

**City of Carson City
Agenda Report**

Date Submitted: December 10, 2013

Agenda Date Requested: December 19, 2013

Time Requested: 15 minutes

To: Carson City Board of Health

From: Health & Human Services Department (Nicki Aaker)

Subject Title: For Possible Action: Board of Health to approve, acknowledge and abide by Carson City Health and Human Services' (CCHHS) Conflict of Interest Policy, which includes signing the Acknowledgement of Receipt of the Title X Conflict of Interest Policy. Under this policy, members of governing body are prohibited from using their position for private gain as required by Title X. *(Nicki Aaker)*

Staff Summary: CCHHS receives funding from Title X to provide family planning services. A Title X audit was conducted. One of the findings of the audit was the absence of a policy stating that employees, consultants or members of governing/advisory body may not use his/her position for private gain. The corrective action taken was to write a Conflict of Interest policy and present it to the Board of Health for approval, acknowledgement including signatures.

Type of Action Requested:

(check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) Information Only

Does This Action Require A Business Impact Statement:

☐ Yes ☒ No

Recommended Board Action: I move to approve, acknowledge and abide by Carson City Health and Human Services' (CCHHS) Conflict of Interest Policy, which includes signing the Acknowledgement of Receipt of the Title X Conflict of Interest Policy. Under this policy, members of governing body are prohibited from using their position for private gain as required by Title X.

Explanation for Recommended Board Action: N/A

Applicable Statute, Code, Policy, Rule or Regulation: NRS 281.230

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: Not to approve, acknowledge, or abide by Carson City Health and Human Services' (CCHHS) Conflict of Interest Policy, which includes signing the Acknowledgement of Receipt of the Title X Conflict of Interest Policy.

Supporting Material: Carson City Health and Human Services' Conflict of Interest Policy

Prepared By: Nicki Aaker, MSN, MPH, RN

Reviewed By:

N. Aaker
(Department Head)

Date: 12-10-13

[Signature]
(City Manager)

Date: 12/10/13

[Signature]
(District Attorney)

Date: 12/10/13

[Signature]
(Finance Director)

Date: 12/10/13

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

Carson City Health & Human Services
Clinical Services Division
Policy and Procedures Manual

Section: A27
Page: 110
Date: 11/27/13
Supersedes: 5/10/10

CONFLICT OF INTEREST

Purpose:

The purpose of this policy is to define conflict of interest and outline the policy to prevent employees, consultants, or members of governing or advisory bodies from using their positions for purposes of private gain for themselves, family members or others.

Policy:

CCHHS prohibits employees, consultants, contractors and governing and advisory board members from using their positions for purposes of private gain for themselves, family members, or for others. Conflicts of interest will be reported to the Human Resources Director for investigation.

Definition:

A conflict of interest occurs when an employee, volunteer, consultant, or member of a governing or advisory body is in a position to influence a decision that may result in personal monetary or other gain for that person or a relative as a result of a business dealing.

A "presumption of guilt" is not created by the mere existence of a relationship with outside firms. However, if an employee, consultant, volunteer, or member of a governing or advisory board has influence on transactions involving purchases, contracts, or leases, disclosure of the potential existence of a conflict of interest must be provided immediately.

Acknowledgement:

Agency staff must have a signed Conflict of interest statement kept on file with the Division Manager Clinical Services. Consultants and members of direct governing or advisory boards must have a signed Conflict of interest statement kept on file at CCHHS with the Division Manager Clinical Services.

Carson City Health and Human Services (CCHHS)
Acknowledgement of Receipt of the Title X Conflict of Interest Policy

I, _____ have reviewed policy A27, Conflict of Interest, of the CCHHS Clinical Services Policy and Procedure Manual. I understand that my Title X position is not to be used for the purposes of private gain for myself, family members, or others. I have read this policy and have been given the opportunity to ask questions regarding its content. I understand the information as outlined in this policy and agree to adhere to all of its provisions.

Printed Name

Relationship to Title X Services

Signature

Date