

Title of Manual: Mid-South Substance Abuse Commission Policy and Procedures			Page 1 of 2	
			History	
Policy Number: A002	Subject/Title: Conflict of Interest		Replaces:	3/2005
			Last Reviewed:	2/2009
Issued By: Executive Director	Approved By: Board of Directors Date: 3/23/2009	Scope: Mid-South Staff and Board and All Providers	Effective:	3/23/2009

1. **POLICY**

In order for Mid-South to ensure the integrity of our actions, it is essential for all those connected with Mid-South to avoid directly or indirectly any conflict of interest. This policy states the expectations for the Board, all Mid-South staff, and all contracted prevention and treatment providers.

2. **MID-SOUTH BOARD MEMBERS**

- 2.1. No Board member of Mid-South shall directly or indirectly be a party to any contract between himself/herself and Mid-South without first disclosing the same to the full Board at a public meeting with minutes taken of the disclosure, and then only upon a two-thirds (2/3rd) vote of the full Board with that member not voting.
- 2.2. No Board member of Mid-South shall directly or indirectly be a party to any contract between himself/herself and any contracting agency of Mid-South without first disclosing the same to the full Board at a public meeting with minutes taken of the disclosure, and then only upon a two-thirds (2/3rd) vote of the governing body of the contracting agency.
- 2.3. No Board member, director, officer, or employee of Mid-South shall directly or indirectly solicit any contract between Mid-South and:
 - 2.3.1. Themselves;
 - 2.3.2. Any firm (co-partnership or other unincorporated association) of which he/she is a partner, member, or employee;
 - 2.3.3. Any private corporation of which he/she is a stockholder owning more than one percent (1%) of the total outstanding stock;
 - 2.3.4. Any trust of which he/she is the beneficiary or trustee.
- 2.4. No Board member of Mid-South shall apply for or be otherwise considered for employment by Mid-South while serving as a Board member, and for six (6) months after termination of service as a Board member.
- 2.5. Notwithstanding any other provision herein, an employee or official of Clinton, Eaton, Gratiot, Hillsdale, Ingham, Ionia, Jackson, Lenawee, and Newaygo Counties may be appointed to the Commission if said employee or official is not directly employed and/or supervises a program for said counties which is funded in whole or in part through Mid-South.

3. **MSSAC DIRECTOR, OFFICERS, AND EMPLOYEES**

- 3.1. No director, officer, or employee of Mid-South shall directly or indirectly be a party to any contract between himself/herself and Mid-South.
- 3.2. No director, officer, or employee of Mid-South shall directly or indirectly be a party to any contract between himself/herself and any contracting agency of Mid-South.

4. **DISCLOSURE OF RELATIONSHIPS**

In addition to the specific prohibitions set forth herein, Mid-South desires to avoid the appearance of a conflict of interest by its members, directors, officers, or employees, and hereby requires each

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Board member, officer, or employee to disclose to the Board situations which may be viewed or interpreted as a conflict of interest and further directs all Board members, directors, officers, or employees to avoid presenting the appearance of a conflict of interest.

5. **VIOLATIONS OF POLICY**

- 5.1. For a violation of the Conflict of Interest Policy set forth herein, the Board upon two-thirds (2/3) vote of its members, may request from the appointing County Commission a removal of the individual who has violated the policy set forth herein.
- 5.2. The Board of Mid-South shall take such disciplinary steps as deemed warranted under the circumstances up to and including discharge of any director, officer, or employee who has violated the Conflict of Interest Policy as set forth herein.
- 5.3. The Board of Mid-South shall take such disciplinary steps as deemed warranted under the circumstances up to and including termination of a contractual relationship with any contractor who has participated with any director, officer or employee in the violation of the Conflict of Interest Policy as set forth herein.