

BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT

RESOLUTION #20-12

RE: ADOPTING A SPOKANE REGIONAL HEALTH DISTRICT CONFLICT OF INTEREST POLICY

WHEREAS, Washington State law, Chapter 42.23 RCW, prohibits municipal officers from using their positions to secure special privileges or special exemptions for themselves or others, and from entering into certain contracts or having other personal financial interests with their jurisdictions; and

WHEREAS, the provisions addressing conflicts of interest for municipal officials currently exist in state law, the Board of Health desires to adopt a conflict of interest policy that incorporates these statutory requirements and assists its appointed officials in recognizing, disclosing, and avoiding conflicts of interests; and

WHEREAS, adopting a conflict of interest policy will clarify expectations for appointed officials, directors, staff, and agents who conduct agency business; and

WHEREAS, the Spokane Regional Health District deems it is in the best interest of the agency to adopt this conflict of interest policy for the Board of Health and for all officials, directors, staff and agents operating on behalf of Spokane Regional Health District;

NOW, THEREFORE, BE IT RESOLVED, that the Spokane Regional Health District Board of Health adopts the Spokane Regional Health District conflict of interest policy as presented in the attached document.

Signed this 29th day of October 2020 in Spokane, Washington.

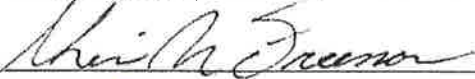
SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH



CHAIR, MAYOR BEN WICK



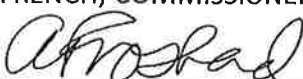
BREEAN BEGGS, COUNCIL PRESIDENT



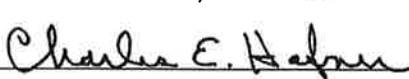
KEVIN FREEMAN, MAYOR



AL FRENCH, COMMISSIONER



ANDREA FROSTAD, BOARD MEMBER



CHUCK HAFNER, BOARD MEMBER




VICE CHAIR, COMMISSIONER MARY KUNEY



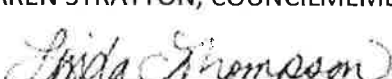
JOSH KERNS, COMMISSIONER



JASON KIMLEY, BOARD MEMBER




KAREN STRATTON, COUNCILMEMBER



LINDA THOMPSON, COUNCILMEMBER

ABSENT

BETSY WILKERSON, COUNCILMEMBER

	POLICY: Conflict of Interest	NUMBER: 100-121-0066
	DATE ENACTED: 08/01/2020	REVIEW DUE: 08/01/2021
	DIVISION: Agency-Wide	APPROVER: <i>Amelia E. Clark</i>

PURPOSE: The purpose of this policy is to establish a mechanism to address real and potential conflicts of interest for the Spokane Regional Health District officers, directors, and staff.

SCOPE: Board of Health and all agency staff.

POLICY:

Officers, directors, staff and agents of Spokane Regional Health District shall not use their positions with the Health District or its relationship with its vendors or other businesses for personal gain or to obtain benefits for themselves or members of their family. For purposes of this policy, a potential conflict of interest exists when an employee’s outside interests (for example financial or personal) interfere or conflict with the Health District’s interests or the employee’s work-related duties. Any employee with a question about whether a situation is a potential conflict of interest should contact Human Resources for guidance. By way of example, officers, directors, and employees should not:

- Use or give the appearance of using their positions for personal gain for themselves or for those with whom they have family, business, or other personal interests.
- Receive, accept, take, seek or solicit directly or indirectly, any material considerations, gratuities, favors, or anything of monetary value for private financial gain from such contractors that could be perceived to serve as inducements to solicit business relationship with the organization.
- Have a beneficial interest, directly or indirectly, in any contract, sale, lease or purchase that may be made by, through or under their authority as a Health District employee, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward from any such person beneficially interested in such a transaction.
- Use any Health District personnel, money, equipment or property under their official control, custody or direction for their own private gain or benefit.
- Participate in the selection and/or award administration of a contract on purchase of services or goods if he or she has a real or apparent personal or professional conflict of interest.

In addition to the above, elected, and appointed officers of SRHD, including persons exercising any of the powers or functions of an elected or appointed officer, shall comply with the provisions of RCW 42.23 et seq.

Required Disclosure

Whenever a Board member has a personal or professional interest that presents a real or apparent conflict with the organization’s interests, the Board member shall fully disclose this conflict to the rest of the Board during a public meeting and refrain from voting, participating in any discussion related to the issue, making any decision related to the conflict, or seeking to persuade other Board members with respect to the issue.

Whenever a member of staff has a conflict of interest that presents a real or apparent conflict with the organization’s interests, the staff member shall fully disclose this conflict to the Administrative Officer or designee for review.

As a matter of procedure, everyone under the scope of this policy will be asked to complete the conflict of interest acknowledgement form on an annual basis. Completing the annual conflict of interest form does not exempt anyone from reporting a conflict as soon as it is known.

Should the Administrative Officer have a personal interest that presents a real or apparent conflict with the organization’s interests, the Administrative Officer shall fully disclose this conflict to the Board of Health and refrain from participating in the decision-making process relating to this conflict. In this situation, the Board will designate an alternate administrative contact for the conflicted issue.

Failure to disclose conflicts of interest shall be subject to disciplinary action in accordance with the Health District’s personnel policies and procedures.

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1. This policy shall not be interpreted as prohibiting business transactions between the organization and Board or staff members, but rather to assure that any and all such transactions are fair, equitable and able to tolerate the scrutiny of the public through full disclosure and decisions which demonstrate that organization's interests are primary.
2. Board members, agents and any other individuals involved in the selection, award, or administration of a contract, purchase or procurement of goods or services supported by federal funds shall also complete an annual written conflict of interest disclosure.