



# Butte Countywide Homeless Continuum of Care

## Governance Committee

Wednesday, May 6, 2020 3:30 P.M. – 4:30 P.M.

### Zoom Virtual Meeting Link:

<https://zoom.us/j/93751277862?pwd=S3RoanVodEZzVWFrbWlybzROUVM3QT09>

Zoom Meeting ID 937 5127 7862, Password 968459

### GOVERNANCE COMMITTEE MEMBERS:

Anastacia Snyder, Catalyst

Don Taylor, DESS HH

Briana Harvey-Butterfield, DESS HH

Eric Smith, City of Oroville

Dawn Blackhorse, Butte College

Laura Cootsona, Jesus center

**First Chairperson:** Briana Harvey-Butterfield,  
DESS HH

**Second Chairperson:**

Dawn Blackhorse,  
Butte College

## AGENDA

1. Call to Order B. Harvey-Butterfield
2. Introductions All
3. Approval of Minutes - ***ACTION*** All
  - a. Governance Committee Meeting April 8, 2020
4. Announcements All
5. Review Conflict of Interest Draft Documents – ***INFO./ACTION*** All
  - a. Statement for Charter
  - b. Policy and Procedure
  - c. Interest Disclosure Statement
6. Next Meeting: Wednesday, June 3, 2020; 3:30 – 4:30 p.m.  
Butte County Department of Employment & Social Services, Virtual Meeting
7. Adjourn



## Butte Countywide Homeless Continuum of Care

Continuum of Care: Governance Committee Meeting  
Zoom Virtual Meeting  
May 6, 2020 3:30 p.m. – 4:30 p.m.

# Governance Agenda Item #3:

## Approval of Minutes:

Meeting of April 8<sup>th</sup>, 2020



## Butte Countywide Homeless Continuum of Care

**Governance Committee**  
**Wednesday, April 8, 2020**  
**12:30 P.M. to 1:30 P.M.**  
**Butte County Employment and Social Services**  
**Zoom Virtual Meeting**

**COMMITTEE MEMBERS PRESENT:**

Anastacia Snyder, Catalyst  
Briana Harvey-Butterfield, DESS HH  
Dawn Blackhorse, Butte College  
Eric Smith, City of Oroville  
Laura Cootsona, Jesus Center

**COMMITTEE MEMBERS ABSENT:**

Don Taylor, DESS HH

**OTHER ATTENDEES:**

Lisa Sloane, TAC via Conference Call

**RECORDING:**

Briana Harvey-Butterfield

**ORDER OF BUSINESS:**

- 1. CALL TO ORDER:** The meeting was called to order by Briana Harvey-Butterfield at 12:31 P.M. Briana Harvey-Butterfield facilitated the meeting.
- 2. INTRODUCTIONS:** All Governance Committee Members in attendance introduced themselves.
- 3. APPROVAL OF MINUTES from March 5, 2020 - ACTION:** A motion to approve the minutes as is made by Anastacia Snyder and seconded by Dawn Blackhorse.
- 4. ANNOUNCEMENTS:** None.
- 5. REVIEW RATING AND RANKING POLICY DRAFT – INFO./ACTION:** The Committee reviewed, discussed and made changes to the rating and ranking policy draft. All suggestions were to be updated on a single document by Lisa Sloane, from TAC and Briana Harvey-Butterfield and emailed out to the Committee by the next morning. Final updates would be made during a secondary meeting to be held Friday, April 10<sup>th</sup> at 11:00 A.M.

**Update: Friday, April 10, 2020:** Secondary meeting was held at 11:00 A.M. to review the final document. All Committee Members approved the document for distribution to the CoC Council Members for review/approval.

6. **REVIEW CONFLICT OF INTEREST DRAFT DOCUMENTS:** This item was saved for the May meeting discussion.
7. **NEXT MEETING:** Planned meeting April 10<sup>th</sup> to finalize the Review and Ranking Policy. The next Governance Committee Meeting will be on May 6, 2020 from 3:30 P.M. to 4:30 P.M. Briana will send a Zoom request prior to meeting.
8. **ADJOURNMENT:** The meeting was adjourned at 1:46 P.M.



## Butte Countywide Homeless Continuum of Care

Continuum of Care: Governance Committee Meeting  
Zoom Virtual Meeting  
May 6, 2020 3:30 p.m. – 4:30 p.m.

# Governance Agenda Item #5:

## Review Conflict of Interest Draft Documents

## **Conflict of Interest Policy (for Governance Charter)**

**Who is covered:** All Butte CoC Council, Committee, and General Members will abide by 24 CFR Part §578.95 (Conflicts of Interest) in the CoC Interim Rule and 24 CFR Part § 576.404 Conflicts of interest in the Emergency Solutions Grant Rule.

**Disclosure:** The CoC Council, all Committee members, and General Membership will disclose potential conflicts when the topics of funding awards, or other financial benefits that could be gained or lost by themselves personally or by an organization they represent as an employee, agent, consultant, board member, or their family member represents, are under consideration.

The Butte CoC Council, Committees, and General Members will be required to review annually the Conflict of Interest Policy and related Conflict of Interest Procedures (see Attachment X). The Butte CoC Council and Committees will be required to sign annually the Conflict of Interest Disclosure Statement (see Attachment X) and may be required to update their policy should a conflict develop.

**Recusal:** If a conflict of interest exists, the member(s) will recuse themselves from the discussion and any related votes that take place. Any action of recusal from discussion and/or voting will be documented in meeting minutes as evidence of compliance with this Conflict of Interest Policy.

**Nonconflicted situations:** The BCHCoC desires that it, and those entities to which it has delegated authority, make informed as well as non-conflicted decisions. The annual gaps analysis, eligibility criteria for who gets served by what resources in the Continuum, prioritization of who gets served, performance targets, etc. are best developed and refined with broad stakeholder input. Funded projects and jurisdictions will not be deemed conflicted in discussions on these topics nor in providing input on local priorities for Continuum of Care funding and refinements the scoring criteria for projects or the application process. The Review and Ranking Committee will evaluate the merits of the input and will make the final determination on the scoring criteria and application process; only nonconflicted Members will participate on the Review and Ranking Committee.

## Attachment X Conflict of Interest Policy

### What is the Purpose of this Policy?

Conflicts of interest can raise governance, tax, and regulatory issues for a CoC. They can also raise concerns in the minds of the public and members of the media, potentially undermining the organization's reputation and good standing.

Generally speaking, a conflict of interest is a situation in which any BCHCoC Member or one of their family members has a personal or financial interest that compromises or could compromise the individual's independence of judgment in exercising his or her responsibilities to the CoC.

CoC Members are required to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

Under this policy, all Members including applicants to the Council, sitting Council Members and Committee Members are all required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions. Depending on the circumstances, a relationship and/or transaction disclosed under this policy may not be a conflict of interest, may be a conflict that is permitted provided that certain procedures are followed, or may be a conflict that is prohibited altogether.

*The policy is not a comprehensive list of all potential conflict of interest issues and ultimately the CoC will abide by §578.95 of CoC Interim Rule and § 576.404 of the ESG Rule. The CoC reserves the right to amend the policy as needed.*

### Who is Covered by this Policy?

This policy covers all the members of the Butte Countywide Homeless CoC.

### Who is Responsible for Implementing this Policy?

The CoC has primary responsibility for implementing this policy. The policy will be disseminated to members upon joining the CoC and annually thereafter. The Council may delegate the responsibility for disseminating the policy and collecting disclosure statements to CoC staff.

### Definitions:

- a. **Council:** means the Butte Countywide Homeless Continuum of Care (CoC) Council

- b. **Council Member:** means any individual currently serving as a member of the Council.
- c. **Committee Member:** means any individual currently serving as a member of a BCHCoC Committee.
- d. **Member:** as defined in the BCHCoC Charter including but not limited to Council Members and Committee members.
- e. **Closely Associated:** means that an individual:
  - i. Has a Compensation Arrangement with an entity;
  - ii. Has an Ownership Interest in an entity; or
  - iii. Is negotiating, applying for or considering acquiring a Compensation Arrangement with or ownership interest in an entity.
- f. **Compensation Arrangement:** is an arrangement involving direct or indirect compensation for services.
- g. **Conflict of Interest:** means a situation in which a Member or his/her Immediate Family Member has, directly him or herself or indirectly through an entity or an organization which employs or is about to employ any of the parties indicated herein, a personal or financial interest that compromises or could compromise the Member's independence of judgment in exercising his/her responsibilities to the CoC.
  - i. **Prohibited Conflict of Interest:** means a Conflict of Interest that would prevent a Member from serving on/as the Council, Committee, or general membership.
  - ii. **Issue-Specific Conflict of Interest:** means a Conflict of Interest that would prevent a Member from voting on or being present during the discussion of a specific issue.
- h. **Conflicted Member:** means a Member with a Conflict of Interest
  - i. **Immediate Family Member:** means a Member's
    - i. Spouse or partner in a civil union recognized by state law;
    - ii. Domestic partner or partner in a committed, personal relationship;
    - iii. Parent
    - iv. Child;
    - v. Sibling;
    - vi. Father-in-law, Mother-in-law;
    - vii. Brother-in law, Sister-in-law;
    - viii. Son-in-law; Daughter-in-law;
    - ix. Grandparent; or
    - x. Grandchild

The term includes individuals related by blood, adoption, or marriage (i.e., step family members).

- j. **Nonconflicted Member:** means a Member without any Conflict of Interest.

- k. **Quorum:** means majority of the Members. Quorum is required to convene a meeting. Once quorum is established, quorum is not lost simply because a Member must abstain from a vote due to a Conflict of Interest.
- l. **Related Part:** means an Immediate Family Member or an entity with which a Member or his/her Immediate Family Member is Closely Associated.
- m. **Transaction:** means any financial agreement or relationship, including but not limited to those involving:
  - i. The sale, lease, purchase, transfer, or provision of goods, services, equipment, facilities, or rights of any kind;
  - ii. The provision or receipt of a loan or grant;
  - iii. A joint venture, partnership or collaboration or
  - iv. An investment.

### What Types of Conflicts of Interest Are Prohibited by this Policy?

- a. **Prohibited Conflict of Interest:** Prohibited Conflicts of Interest may prevent a person from serving on the CoC Council or Committee or participating in any of the CoC activities. A Council or Committee Member who has a potential or actual Prohibited Conflict of Interest must resign from the Council or Committee. Prohibited Conflicts of Interest include, but are not limited to:
  - i. Compensation and Employment: A Council Member may not be compensated for his or her service on the CoC Council. A former Council Member may be hired as an employee of CoC, provided that at least 90 days have passed since he or she left the CoC Council.
  - ii. Provision of Professional Services. CoC Council Members may not be paid, outside of their approved salary and benefits, for any professional or consulting services provided to the CoC.
  - iii. Diversions of CoC Resources: Council Members and Council Members' Related Parties are prohibited from using CoC equipment, facilities, assets, or staff time for non-CoC purposes.
  - iv. Gifts: Council or Committee Members are prohibited from soliciting or accepting gifts, gratuities, favors, or anything of monetary value from
    - 1. Persons receiving benefits or services under any CoC program;
    - 2. Persons or organizations performing services for or providing goods or space to CoC; or
    - 3. Persons who are otherwise in a position to benefit from the actions of a CoC employee or Council Member.
  - v. A Conflicted Member who purposefully conceals a Conflict of Interest, refuses to recuse him- or herself from voting, or engages in other conduct that violates this policy will be subject to removal from the CoC.
- b. **Issue-Specific Conflicts of Interest:** Some Conflicts of Interest arise only when the CoC is voting on a specific issue. An Issue-Specific Conflicts of Interest requires that the Conflicted Member recuse him- or herself from voting or

discussing a particular issue, but do not require resignation or removal of a member. Issue-Specific Conflicts of Interest include, but are not limited to:

- i. **Participation in Contracts:** Members shall not participate in the selection, or award of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Member, any of his or her Immediate Family Members, or an organization which employs or is about to employ any of the parties indicated herein, is or has a financial or other interest in the individual or firm selected for the award.
- ii. **Voting:** Members who are running for CoC leadership are considered Conflicted for purposes of voting on the position for which they are nominated.

### **Are There Exceptions to What Is Considered a Conflict of Interest Under This Policy?**

The situations listed below are not considered to be Conflicts of Interest under this policy:

- c. **Provision of Services/Benefits:** Provision of services/benefits by the CoC to a Member or an Immediate Family Member solely because the individual is a member of a charitable class that the CoC intends to benefit as part of the accomplishment of its charitable purposes, provided that:
  - i. The individual meets all applicable eligibility criteria for the services/benefits, including funding source rules on the provision of services/benefits to individuals with a close connection to the organization;
  - ii. The individual does not receive preferential treatment in receiving the services/benefits due to his or her connection with the CoC as a Member or as an Immediate Family Member;
  - iii. The services/benefits are provided on terms similar to services/benefits provided to individuals who are neither Members nor Immediate Family Members; and
  - iv. The Member is not involved in the decision about whether to provide services/benefits to the individual.
- d. **Expense Reimbursements:** Unless required by the CoC in a particular circumstance, receipt of reimbursements reasonable, necessary and documented expenses need not be disclosed under this policy.

### **What Information Must Be Disclosed Under This Policy and How Should It Be Disclosed?**

- e. **Disclosures by Candidates for Council Seats:** The Council shall require each individual applying for a position on the CoC to disclose on his or her application Conflicts of Interests involving him- or herself or any of his/her Related Parties.
- f. **Disclosures by Council, Committee Members and General Membership:**

- i. **Obligation to Disclose:** Each Council and Committee Member has a continuing obligation to disclose promptly and fully any actual or potential Conflicts of Interest of which he or she is aware.
- g. **Form and Frequency of Disclosure:** Each Council and Committee Member shall complete and sign on an annual basis and update at such times as Conflicts of Interest arise, a Conflict of Interest disclosure statement, in the form attached to this policy, fully and completely disclosing the material facts about any actual or potential Conflicts of Interest of which he or she is aware.

### **How Are Conflicts of Interest to Be Addressed Under This Policy?**

- h. **Council Review:** The Council shall review and determine, with the assistance of staff if necessary, how to address situations involving Conflicts of Interest. In determining whether a Conflict of Interest exists and what action, if any should be taken, the Council shall consider the fact that the situation could subject the CoC to criticism, embarrassment, litigation or administrative proceedings. The Council shall apply a reasonableness standard in determining whether a conflict exists. If the CoC Council has reason to believe that a Member has failed to disclose a Conflict of Interest or otherwise violated this policy, it shall inform the Member of the basis for this belief and afford him or her an opportunity to explain the alleged failure or violation. If, after hearing the response of the Conflicted party and making such further investigation as may be warranted in the circumstances, the Council determines that the Member has in fact failed to disclose an actual or possible Conflict of Interest or otherwise violated this policy, it shall take appropriate disciplinary and corrective action, which may include removal from the CoC.
  - i. **Voting and Quorum:** The Council shall act on actual or potential Conflicts of Interest situations by affirmative vote of a majority of Nonconflicted Council Members present at the meeting at which a quorum has been established. In the event that less than three Council Members are Nonconflicted and are available to vote on a resolution, the issue must be assigned to a Committee of Nonconflicted community members for a vote. The CoC staff will be responsible for assembling the Nonconflicted Committee, which must include at least four (4) members. The Committee's decision is final.
- i. **No Conflict of Interest:** If the Council determines that no Conflict of Interest exists, it shall inform any Members involved in the situation of its determination and take any other actions it deems prudent.
- j. **Conflict of Interest Not Prohibited:**
  - i. **Generally.** If the Council concludes that a Conflict of Interest exists and it is not Prohibited by this policy, the Council shall inform any Members involved in the situation of its determination and take any other actions it

deems prudent to address the Conflict of Interest, including excluding Conflicted Members from deliberations and decision making.

- ii. **Proposed Transaction.** Where a Conflict of Interest is not prohibited and involves a proposed Transaction between CoC and a Member or Related Party, the Council shall gather and review appropriate data, including appropriate data as to comparability, to determine whether the terms of the Transaction are fair and reasonable to and in the best interests of CoC.
- k. **Issue-Specific Conflict of Interest:** A Conflicted Member shall not participate in any way in, or be present during the deliberations and decision making with respect to an actual or potential Conflict of Interest in which s/he or their organization is involved. In addition, when the Council is considering a proposed Transaction between the CoC and a Member or a Related Party, no Conflicted Member with respect to any proposed or existing Transaction with the CoC may participate in any way in, or be present during, the deliberations and decision making.

Example: The Council is considering whether to approve a grant to a nonprofit. Council Member A serves as a Council member of that nonprofit. Council Member A is a Conflicted Council Member and must disclose that an Issue-Specific Conflict of Interest exists and recuse him-or herself from deliberations and decision making on the proposed grant. If the Conflicted Council Member does not voluntarily recuse him-or herself, the Council must exclude him or her from deliberations and decision making on the grant.

- l. **Prohibited Conflict of Interest:** If the Council determines that a potential Council Member has a Prohibited Conflict of Interest, the Council shall reject the nomination. If the Council determines that a current Council or Committee Member has engaged in an activity that creates a Prohibited Conflict of Interest, or that a proposed Transaction would result in a Prohibited Conflict of Interest, the Council shall decide either:
  - i. to decline to enter into the proposed Transaction, if applicable; and/or
  - ii. to request the resignation of the Conflicted Member(s) and, if the Conflicted Member(s) do(es) not resign, follow appropriate procedures to remove the Conflicted Member(s).
- m. **Delegation to Committee:** The Council may establish or designate a committee of the Council to review any conflicts of interest questions raised by this policy, to determine whether a particular situation involves a Conflict of Interest, and to make recommendations to the Council about how to address Conflicts of Interest.
- n. **Monitoring:** During annual monitoring of subrecipients, the CoC will include the monitoring of Conflict of Interest documentation and ensure that procurement standards are met (§578.95(a) and § 576.404 (b)). Conflicts of Interest that are

deemed non-compliant with the policy will be reviewed by the Council who will follow the abovementioned procedure.

### **How Should the Council's Decisions about Conflicts of Interest Be Documented?**

- o. The Council or committee shall document its decisions about a Conflict of Interest in its meeting minutes (and attachments to the minutes, if applicable). The minutes shall include: material facts regarding the Conflict of Interest; the basis for the Council's decision; the names of Council Members present and of those who voted on the matter; and any actions taken with respect to Conflicted Council Members with respect to the matter (for example, whether they were excluded from discussion and voting on the matter). The minutes must be prepared before the latter of the next Council or committee meeting or 60 days after the final action is taken on the matter. Once prepared, the minutes must be reviewed and approved by the Council or committee (whichever is applicable) within a reasonable time.

DRAFT

## Attachment X Conflict of Interest Disclosure Statement for BCHCoC Council and Committee Members

**Your Name:**

**Date:**

**Annual or Other Disclosure (Circle One)**

**Reason for Policy.** Conflicts of Interest may raise governance, tax and regulatory issues for the Butte Countywide Homeless Continuum of Care (Butte CoC). They also raise concerns in the mind of the public and members of the media, potentially undermining a CoC reputation and good standing. For these reasons, CoC Council or Committee Members should avoid Conflicts of Interest, disclose ethical, legal, financial and other such conflicts, and remove themselves from deliberations and decision-making on matters in which they have a Conflict of Interest.

**Reason for this Statement.** The BCHCoC is committed to the highest ethical standards in how a CoC conducts its business and operations. Completing this statement helps the Council and management identify and evaluate situations and relationships that could be problematic for a CoC, including ones that could jeopardize its tax-exempt status or ability to obtain grants or other funding.

**Completing this Statement.** Each Council and Committee Member is required to complete and sign this statement annually and update it at such times as they become aware of actual or potential Conflicts of Interest. This statement should take no more than 10 to 15 minutes for most Council and Committee Members to complete. It asks intentionally broad questions, with the hope of identifying all relevant actual or potential Conflicts of Interest.

**Defined Terms Used in this Statement.** Capitalized terms used in this statement are defined in the Conflict of Interest Policy for CoC Council and Committee Members. Identifying a conflict or relationship does not necessarily mean there is a problem. In some instances, you may need to reveal a conflict or relationship when responding to a question.

This does not necessarily mean that you have done something improper or violated the Conflict of Interest Policy for CoC members. By identifying conflicts and relationships, you permit the CoC and the CoC management to make an informed judgment, further permitting them to address issues through appropriate action or safeguards. Being forthright now is the best approach.

If You Have Questions about the Policy or this Statement. If you have questions about the Conflict of Interest Policy for Council and Committee Members or this Statement, ask the Council or Committee Chair or email CoC Coordinator.

**Your Name:**

**Date:**

**Annual or Other Disclosure (Circle One)**

Please base your answers to the questions below on facts that exist now or that have arisen since you last completed this form.

Do any of your Immediate Family Members serve as a CoC Council Member or employee? **Yes No (circle one)**

If yes, please identify the individual, his or her position and your relationship to him or her:

To the best of your knowledge, are you or any of your Related Parties currently engaged in any Transactions with a CoC Council/Committee Member or employee or the CoC itself? For this purpose, a Transaction does not include a transaction between an attorney and client, or a medical professional (including psychologist) and patient. **Yes No (circle one)**

If yes, please identify the individuals or entities involved and the Transactions in which they are involved:

To the best of your knowledge, are you, any other Council/Committee Members, or any Immediate Family Members of Council/Committee Members (including your own Immediate Family Members) engaged in or considering engaging in a Transaction with the CoC (including providing professional or consulting services to CoC)? **Yes No (circle one)**

If yes, please identify the individuals or entities involved and the Transactions in which they are involved:

To the best of your knowledge, are you, any other Council/Committee Members, or any Immediate Family Members of Council/Committee Members (including your own Immediate Family Members) Closely Associated with any entity that is engaged in or considering engaging in a Transaction with CoC? **Yes No (circle one)**

If yes, please identify the Council/Committee Member and/or Immediate Family Member, the entity and the Compensation Arrangement or Ownership Interest, and describe the Transaction:

**Your Name:**

**Date:**

**Annual or Other Disclosure (Circle One)**

To the best of your knowledge, have you or any other Council/Committee Members solicited or accepted gifts, gratuities, favors, or anything of monetary value (other than token gifts of low-cost promotional items, such as pens, note pads, caps, calendars, and coffee mugs) from: (a) persons receiving benefits or services under any CoC program; (b) persons or organizations performing services for or providing goods or space to CoC; or (c) persons who are otherwise in a position to benefit from the actions of a CoC employee, officer, or Council Member? **Yes No (circle one)**

If yes, please identify the Council/Committee Member, the item that was solicited or accepted, and the person or entity from whom the item was solicited or accepted:

To the best of your knowledge, have you or any other Council/Committee Members participated in the selection or award of a contract supported by state or federal funds if a real or apparent conflict of interest was involved? Such a conflict would arise when the Council/Committee Member, any of his or her Immediate Family Members, his or her partner, or an organization which employs or is about to employ any of these parties, is or has a financial or other interest in the individual or firm selected for the award. **Yes No (circle one)**

If yes, please identify the Council/Committee Member, the contract and the conflict of interest:

To the best of your knowledge, have you, any other Council/Committee Members or Council Members' Related Parties (including your own Related Parties) used CoC equipment, facilities, assets, or staff time for non-CoC purposes? **Yes No (circle one)**

If yes, please identify the Council/Committee Member or Related Party, the CoC equipment, facilities, assets or staff used, and the purpose for which it was used:

**Your Name:**

**Date:**

**Annual or Other Disclosure (Circle One)**

To the best of your knowledge, are you aware of any other Conflicts of Interest not already disclosed above? A Conflict of Interest is a situation in which a Council/Committee Member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Council/Committee Member's independence of judgment in exercising his/her responsibilities to the CoC. **Yes No (circle one)**

If yes, please identify the Council/Committee Members and any other parties involved and describe the situation:

By signing this form, I certify that:

I have received a copy of the Conflict of Interest Policy for CoC Council and Committee Members, that I have read and understand it; and I agree to abide by it; and to the best of my knowledge, my responses on this statement are accurate, true and complete.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_