

Southern Oregon Early Learning Services Hub
CONFLICT OF INTEREST—POLICIES AND PROCEDURES

Original Policy Draft:	July 1, 2014
Governance Council Review Date:	October 21, 2014
Revision History (approval):	Council name change updated on 6/15/2020 Rule allowing exception to voting when quorum needed was added on 6/15/2020.
Cross References	<ul style="list-style-type: none"> • ORS 244.040 Prohibited use of official position or office • <i>Oregon Government Standards and Practices Laws, A Guide for Public Officials, revised 2003</i>
Approved:	October 21 2014 by SOELS Governance Council
Purpose:	To provide safeguards to avoid conflicts of interest within SOELS operation.
Policy:	Southern Oregon Early Learning Services Hub (SOELS) shall develop appropriate procedures to safeguard against any actual or potential conflict of interest involving Governance Council (GC) members and sub-contractors.
Definition(s):	<p>The provisions of this policy on Conflict of Interest are intended to assure the integrity of the procurement and administration of the Early Learning Hub contract.</p> <p>SOELS shall apply the definitions in the State Public Ethics Law, ORS 244.020, for:</p> <ul style="list-style-type: none"> (1) Actual Conflict of Interest (13) Potential Conflict of Interest <p>SOELS – for purposes of this section includes the Early Learning Hub and all members, successors and transferees with SOELS; any officers, directors, partners, agents and employees; and all other acting or claiming to act on their behalf or in concert with them.</p>
Procedure:	<p>SOELS Governance Council – The SOELS Governance Council is the decision making body of the collaborative governance structure for the Early Learning Hub of Jackson and Josephine Counties. GC members appointed to serve on the Council shall be required to state an actual or potential conflict of interest in all deliberations, correspondence or discussions where the actual or potential conflict of interest could have bearing on actions or decisions of the GC.</p> <p>GC members appointed <u>shall be allowed to participate in discussion or vote with a potential conflict of interest</u>, once that potential conflict has been announced.</p> <p>GC members appointed <u>shall not be allowed to participate in discussion or vote</u> if there is an <u>actual</u> conflict of interest. All budgeting, funding, grant</p>

	<p>appropriations and other related transactions shall be approved by a vote of the Council members who are not involved in the conflict. [ORS 244.120(2)(b)(A)]</p> <p>The GC member may participate in other votes related to agencies, budgets and grants if the vote will not have bearing on the organization causing the actual or potential conflict of interest.</p> <p>If a council member is met with an actual conflict of interest and the member's vote is necessary to meet the minimum number of votes required for official action, the member may vote. The member must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. [ORS 244.120(2)(b)(B)]</p> <p>In the event that an undeclared conflict of interest on the part of one member is perceived by another member, the second member will ask to caucus (in private) with the first member and the Council Chair or Co-chairs. The second member will identify the perceived conflict of interest, and the first member will respond to the perceived conflict. If consensus is not achieved during the caucus—that is, whether a conflict exists—the Chair shall declare whether a conflict exists and proceed according to the stated procedures. If the perceived conflict of interest involves the Chair, the Co-Chair shall act in the matter.</p> <p>These declarations and abstentions will be recorded in the meeting minutes.</p> <p>Annually, GC members will be asked to complete and sign a Conflict of Interest Declaration Form to disclose any situations that could be construed as placing him/her in the position of having an actual or potential conflict of interest (see Conflict of Interest Declaration Form).</p>
Enforcement:	SOELS Chair or Co-chairs

Southern Oregon Early Learning Services Hub
CONFLICT OF INTEREST DECLARATION FORM

As a member of the Southern Oregon Early Learning Hub Governance Council, I am not involved in any situation, which could be construed as placing me in the position of having an actual or potential conflict of interest with SOELS or SOESD, except possibly the following:

Note: If you answer "yes" to any question, please describe the relationship in detail in #4.

1. Are you or any family member involved with any organization which does business with SOELS or SOESD?

Supplier of Goods or Services	Yes ___	No ___
Advisor – Consultant	Yes ___	No ___
Recipient of Funds or Sub-Grantee	Yes ___	No ___

Other: _____

2. If you have any "Yes" answers to Question 1, what is your level of involvement?

___ An officer, principal partner, or shareholder
___ An employee or employer
___ Received payment for services
___ A Board Member
___ Advisory Committee / Advisor / Consultant / Program Volunteer

3. During the past year, did you receive any gift, payment, or entertainment (other than common business courtesies which are reasonable in nature and cost) from people who do business with SOELS or SOESD (including grant recipients)?

4. Declaration and comments (please list all organizations applicable to "Yes" answers from #1 above):

5. Please list any relationships, transactions, positions (volunteer or otherwise), or circumstances (including projects you sponsor or have personal interests in, financial or otherwise) that you believe could contribute to a conflict of interest.

If a possible conflict of interest should arise in the future, I will report it promptly to the Chair of the SOELS Governance Council and the SOELS Early Learning Hub Director.

Signature: _____

Print Name: _____

Date: _____

Southern Oregon Early Learning Services Hub
MANAGING CONFLICT OF INTEREST IN GRANT DELIBERATIONS AND BUDGET DECISIONS

ACTUAL OR DIRECT CONFLICT OF INTEREST

Actual conflict of interest means any action, decision, or recommendation taken by an Steering Committee (SC) member that would result in a financial benefit or avoidance of a financial detriment to self or relatives. This includes an employment situation (by self or a relative) or any other situation in which you receive financial benefit for services rendered from an organization doing business with the SC, SOELS or SOESD.

SC members are required to state an actual conflict of interest in all deliberations, correspondence or discussions where the actual conflict of interest could have a bearing on actions or decisions of the SC, SOELS or SOESD.

SC members may not vote lawfully if an actual conflict of interest exists. In addition, if an actual conflict of interest exists, an SC member may not participate in any other votes that may, directly or indirectly, have a bearing on the organization causing the actual conflict of interest. This does not apply to work sessions where all members are asked to participate, provided the conflict is stated prior to the discussions.

POTENTIAL OR INDIRECT CONFLICT OF INTEREST

Potential conflict of interest means any action, decision, or recommendation taken by an SC member that could result in a benefit or an avoidance of a financial detriment to another organization in which that individual has an active interest (e.g. Board member or active volunteer).

All SC members are required to state a potential conflict of interest in all deliberations, correspondence or discussions where that potential conflict of interest could have a bearing on actions or decisions of the EC, SOELS or SOESD.

An SC member may not vote on the specific action if a potential conflict of interest exists. The SC member may participate in other votes related to budgets and grants that could, directly or indirectly, have a bearing on the organization causing the actual conflict of interest. This does not apply to work sessions where all members are asked to participate, provided the conflict is stated prior to the discussions.