

Wisconsin Balance of State Continuum of Care Board Decision Making Policy

Section 1: Purpose

1. The purpose of this Board decision making policy is to operationalize the process of making decisions that impact the WI Balance of State CoC while reducing potential for conflicts of interest.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest relevant to nonprofit and charitable organizations.

Section 2: Definitions

1. Continuum of Care (CoC) Funded Agency – An agency that receives CoC-funding directly from HUD or is a sub-recipient of CoC-funding.
2. Emergency Homeless and Housing (EHH) Funded Agency – An agency that receives EHH-funding directly from WI Department of Administration, Division of Energy, Housing, and Community Resources (DEHCR) or is a sub-recipient of EHH-funding.

Section 3: Procedures

1. In accordance with the WI Balance of State CoC Board of Director Conflict of Interest Policy, each Board member has a duty to disclose any actual or possible conflict of interest. Additionally, each Board member has a duty to disclose whether their agency is a CoC-funded and/or EHH-funded agency.
2. All Board members from CoC-Funded Agencies must abstain from voting on any decisions specific to the CoC Annual Competition. This includes, but is not limited to, board scoring tool policy and ranking, threshold policy and decisions, and review of new project applications.
3. All Board members from EHH-Funded Agencies must abstain from voting on any decisions specific to EHH funding and certification decisions. This includes, but is not limited to, EHH certification, grant application scoring and awards, and funding decisions.
4. Board members from CoC-Funded Agencies and/or EHH-Funded Agencies may be involved in discussion related to the CoC Annual Competition and EHH funding and certification decisions unless there is a conflict of interest defined by the WI Balance of State CoC Board of Director Conflict of Interest Policy
5. Violations of the Conflicts of Interest Policy
 - a) If the Board has reasonable cause to believe a member has failed to disclose their agency's receipt of CoC and/or EHH funds, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, if the Board determines the member has failed to disclose their agency's receipt of CoC and/or EHH funds, it shall take appropriate disciplinary and corrective action defined by the WI Balance of State CoC Board of Director Conflict of Interest Policy.

Section 4: Records of Proceedings The minutes of the Board shall contain:

- a) The names of the persons who disclosed or otherwise were found that their agency receives CoC funding and have abstained from voting and on what specific matters.
- b) The names of the persons who disclosed or otherwise were found that their agency receives EHH funding and have abstained from voting and on what specific matters.

By signing this document, I acknowledge reviewing the terms of the policy and agree to adhere to the policy.

Print Name

Date

Signature