Steering Committee on Reduction of African American Child Deaths

August 17, 2016
2:15 p.m. – 4:15 p.m.
Sierra Health Foundation

Meeting Outcomes:
1) Vote on Funding Recommendations for Community Incubator Lead (CIL) Organization in Meadowview

2:15 p.m. Welcome and Updates:
Dr. Natalie Woods Andrews
Co-Chair, Steering Committee on Reduction of African American Child Deaths
• Approval of June 2016 Meeting Minutes

2:30 p.m. CIL Review Process and Funding Recommendations
Kindra Montgomery-Block
• Review of Charter
• Overview of Meadowview Funding Review Process

3:00 p.m. Vote on Community Incubator Lead Funding Recommendation
• Steering Committee Vote
  1. Meadowview

3:30 p.m. Advocacy Workgroup Presentation: Proctor Institute
Advocacy Workgroup

4:00 p.m. Announcements: Important Dates and Events
• August 18, 2016 – Community Incubator Lead Profound Purpose Institute
  Location: Sierra Health Foundation Bannon Island Room – 9 a.m. – 4 p.m.

• September 15, 2016 – Faith Based Conference Planning Meeting
  Location: Sierra Health Foundation – 10 a.m. – 12 p.m.
  Please RSVP to Madeline

• September 29, 2016 – Sacramento Gang Prevention Summit
  Location: Sam and Bonnie Pannell Community Center – 8:30 a.m. – 3:30 p.m.

• October 24, 2016 – Community Incubator Lead Profound Purpose Institute
  Location: Sierra Health Foundation Bannon Island Room – 9 a.m. – 4 p.m.

4:05 p.m. Public Comment

4:15 p.m. Adjourn
Meeting Attendance

Steering Committee Members Present: Alice Baber-Banks, Stephanie Bray, Debra Cummings, Dr. Ethan Cutts, Captain Bobby Davis, Gladys Deloney, Paris Dye, Linda Fong-Somera, Dr. Olivia Kasirye, Aliane Murphy-Hasan, Wendy Petko, Essence Webb, Natalie Woods Andrews

Excused Absence: Keith Herron, Chet Hewitt, Judge Barry Loncke, Kim Pearson, Tina Roberts, Kim Williams, Marlon Yarber

Absent: Diane Galati, Pastor Robert Jones

A quorum of members was present.

Center Staff: Kaying Hang, Diane Littlefield, Kim Maslaniak, Kindra Montgomery-Block, Madeline Sabatoni

Guests: Gina Roberson (FRIENDS), Shannon Williams (LPC Consulting), Michele Darling (LPC Consulting), Sandra Jackson (Children’s Coalition), Devin McBrayer (Congresswoman Doris Matsui), Angela Andrews (Community Leadership Roundtable), Ja’Nel Johnson (Capital Public Radio), Lynn Berkeley-Baskin (Sacramento Faces Race), Troy Williams (CKCBC), Larry Lee (Sacramento Observer), bel Reyes (Innovation Bridge), Brit Irby (Innovation Bridge), Ashley Johnson (Assembly member McCarty)

Meeting called to order: 2:21 pm

Welcome and Updates
Dr. Woods Andrews, Co-Chair, Steering Committee on RAACD opened the meeting with an overview of the agenda.

Approval of Minutes
Aliane moved to approve the minutes. Pastor Banks seconded. All approved.

CIL Review Process and Funding Recommendations
Kindra Montgomery-Block, RAACD Program Officer, presented the funding opportunity processes. Please see attached power point slides.

Steering Committee members were asked to review the charter and roster, noting that certain members have weighted votes. Please see the attached charter and roster.
Steering Committee members were asked to review the conflict of interest policy. Please see the attached conflict of interest policy.

Steering Committee members were asked to declare their conflict of interest for the CIL grant opportunity for Meadowview in writing and out loud. Please see the attached form that members were asked to submit related to the current funding opportunities.

**Declarations of Conflict:**
- Pastor Alice Baber Banks: none
- Debra Cummings: none
- Dr. Ethan Cutts: none
- Captain Bobby Davis: none
- Gladys Deloney: none
- Paris Dye: none
- Linda Fong Somera: none
- Diane Galati: not present
- Keith Herron: not present
- Chet Hewitt: not present
- Pastor Robert Jones: not present
- Dr. Olivia Kasirye: none
- Judge Barry Loncke: not present
- Aliane Murphy-Hasan: none
- Kim Pearson: not present
- Wendy Petko: conflict; Partner with Genesis Church for Safe Sleep Baby and Black Mothers United
- Tina Roberts: not present
- Kim Williams: not present
- Natalie Woods Andrews: none
- Marlon Yarber: not present
- Essence Webb: none

**Recusals:** Wendy Petko

**Review Team’s Recommended Organization:** Focus on Family Foundation

**Summary:** Focus on Family Foundation will be housed at Antioch Baptist Church in Meadowview. Named partners during discussion were: Earth Mama Healing, Always Knocking and Antioch Baptist Church.

**Focus on Family Foundation**
Average scores:
- Written proposal: 43.6
- Site visit: 43.25
- Composite: 86.85
Other Applicants
Genesis Church
Average scores:
Written proposal: 39.6
Site visit: 18.25
Composite: 57.85

Neighborhood Community Development Corporation
Average scores:
Written proposal: 35.3

Public Comment: Michele Darling stated that LPC Consultants had previously worked with Jackie Rose of Focus on Family Foundation and found her to deeply understand the needs of the community.

Vote on Community Incubator Lead Funding recommendation for Meadowview
The Steering Committee on the Reduction of African American Child Deaths recommends the Focus Family Foundation to Sierra Health Foundation: Center for Health Program Management as the Community Incubator Lead for the Meadowview neighborhood.

Vote: Yes, Unanimous.

Advocacy Workgroup Presentation: Proctor Institute
Steering Committee Members Paris Dye and Debra Cummings presented on the Advocacy workgroup’s visit to the Proctor Institute given by the Children’s Defense Fund. Members of the advocacy workgroup, the community leadership roundtable and the community incubator leads attended.

Discussion:
Aliane Murphy-Hasan noted that the information presented at the Institute was invaluable and she hopes the trip happens every year so more people can attend.

Essence Webb noted that the information can be used at work and at home.

Public comment: none

Announcements: Important Dates and Events
Kindra Montgomery-Block gave an update on upcoming dates and events. Important dates include:

- August 18, 2016 – Community Incubator Lead Profound Purpose Institute Focus: Infant Sleep related deaths, with presentations from First 5 Sacramento, CAPC, Dr. Cutts and Diane Galati
  Location: Sierra Health Foundation Bannon Island Room – 9 a.m. – 4 p.m.

- September 15, 2016 – Faith Based Conference Planning Meeting
The Faith Based conference is an opportunity to bring the value of the Proctor Institute to Sacramento. Dr. Wilborn from Kaiser Permanente, who specializes in child abuse and neglect services, will join us to plan this event.

Location: Sierra Health Foundation – 10 a.m. – 12 p.m. Please RSVP to Madeline.

- September 29, 2016 – Sacramento Gang Prevention Summit
  Location: Sam and Bonnie Pannell Community Center – 8:30 a.m. – 3:30 p.m.

- October 24, 2016 – Community Incubator Lead Profound Purpose Institute
  Focus: Perinatal Conditions
  Location: Sierra Health Foundation Bannon Island Room – 9 a.m. – 4 p.m.

- We have several open committee seats. Members are encouraged to share the application, which can be found at: www.shfcenter.org/raacd.

Members of the Steering Committee had several announcements, including:
Dr. Kasirye asked that everyone read the email sent out regarding ACEs and how trauma-informed care can be used at the individual and community level. Dr. Kasirye noted that the second attachment is about a community in Washington State who are using it as a community level.

Dr. Kasirye also noted that April 3-9 is National Public Health Week and she would like to do something for 2017 that would discuss the Steering Committee’s priorities.

Aliane Murphy-Hasan reported that the NAACP will be hosting a “Know Your Rights” event for youth at Strikes in Elk Grove on September 16 at 5 p.m. The seminar is free for youth ages 15-26 and food will be served. The NAACP is trying to do outreach to youth – please contact Aliane for more info.

Debra Cummings reported that the Highlands Community Charter Adult School, located across from Grant High School, will be having a kick off on August 27. The school will take applications for students over the age of 21, offers a variety of classes and has free child care and transportation. On August 27 they will also be hosting a back pack drive at the same location.

Gladys Deloney reported that the county multi-disciplinary team (MDT) MOU will be finalized by Friday. The MOU will allow county staff to be housed in the facility. The first CIL to start is the South Sacramento Christian Center in Valley Hi.

Stephanie Bray reported that 40+ partners are working together to submit a federal grant proposal for the Oak Park Promise Neighborhood, which would transform 50 blocks in 5 years. The grant will be submitted on September 2.

Public Comment
Angela Andrews appreciates the work of the Steering Committee.
Troy Williams said that he appreciates that people from Sacramento are getting opportunities to visit the South and understand what the South is like.

**Meeting adjourned:** 3:57 p.m.
Steering Committee on Reduction of African American Child Deaths

Steering Committee Meeting August 17, 2016
Voting Process and Procedures
Community Incubator Lead Meadowview
Advocacy Workgroup Presentation: Proctor Institute
### RAACD Decision Making Process

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Review Proposals: Individual review and rating of proposals (Review Team)</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Review Team Meeting: Discuss the top-rated proposals to determine which of those will be selected for interviews (Review Team)</td>
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<tr>
<td>Step 3</td>
<td>Proposer Site Visits/Interviews: Proposers clarify Review Team’s questions and provide more information on proposals (Review Team and MDT County Members)</td>
</tr>
<tr>
<td>Step 4</td>
<td>Develop Review Team Recommendations: Determine final funding recommendations based on proposal review, review team discussions and information from interviews. (Review Team)</td>
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<tr>
<td>Step 5</td>
<td>RAACD Steering Committee (SC) Funding Recommendation Meeting: SC deliberates on presented recommendations and develops final funding recommendations to the Center for Health Program Management.</td>
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<td>Step 6</td>
<td>Grantmaking: A due diligence check is done on recommended proposers and the contracting process begins (the Center)</td>
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</tbody>
</table>

**Contract Term:** September/October 2016 to June 2019 – grant renewals in year 4/5
Consider the funding recommendations as brought forth by the external review team.

Make final funding recommendations based on:
- Merit of the statements, proposals, and interviews in relation to goals of the funding opportunities
- Available funding
<table>
<thead>
<tr>
<th>Members by Category</th>
<th>Number of Voting Members</th>
<th>Number of Votes Per Category</th>
<th>Member</th>
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<tbody>
<tr>
<td>1. Department of Health &amp; Human Services</td>
<td>1</td>
<td>1</td>
<td>Kim Pearson</td>
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<td>2. Department of Human Assistance</td>
<td>1</td>
<td>1</td>
<td>Gladys Deloney</td>
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<td>3. County Public Health Officer</td>
<td>1</td>
<td>1</td>
<td>Dr. Olivia Kasirye</td>
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<td>4. First 5 Sacramento Commission</td>
<td>1</td>
<td>1</td>
<td>Linda Fong-Somera</td>
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<td>5. Child Abuse Prevention Council</td>
<td>1</td>
<td>1</td>
<td>Vacant</td>
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<td>6. Foundations</td>
<td>3</td>
<td>3</td>
<td>Chet Hewitt (Sierra Health)</td>
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<td></td>
<td></td>
<td></td>
<td>Stephanie Bray (United Way)</td>
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<td>Vacant</td>
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<td>7. Health Care Systems</td>
<td>4</td>
<td>4</td>
<td>Vacant</td>
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<td></td>
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<td></td>
<td>Dr. Ethan Cutts (Kaiser)</td>
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<td>Diane Galati (Dignity)</td>
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<td>Vacant</td>
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<tr>
<td>8. Community Based Health Provider</td>
<td>1</td>
<td>1</td>
<td>Wendy Petko</td>
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<td>9. Maternal, Child, and Adolescent Health</td>
<td>1</td>
<td>1</td>
<td>Vacant</td>
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<tr>
<td>10. Law Enforcement (Sheriff/Probation)</td>
<td>2</td>
<td>2</td>
<td>Robert Davis- Sheriff</td>
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<td>Marlon Yarber- Probation</td>
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<td>Judge Barry Loncke</td>
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<td>11. Judicial</td>
<td>1</td>
<td>1</td>
<td>Natalie Woods-Andrews</td>
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<td>12. Education</td>
<td>1</td>
<td>1</td>
<td>Vacant</td>
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<td>13. Workforce Development</td>
<td>1</td>
<td>1</td>
<td>Vacant</td>
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<tr>
<td>14. Housing Advocacy and Policy</td>
<td>1</td>
<td>1</td>
<td>Kim Williams- S. Sac BHC</td>
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<td></td>
<td></td>
<td></td>
<td>Aliane Murphy-Hasan-NAACP</td>
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<tr>
<td>15. Civic Groups</td>
<td>2</td>
<td>4</td>
<td>Pastor Alice Baber-Banks</td>
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<td></td>
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<td></td>
<td>Pastor Robert Jones</td>
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<tr>
<td>16. Faith-Based Organizations</td>
<td>2</td>
<td>4</td>
<td>Essence Webb</td>
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<td></td>
<td></td>
<td></td>
<td>Paris Dye</td>
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<tr>
<td>17. Parent Representatives</td>
<td>2</td>
<td>4</td>
<td>Vacant</td>
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<tr>
<td>18. Youth Representatives</td>
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<td>Vacant</td>
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<tr>
<td>19. Advocates</td>
<td>4</td>
<td>8</td>
<td>Tina Roberts</td>
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<td>Debra Cummings</td>
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<td>Keith Herron</td>
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<td>Vacant</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td><strong>44</strong></td>
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Rationale
Steering Committee on Reduction of African American Deaths members have a commitment to conduct all responsibilities of the RAACD in a manner consistent with the best interest of the RAACD mission. This requires that all decisions and actions of members on behalf of the RAACD must be made or taken solely with a desire to serve in the best interest of the community, rather than a desire to serve in the best interest of individual agencies.

With this information, the RAACD can take action to ensure there is an impartial decision-making process. In such a case when there is an apparent or perceived conflict of interest, action may consist of one or more of the following:
• RAACD member will recuse himself or herself from the discussion
• RAACD member will recuse himself or herself from any vote regarding the specific matter
• RAACD member will recuse himself or herself from the review and rating of grant proposals
**Definition of Actual or Potential Conflict of Interest**

The following is provided to identify the types of volunteer activities that may create actual or perceived conflicts of interest.

- Directly or indirectly influencing the allocation of funds based on a personal or family interest in or an affiliation with specific agencies.

- Current affiliations or past affiliations within the prior two years present a potential conflict of interest if a RAACD member or a family member has:
  
  An affiliation that is inclusive of, but not limited to, service as an employee, board member, advisory committee member, volunteer, intern, consultant, advisor and/or client with an organization that is seeking a RAACD grant.
Conflict of Interest

Members who have a conflict of interest as defined by the Fair Political Practices Act, AB 1797 (January 1, 2003) and any other applicable state law must do the following:

1. Announce the conflict;
2. Describe the nature of the conflict; and
3. Recuse themselves and leave the meeting room until after disposition of the item giving rise to the conflict.
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Check The Box if there is a conflict with this organization</th>
<th>Describe the Nature of the Conflict</th>
<th>Name Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organization Name</td>
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<tr>
<td>2. Organization Name</td>
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Steering Committee on the Reduction of African American Child Deaths
Conflict of Interest Vote Procedures  August 17, 2016
#7 Community Incubator Lead (CIL)

RAACD Neighborhood: Meadowview

- Review Conflict of Interest
- Recommendation and Discussion
- Public Comment
- Vote
Focus on Family Foundation

- Review Conflict of Interest
- Discussion
- Public Comment
- Vote
FEET: PURSUING JUSTICE FOR CHILDREN FROM THE SANCTUARY TO THE STREET.

2016 PROCTOR INSTITUTE- CHILDREN’S DEFENSE PROJECT

ALEX HALEY FARM- CLINTON TENNESSEE
MEMBERS OF THE RAACD STEERING COMMITTEE, COMMUNITY LEADERSHIP ROUNDTABLE, AND INCUBATOR LEADS TRAVELED AS A TEAM TO DISCOVER NEW INSIGHTS, PERSPECTIVES, AND CRUCIAL INFORMATION TO EQUIP US IN OUR FAITHFUL WORK OF ELIMINATING PREVENTABLE DEATHS OF AFRICAN AMERICAN CHILDREN IN SACRAMENTO COUNTY.
Renew and Recharge Your Faithful Work for Children
Attend the 22nd Annual Samuel DeWitt Proctor Institute for Child Advocacy Ministry

Marian Wright Edelman
CDF President

Rev. James Lawson, Jr.
Civil Rights Leader

Dr. Otis Moss, III
Co-Pastor-in-Residence

Dr. Otis Moss, Jr.
Co-Pastor-in-Residence

July 18-22, 2016 | CDF Haley Farm | Clinton, TN

Register Today
2016 Great Preachers Series
Register today for the 22nd Annual Samuel DeWitt Proctor Institute for Child Advocacy Ministry

Dr. Kelly Brown Douglas
Rev. Courtney Clayton
Dr. John W. Kinney
Dr. Michael Brandon McCormack

July 18-22, 2016 | CDF Haley Farm | Clinton, TN

2016 Children’s Concerns Plenary Speakers
Register today for the 22nd Annual Samuel DeWitt Proctor Institute for Child Advocacy Ministry

Dr. Walter J. Brueggemann
Dr. Eileen W. Lindner
Rev. Starsky D. Wilson
Bishop Robert C. Wright

July 18-22, 2016 | CDF Haley Farm | Clinton, TN
We were challenged by some of the original Freedom Riders to continue to fight for justice for our youth at any cost.

They did not challenge us to do or risk anything that they had not already risked themselves.

FIGHT FOR JUSTICE, FIGHT FOR CHILDREN
Rev. James Lawson

“Non-Violence is not a negative. Non violence is not the absence of violence, it is the presence of love.”
OTIS MOSS JR.

“Be a tree. If you can not be a tree, be a leaf.”
Steering Committee Charter  
Reduction of African American Child Deaths  
Sacramento County

**Purpose:** The purpose of the Steering Committee is to provide coordination and oversight of efforts, create a strategic plan, monitor implementation, evaluate, and report on progress towards reducing the disproportional number of African American child deaths in Sacramento County.

**Authority:** Board of Supervisors, Resolution #2013-0728, dated October 22, 2013.

**Sponsor/Convener:** Department of Health and Human Services.

**Scope of Work:** The Steering Committee will carry forward the recommendations developed by the Blue Ribbon Commission to Reduce African American Child Deaths, as supported by the Sacramento County Board of Supervisors on May 7, 2013. The scope of work will include, but not be limited to the following items:

1. Serve in a public leadership role to engage and mobilize the community to make sustainable change to achieve a reduction in preventable African American child deaths.
2. Organize an infrastructure for the coordination of county-wide efforts.
3. Build mechanisms to facilitate on-going community outreach, education, and involvement.
4. Create a strategic plan.
5. Develop and monitor an implementation plan.
6. Develop and monitor a data collection and evaluation plan.
7. In collaboration with the Child Abuse Prevention Council, provide annual progress reports to the Board of Supervisors.
8. Advise participating entities on public education campaigns, direct service delivery and policy matters.
9. Seek funding to sustain the effort.

**Membership:** The Board of Supervisors will establish and appoint a 31 member Steering Committee. Members will serve two-year terms. There is no limit to how many consecutive terms a member may serve.

Members in seats representing Civic Groups, Faith-Based Organizations, Parent Representatives, Youth Representatives and Advocates will have two votes each. All other members will have one vote each. Regardless of the category a member may belong to, a member's vote(s) is unique to that member and may not be cast by anyone besides that member.
<table>
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<td>4. First 5 Sacramento Commission</td>
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<tr>
<td>8. Community-based Health Provider</td>
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<tr>
<td>9. MCAH Advisory Board</td>
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<tr>
<td>10. Sheriff’s Department</td>
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<tr>
<td>12. Education</td>
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<tr>
<td>13. Workforce Development</td>
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<tr>
<td>18. Youth Representatives (up to age 25)</td>
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<td>[ 4 ]</td>
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</table>

**Total** 31 43

**Process to Fill Member Seats:** Interested parties must complete an application form and indicate which category/categories of membership they are qualified to represent. A Nominations Committee will review applications, conduct interviews as needed and make recommendations to the full Steering Committee. Recommended appointees will be approved by the Board of Supervisors. New members must submit a Conflict of Interest Form 700 to the Clerk of the Board within 30-days of approval and on an annual basis thereafter.

**Absenteeism:** Steering Committee members who miss more than 25% of meetings (unexcused absences) and 50% of meetings (excused absences) in subsequent years will be automatically removed from the committee.

**Meetings:** The Steering Committee must meet at least monthly during the first year of operations and at least quarterly thereafter.

**Meeting Rules:** All meetings will be conducted in accordance with the Brown Act. All meetings will have a published and posted agenda. Topics not on the agenda will not be discussed or considered but may be placed on a future agenda. Actions will be made by majority rule of members present with an established quorum. The presence in person of a majority (50% plus one) of the appointed membership shall constitute a quorum. All matters submitted for determination shall be decided by a majority of those voting. Members may call in but cannot vote according to the Brown Act. Continuity of the discussions is essential to the success of this effort therefore alternates will not be seated. Additional staff members of any organization may certainly attend any meetings as the meetings are public. Content experts
may be invited to speak and will be placed on the agenda. Public attendees will be allowed to comment prior to any action on an item.

**Conflict of Interest:** Members who have a conflict of interest as defined by the Fair Political Practices Act, AB 1797 (January 1, 2003) and any other applicable state law must do the following:
1. Announce the conflict;
2. Describe the nature of the conflict; and
3. Recuse themselves and leave the meeting room until after disposition of the item giving rise to the conflict.

**Chair/Vice-Chair/Secretary:** The general membership will select a Chair, Vice-Chair, and Secretary on an annual basis. The Chairperson shall preside over meetings and maintain orderly procedures as guided by the Brown Act and Robert’s Rules of Order. The Vice-Chair will preside over meetings in the absence of the Chair. In the absence or inability to act of both the Chairperson and the Vice-Chairperson, the members present shall select one of the members present to act as temporary Chairperson.

**Reporting:** The Steering Committee will produce a written report on progress to the Board of Supervisors on an annual basis. In addition, a public presentation highlighting progress will made to the Board of Supervisors on an annual basis.

**Changes to the Charter:** Any proposed changes to the Charter, including modification of the categories of membership, may be considered with a majority vote of the appointed members. The changes must then be approved by the Board of Supervisors.
# Steering Committee on Reduction of African American Child Deaths

## March 2016 Roster

<table>
<thead>
<tr>
<th>Members by Category</th>
<th>Number of Voting Members</th>
<th>Number of Votes Per Category</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. County Public Health Officer</td>
<td>[1]</td>
<td>[1]</td>
<td>Dr. Olivia Kasirye</td>
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<tr>
<td>8. Community Based Health Provider</td>
<td>[1]</td>
<td>[1]</td>
<td>Wendy Petko</td>
</tr>
<tr>
<td>10. Law Enforcement (Sheriff/Probation)</td>
<td>[2]</td>
<td>[2]</td>
<td>Robert Davis- Sheriff Marlon Yarber - Probation</td>
</tr>
</tbody>
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**Total** 32 44

*Current Members = 22*
Steering Committee on the Reduction of African American Child Deaths

Conflict of Interest Policy

Introduction
This policy applies to the volunteers who serve as members of the Steering Committee on the Reduction of African American Deaths (RAACD). It is intended to define actual and perceived conflicts of interests in relation to RAACD members’ role in the review and selection of grant proposals.

This policy is not intended to inhibit, prevent or discourage agencies affiliated with RAACD members from applying for RAACD grant funds. The purpose of this policy is to ensure an impartial development of the RAACD local community services RFP and the review and rating of RAACD grant proposals.

Rationale
Steering Committee on The Reduction of African American Deaths members have a commitment to conduct all responsibilities of the RAACD in a manner consistent with the best interest of the RAACD mission. This requires that all decisions and actions of members on behalf of the RAACD must be made or taken solely with a desire to serve in the best interest of the community, rather than a desire to serve in the best interest of individual agencies.

Since the RAACD Steering Committee members are volunteers who are committed to the Steering Committee’s purpose, it would be a challenge to recruit community representatives to the RAACD who would be free from potential conflicts of interest on the RAACD. It is understood that there is the potential for RAACD members to have some apparent or perceived conflict of interest.

With this information, the RAACD can take action to ensure there is an impartial decision-making process. In such a case when there is an apparent or perceived conflict of interest, action may consist of one or more of the following:
   a. RAACD member will recuse himself or herself from the discussion
   b. RAACD member will recuse himself or herself from any vote regarding the specific matter
   c. RAACD member will recuse himself or herself from the review and rating of grant proposals

Definition of Actual or Potential Conflict of Interest
The following is provided to identify the types of volunteer activities that may create actual or perceived conflicts of interest.

   a. Directly or indirectly influencing the allocation of funds based on a personal or family interest in or an affiliation with specific agencies.

   b. Current affiliations or past affiliations within the prior two years present a potential conflict of interest if a RAACD member or a family member has:
      i. An affiliation that is inclusive of, but not limited to, service as an employee, board member, advisory committee member, volunteer, intern, consultant, advisor and/or client with an organization that is seeking a RAACD grant.
Disclosure of Potential Conflicts of Interest
RAACD members will be asked to disclose any potential conflicts of interest related to them and their family members. Disclosures should encompass current affiliations as well as affiliations within the prior two years.

RAACD members will be provided with a disclosure statement attesting that:

1. S/he understands and agrees to comply with the Conflict of Interest Policy and;

2. Except as specifically described in the disclosure statement, neither s/he nor, to the best of his/her knowledge, any of his/her family members has during the past two years been engaged in any conduct that may be a potential conflict of interest.

Recusal from RAACD Grant Development and Proposal Review Process
RAACD members with an actual or perceived conflict of interest will be asked to recuse themselves from the RAACD grant proposal review and rating process.

Failure of Recusal
In the case in which there is an actual or perceived conflict of interest between an agency and a RAACD member, and the RAACD member has not recused himself or herself from the review and rating of RAACD grant proposals, the agency that applied for funding is not eligible to receive respite services funds.

Capitalized terms used in this Disclosure Statement have the meaning(s) set forth in the attached Conflict of Interest Policy.

I, ___________________________________________, certify that:

1. I understand and agree to comply with the attached Conflict of Interest Policy.

2. Neither I nor, to the best of my knowledge, any of my Family Members has, during the past 24 months, been involved in any activity or circumstances that constitutes a Conflict of Interest, except as specifically described below:

Identify any current or past affiliations within the prior two years that would present an Actual or Potential Conflict of Interest for you or your Family Member(s). Attach additional pages, if necessary. If none, so state.

________________________________________

________________________________________

________________________________________

Fully describe any facts or circumstances that you wish reviewed in order to determine whether or not such facts or circumstances constitute a Conflict of Interest. Attach additional pages, if necessary. If none, so state.

________________________________________
3. The name and address of my principal organization or occupation is:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Type of Organization</th>
<th>My Job Title</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zip Code</td>
<td></td>
<td></td>
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</tbody>
</table>

SIGNATURE: ____________________________________________________________

NAME: ________________________________________________________________

(PLEASE PRINT)

DATE: ____________________________
<table>
<thead>
<tr>
<th>RAACD Target Neighborhood</th>
<th>Applicant</th>
<th>Check The Box If There Is a Conflict With This Applicant</th>
<th>Describe the Nature of the Conflict</th>
<th>Name Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meadowview (CIL)</td>
<td>1. Focus on Family Foundation</td>
<td></td>
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<tr>
<td></td>
<td>2. Genesis Church</td>
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<td></td>
<td>3. Neighborhoods Community</td>
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<tr>
<td></td>
<td>Development Corporation</td>
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</tbody>
</table>

- If you checked a box – you will be asked to recuse yourself from the discussion and vote regarding this grant/contract applicant or group of applications. (Please leave the room when the applicant comes up for vote)