

**DHRPC Conflict of Interest Policy and Procedures**

**Background**

The Denver HIV Resources Planning Council (DHRPC) is a mayoral appointed City and County of Denver Board that advises the Denver Office of HIV Resources (DOHR) on the creation and maintenance of an effective, efficient, high quality, and culturally-responsive care and support system for people living with HIV and AIDS in the six-county Denver metropolitan area. DHRPC is comprised of community members, people living with HIV and AIDS, health care and service providers, and other public policy makers. By design, DHRPC is diverse and members have varied personal and professional experiences, expertise, and interests that enable them to make complex decisions with major implications for people living with HIV and those who serve them.

**Purpose & Policy**

To minimize and address conflict of interests and increase transparency Ryan White legislative provisions on conflict of interest prohibit three (3) types of activities:

1. Planning council involvement in the management of grant funds;
2. Planning council participation in the selection of particular entities as recipients of those funds (procurement); and
3. A financial or governance relationship with funded providers on the part of “unaligned” consumer members of the planning council.

***Members should not be involved in decisions that can affect entities in which they have a financial interest or governance responsibility.***

 Examples include, but are not limited to the following:

* Being an officer;
* Governing board member (not to be confused with participation on an advisory board or community board);
* Employee; or
* Paid consultant, to a Ryan White Part A provider agency.

Planning council members should not serve on external review panels for the selection of Ryan White Part A providers.

Members with a potential conflict of interest should not vote on issues relating to a particular category of service or other matters that directly affect organizations with which they are affiliated. They should only vote on a slate of priorities or a combined set of allocations.

**Definitions**

1) A “*Conflict of Interest*” is an actual or perceived interest by the member in an action that results or has the appearance of resulting in personal, organizational, or professional gain.

* This includes the member and a close relative, such as a spouse, domestic partner, sibling, parent, or child.

2) “*Unaligned*” are individuals receiving HIV-related services from Ryan White Part A providers.

**Procedure**

DHRPC member should take the following steps regarding actual or perceived conflict of interest:

1) All voting members must complete and sign the attached Disclosure form, on an annual basis.

2) Members should disclose an actual or perceived conflict of interest to one of the DHRPC Co-Chairs and disqualify themselves from discussion or voting for certain category of services or issues.

3) A conflict of interest may also be raised by other DHRPC members, parties to the matter and any member of the public. If a potential conflict of interest exists with another member, an individual may request a review of the potential conflict by the Leadership Committee. If the Leadership Committee agrees that a conflict of interest exists, the member will not vote on the topic in which the conflict exists. If the Leadership Committee does not find a conflict of interest, the member may vote on that issue.

4) In cases where a conflict of interest evolves into a dispute, particularly in relation to a funding decision, the DHRPC may utilize the Ryan White Part A planning council grievance procedures.

**DHRPC Conflict of Interest Policy and Procedure Acknowledgment**

As a member of the DHRPC, I hereby acknowledge that I have read and understand this Conflict of Interest Policy and Procedures, and that I accept its conditions as outlined. Prior to any discussions, I agree to disclose potential or actual conflicts of interest as defined above. I agree to provide a comprehensive list of all potential conflicts to the DHRPC.

**Name: (Please Print):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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