

Name: \_\_\_\_\_

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

## **FL-511 Continuum of Care for Escambia and Santa Rosa Counties Code of Conduct and Conflict of Interest Disclosure**

The Continuum of Care (CoC) is a membership, planning, and oversight body for Escambia and Santa Rosa Counties of Florida. The purpose of the CoC is to develop and implement strategies to prevent and end homelessness in these two counties in northwestern Florida.

Members of the CoC, the CoC Leadership Council, and CoC Committee Members are committed to the highest ethical standards. The CoC Code of Conduct is designed to provide members of the CoC, CoC Committee members, and the Leadership Council with guiding principles as they carry out the charge of Operating a CoC, CoC Planning, Designating and Operating a Homeless Management Information System, and Preparing an Application for CoC Funds to pursue available resources to implement the CoC Plan.

### **Mission and Guiding Principles**

The FL-511 CoC envisions a community where no one is experiencing homelessness. The CoC works as a collective body to ensure everyone has a safe, stable, and affordable place to live. The CoC holds each other accountable by committing to guiding principles.

All relevant organizations and individuals participating in the CoC uphold collective attributes and values.

**Inclusive:** People with lived experience are meaningfully and intentionally included in the decision-making structure. Robust representation of all subpopulations (e.g., veterans, unsheltered, disabling conditions, etc.) is critical to informed decision-making.

**Solution-Focused:** The CoC engages in solution-focused conversations and decision-making to address limited resources, systemic challenges, and ever-changing needs.

**Geographically Diverse:** The CoC includes diverse representation from Escambia and Santa Rosa counties.

**Engaged and Committed:** CoC members' engagement and commitment is evidenced by active participation in meetings, committees, work groups, and volunteerism.

**Data-Driven:** The CoC prioritizes the collection and use of data to provide objective, precise, and effective solutions.

**Representative:** The CoC includes members representing its entire geographic area, including Escambia and Santa Rosa counties.

**Objective:** Decision-making includes a wide range of members representing various sectors. The CoC will ensure that decisions consider the entire system's response instead of reflecting any special interests.

## Conflicts of Interest

All members of the CoC will scrupulously avoid conflicts between the interests of the CoC on one hand, and personal, professional, and financial interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

### A. Conflict of Interest

1. All members of the CoC, including committee and working group members, as well as Leadership Council Members, will scrupulously avoid conflicts between the interest of the CoC, and personal, professional and financial interests, including both potential and actual conflicts of interest, as well as perceptions of conflicts of interest.
2. Any individual participating in or influencing decisions must identify potential, actual, or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.
3. A financial conflict of interest is broadly defined to include a conflict by any CoC Member with any other Member(s), professional employment and groups, funding sources, and vendors, and with members of their immediate family or significant others.
4. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues.
5. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict.
6. An individual with a conflict who is serving as the CoC Board Chair shall yield that position during discussion and abstain from voting on the item.
7. Recommendations from CoC Committees and workgroups as well as decisions by the Leadership Council must be justifiable as being in the best interests of the CoC.
8. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.
9. Additional commitments to support this by CoC members include refraining from influencing the selection of staff, consultants, or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
10. Leadership Council Members and Review Committee Members participating in scoring funding applications cannot be employees, agents, consultants, board members, or married to someone employed by any organization, non-profit, or government department that is a recipient or sub-recipient of Continuum of Care Funding.

In an effort to support the CoC's collective attribute and value of being inclusive, where possible, conflicts of interest will be managed in a way that appropriately addresses actual and perceived conflicts of interest so that there can be the most participation by a wide variety of community representatives and subject matter experts.

## Conflict of Interest Disclosure

I presently have a relationship with the following business and non-profit organizations (Include employment, contractual, consulting, board membership, and volunteering affiliations) :

Name	Relationship
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Please return this completed form to Serene Keiek, Interim Executive Director,  
Opening Doors of Northwest Florida, the Lead Agency for the CoC. [serenek@openingdoorsnwfl.org](mailto:serenek@openingdoorsnwfl.org)*