

# FAMILY PARTNERSHIPS OF CENTRAL FLORIDA

## POLICY

<b>Series:</b>	<b>Governance</b>	<b>COA: GOV 7</b> <b>CFOP: NA</b>
<b>Policy Name:</b>	Conflict-of-Interest	
<b>Policy Number:</b>	GOV002	
<b>Review Date:</b>	5/21/2022	
<b>Revision Date:</b>	5/22/2025	
<b>Effective Date:</b>	06/26/2008	
<b>Applicable to:</b>	Family Partnerships of Central Florida Family of Agencies (FPOCF FOA) Governance and Advisory Board directors, officers, employees, consultants, and volunteers	

**PURPOSE:** FPOCF FOA Governance and Advisory Board director, officers, employees, consultants, and volunteers will act with honesty, integrity, and openness in all their dealings as representatives of the agency. The FPOCF FOA promotes a working environment that values respect, fairness, and integrity. FPOCF FOA have a clearly stated mission and purpose, approved by the FPOCF Governance Board of Directors, in pursuit of the public good. All its programs support that mission and all who work for or on behalf of the FPOCF FOA understand and are committed to that mission and purpose.

**References:** HR2502 – Conflict of Interest, GOV011 Governance Model

### **POLICY:**

The FPOCF FOA Board of Directors recognizes that potential or perceived conflicts-of-interest may exist on the part of board director, officers, employees, consultants, or volunteers in carrying out their respective roles with FPOCF FOA. It is the policy of the FPOCF FOA Board of Directors that board director, officers, employees, consultants, and volunteers shall have the continuing, affirmative duty to appropriately report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial and ethical judgment in the area of their responsibilities.

In support of this policy, The FPOCF FOA Governance, Advisory and Committee Board Chair will inquire at the beginning of each regularly scheduled board meeting if any board director has a potential conflict related to any item or topic appearing on the draft agenda for that meeting and if any board director has a business relationship with any other board director. The questions and responses will be reflected in the minutes of each meeting. If a board director discloses a potential conflict s/he will complete the Conflict-of-Interest Disclosure which is attached hereto and will refrain from participation in any discussion or vote related to the disclosure.

In accordance with Florida Statutes, section 409.987, which states, in pertinent part:

As used in this subsection, the term:

“Activity” includes, but is not limited to, a contract for goods and services, a contract for the purchase of any real or tangible property, or an agreement to engage with a lead agency for the benefit of a third party in exchange for an interest in real or tangible property, a monetary benefit, or an in-kind contribution.

“Conflict-of-interest” means when a board director or an officer, or a relative of a board director or an officer, of a lead agency does any of the following:

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- a. Enters into a contract or other transaction for goods or services with the lead agency.
- b. Holds a direct or indirect interest in a corporation, limited liability corporation, partnership, limited liability partnership, or other business entity that conducts business with the lead agency or proposes to enter into a contract or other transaction with the lead agency. For purposes of this paragraph, the term "indirect interest" has the same meaning as in FS. 112.312.
- c. Knowingly obtains a direct or indirect personal, financial, professional, or other benefit as a result of the relationship of such board director or officer, or relative of the board director or officer, with the lead agency. For purposes of this paragraph, the term "benefit" does not include per diem and travel expenses paid or reimbursed to board director or officers of the lead agency in connection with their service on the board:
  1. FPOCF FOA Board directors, officers, employees, consultants, and volunteers shall provide disclosure at least annually regarding their participation as a board director, director, officer, employee or volunteer of any other organization and request to complete a Conflict-of-Interest form.
  2. FPOCF FOA Board directors, officers, employees, consultants, and volunteers shall provide a disclosure statement upon engagement. At any time that a potential conflict of interest arises or there are any changes to the initial disclosure, it is the responsibility of each board director, officer, employee, consultant, or volunteer to immediately disclose any potential conflict-of-interest which arises at any time by requesting a new Conflict-of-Interest form.
  3. FPOCF FOA Board directors, officers, employees, consultants, or volunteers who knowingly participate in activities that constitute a conflict- of- interest as described above, without proper reporting through the Conflict-of-Interest Policy the existence of such a conflict, may be subject to consequences and/or actions that may result in the termination of the relationship with FPOCF, impact on professional licensure, certification, associations, accreditation etc.

Approved by the Family Partnerships of Central Florida Governance Board of Directors on May 22, 2025.

AS APPROVED BY THE BOARD OF  
DIRECTORS:



ERIC AUSTIN  
Board Chair

Signature Date: 5/30/2025

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

Signature Date: 5/30/2025

# FAMILY PARTNERSHIPS OF CENTRAL FLORIDA

## CONFLICT-OF-INTEREST DISCLOSURE

APPLICABLE TO FAMILY PARTNERSHIPS OF CENTRAL FLORIDA (FPOCF)  
GOVERNANCE AND ADVISORY BOARD DIRECTORS, OFFICERS, EMPLOYEES,  
CONSULTANTS AND VOLUNTEERS.

Name: \_\_\_\_\_  
(PRINT)

FPOCF Policy GOV002 requires that each FPOCF Governance Board and Advisory board director, officer, employee, consultant, and volunteer provide an initial Conflict-of- Interest Disclosure of potential conflicts of interest in serving as a FPOCF board director, officer, consultant, or volunteer. FPOC Governance and Advisory Board Directors will complete this Conflict-of-Interest Disclosure form annually.

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I acknowledge that I have read and understand FPOCF's Conflict of Interest Policy, GOV002

\_\_\_\_\_ I am in compliance with the policy.

\_\_\_\_\_ I am reporting the following potential conflicts (including any financial business relationship between board director or system of care service providers).

\_\_\_\_\_ I am reporting other organizations of which I am a Board Director, Officer, employee, consultant, or volunteer.

I understand that I am expected to report promptly any changes in my affiliations or business relationships that might affect compliance with this policy. I also understand that I could be held personally liable for failure to disclose a conflict of interest in which an improper personal benefit is derived, or which violates the law.

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

Disclosures required above are as follows:

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Governance Board Approved May 22, 2025