

Lake Cumberland District Health Department: Board of Health Code of Ethics

Policy:

The Lake Cumberland District Health Board of Health (LCDBH) requires honesty and integrity from every member of the Board of Health in all dealings with the business community, the public and Lake Cumberland District Health Department staff and fellow board members.

Procedures:

General Guidelines

1. Every board member has an individual responsibility to deal ethically in all aspects of LCDBH business and to comply fully with all laws, regulations, and policies (see <http://www.lcdhd.org/boardresources/>). Board members are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting themselves with the various laws, regulations, and policies applicable to their role on the Board of Health. The following provisions provide general statements of required behavior of all board members.
 - a. Board members must be independent and impartial;
 - b. Board members shall not use their position to obtain personal benefits or items of value;
 - c. Board members' actions shall promote public confidence in the department;
 - d. Board members shall not engage or be involved in any activity which has the potential to become a conflict of interest with their role on the Board of Health.

Honesty and Fairness

1. Board members must be committed to honest, accurate and timely professional and organizational communication and avoid misleading or deceptive information. Board members have a responsibility to set examples of honesty and fairness in their relationships with the business community, the public, LCDBH staff and fellow board members.

Health Department Records

1. The LCDBH understands health department medical records and sections of the personnel records containing personal information are confidential and in many

cases considered privileged information protected by agency policy and applicable state and federal law. Therefore, no LCDBH Member shall have open access to these records. They shall be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as authorized by department policy and state and federal laws and regulations. A board member must not disclose or use confidential information acquired in the course of his/her official duties to further his/her own economic interests or the interests of another person.

Use of Health Department Resources

1. Board members have a responsibility to use LCDBH resources for LCDBH business purposes only. LCDBH property (such as grounds, building or office equipment, tools, materials, assets and facilities) shall not be used by board members for other than LCDBH business purposes.

Health Department Funds

1. Every board member who has control over LCDBH funds is accountable for such funds. Anyone approving or certifying the correctness of any voucher, purchase requisition, or bill shall have reasonable knowledge that the expense and amounts involved are justifiable and correct. All expenditure of funds shall follow appropriate procurement processes, including the expense report process.

Exercise of Powers

1. LCDBH business decisions shall be made impartially and fairly, and not on the basis of gratuities, gifts, favors, personal associations or private interest. Exercise of powers must be impartial and in the best interest of the populations and individuals served. Support of programs and priorities should ensure an opportunity for all individuals in a community to have a voice and articulate the implications of policies. Advocacy should be focused on vulnerable populations, respect the diverse values and beliefs and cultures in a community, and provide a fair distribution of public health resources.

Conflicts of Interest & Financial Disclosure

1. A conflict of interest arises when a member, his/her immediate, or his/her business knowingly engages in any activity, enterprise, or association for personal or financial gain, which is adverse to the member's obligations to LCDBH.
2. A board member must not knowingly:

- a. Use or attempt to use his/her influence in a matter which involves a substantial conflict between the board member's personal or private interest and duties in the public interest;
 - b. Use or attempt to use any means to influence a public agency in disregard of the public interest at large;
 - c. Use his/her official position or office to obtain financial gain for himself/herself or any immediate member;
 - d. Use or attempt to use his/her official position for personal privileges or advantages in disregard of the public interest at large.
3. All members must disclose any financial interests of the member, his/her immediate, or his/her business in a contract or business matter with LCDBH.
- a. Any member who has a private interest in any matter pending before LCDBH shall disclose such interest to the Board of Health, and shall disqualify him/herself from participating in any decision or vote relating thereto.
 - b. All board members must complete the Conflict of Interest Statement annually. Any board member who wishes to abstain from involvement in an official decision because of a personal or private interest must disclose that fact to the Board of Health.

Approved: 6/25/13

Lake Cumberland District Board of Health Conflict of Interest Statement and Acknowledgement of Access to Orientation and Open Meetings Materials

All members must disclose any potential conflicts of interest between themselves and the best interest of the Board of Health.

A “conflict of interest” arises when a member, his/her immediate, or his/her business knowingly engages in any activity, enterprise, or association for personal or financial gain, which is adverse to the member’s obligations to the Board of Health.

All members must disclose any financial interests of the member, his/her immediate, or his/her business in a contract or other business matters of the Lake Cumberland District Health Department.

Each member realizes that he/she has a duty to update this statement by disclosing future conflicts or potential conflicts of interest as they arise.

I, _____, a member of the _____ Board of Health, do hereby disclose the following relationships, which may present a conflict of interest and hereby abstain from any decision, ruling, or vote related to such conflict (If no potential conflicts are known to exist, circle, “None”).

None

- 1.
- 2.
- 3.
- 4.
- 5.

Separately, I acknowledge that I am aware of and have reviewed Board Orientation Materials available on the LCDHD website at www.LCDHD.org. Part of those materials include information about open meetings and public records in the sections titled, “Your Duty Under the Law: 2018” and “Managing Public Records”. Also therein is provided access to the board’s “Code of Ethics” and “By-laws.”

Signature

Date