



Policy and Procedure 6.0 Conflict of Interest Policy and Procedures

Purpose: To elaborate further upon the Conflict of Interest guidelines established within the HIV Planning Council's (Planning Council) Bylaws and set forth these policies and procedures listed below. To minimize and manage conflict of interests relating to activities of the Planning Council. A conflict of interest may arise in various aspects throughout the Planning Council's duties and responsibilities; therefore, these steps may be applied to various scenarios.

Policy: It is the policy of the HIV Planning Council Support Staff to maintain and secure all records relating to all Planning Council business on file in the PC office, including but not limited to, conflict of interest statements.

Conflict of Interest Defined

- Per the Planning Council's Bylaws, a conflict of interest shall be defined as it is within the Ryan White Part A Primer which includes an actual or perceived conflict of interest.

Affiliated Planning Council Members

- Members who meet this definition as defined by the Planning Council's Bylaws and Ryan White Part A Primer, shall have their "Conflicted" membership status indicated on their name placards which are to be prominently displayed at each Planning Council meeting in which the member is in attendance. Also referred to as "unaligned" or "conflicted" in reference to their affiliation with sub recipients of the Ryan White Part A grant funds.
- The Planning Council will bear in mind that a Conflicted Planning Council membership designation does not limit those within this designation to be the only ones who may have a conflict of interest.

Committee Meetings, Discussions, and Voting

- All Planning Council members shall dissociate from actual or perceived special interests during Planning Council meetings and when conducting business related to the Planning Council. Each member shall only act within the best interest of people living with or affected by HIV/AIDS within the Austin TGA in totality.
- Prior to each Planning Council meeting, each member shall indicate whether they have a conflict of interest with an agenda item (specifying the agenda item number) on the meeting "Sign in sheet".
- The Chair or presiding member of each Planning Council meeting shall verbally declare which members indicated a conflict of interest and to which agenda item during the meeting (Declarations of Conflict of Interest shall be a designated Agenda Item).
- The Secretary or Office of Support Staff shall maintain a record of all ~~Conflict of Interest~~ ~~Conflict-of-Interest~~ declarations for each Planning Council meeting included with minutes for each meeting.
- If at the onset of the Planning Council meeting or during the discussion, any member feels that a Planning Council member is not acting within the best interest of people living with or affected by HIV/AIDS within the Austin TGA in totality, that person may express this issue. The issues shall be noted in the minutes for said meeting.

Commented [RD1]: Most files are digital, may need to update language.

Commented [DN2R1]: Solution: use digital records retention schedule or HRSA record retention, which ever is more stringent

Commented [RD3]: Language needs to be updated to reflect hybrid meeting limitations.

Commented [DN4R3]: Solution: indication on their name placards online via Teams or in-person

Commented [RD5]: Currently, each member declares their own conflicts of interest.



- Members with a conflict of interest shall refrain~~name~~ from participating in discussions related to the item creating the conflict unless asked a direct question about the item by a member or attendee of the meeting.
- Members with conflict of interest shall refrain~~me~~ from voting on items in which they have a conflict of interest.
- The Planning Council and members shall refrain~~me~~ from asking, discussing, and/or commenting on specific agencies. The Planning Council and members may only discuss service categories not specific agencies by name. It is understood that in some instances, one agency maybe the only sub-recipient within a service category; however, this agency may not be mentioned by name.

Commented [DR6]: PO

Priority Setting and Resource Allocation (PSRA)

- During the discussion of the service categories during the PSRA process, members with a conflict of interest shall not vote on a service category that creates a conflict for them.
- The member with the conflict of interest shall refrain~~me~~ from discussing the service category creating the conflict and any information related to it unless asked a specific question by another member or attendee of the meeting.

Grievance Procedures

- In the case where a conflict of interest evolves into a dispute or repeated offense by a Planning Council member, the Planning Council may turn to the grievance procedures to resolve the situation.
- Grievances or a complaint filed against a Planning Council member shall be filed via the submission of the complaint form found on the HIV Planning Council's Board and Commission webpage. Additionally, The Planning Council's Office of Support will also accept complaints that aren't filed via the website, ensuring to keep a record of the complaint following the format of the complaint form found on the aforementioned webpage.
- In the event that a grievance is filed against a Planning Council member for a conflict of interest, the grievance shall be reviewed for legitimacy by the designated Planning Council Committee, identified by the Chair. If it is found that the complaint is legitimate it shall stand against said member. Once a member receives three (3) legitimate complaints, they are no longer eligible for Planning Council membership effective immediately.