHMENTS

X. REFERENCES