

Utah Balance of State

Continuum of Care Steering Committee

Code of Conduct

Adopted May 15, 2006

Mission:

The mission of the Utah Balance of State Steering Committee (BSCC) is to advocate for agencies serving homeless people by coordinating strategic planning using capacity and needs assessment data, plan efficient placement of new projects, and cooperate as a single body in carrying out tasks associated with seeking continuum-wide funding.

Vision:

The vision of BSCC is to assist agencies to break the cycle of homelessness by:

1. Identifying gaps in the continuum of care;
2. Utilizing research and resources to establish creative, effective action programs which address these gaps;
3. Supporting and collaborating on grant applications; and educating the public, elected officials, and policy makers regarding homelessness and solutions.

Accountability

The Utah Balance of State Continuum of Care is responsible to its stakeholders that include affiliates, board, donors, and others who have placed faith in our mission, support our goals and work on behalf and with people who are experiencing homelessness in each of the seven regions covered by the 25 counties and five cities participating in the BSCC.

To uphold this trust we will:

1. Refrain from using organizational resources for non-essential purposes;
2. Observe and comply with all laws and regulations affecting a HUD Continuum of Care, a State of Utah contractor, or the officers, staff and board members of our non-profit agencies;
3. Produce decisions in a process that is fair, open, and democratic;
4. Ensure open and transparent reporting and fiscal accountability;

We will disclose fully the state of our organization, recognizing that power comes from a healthy evaluation of both our strengths and weaknesses, and uphold the highest standards of accountability.

A copy of the Code of Conduct will be distributed to all members of the Steering Committee and available to others upon request. The Code will be reviewed periodically by the Steering Committee membership.

Conflict of Interest

1. As the Steering Committee, we will avoid any conflict of interest or appearance of a conflict of interest.
2. We will avoid any activity with vendors, grantees, or others that would compromise decisions or the ability to effectively carry out the duties for which we are responsible or that would conflict with the best interest of the Steering Committee.
3. All gifts, favors, fees or honoraria will be declared except for promotional items or items of nominal value.
4. We will avoid influencing the selection of officers, staff, consultants and vendors solely on the basis of a personal relationship.
5. Violation of standards by officers, employees or agents of the Steering Committee may result in disciplinary action up to and including termination or removal from the Steering Committee.

Compliance Officer

Any questions regarding the code, its interpretation or application should be directed to the BSCC Chair (Compliance Officer). If a staff or Steering Committee member knows of a violation of the code, she or he should immediately report it directly to the Compliance Officer. The Compliance Officer will promptly investigate all alleged code violations.

Staff or Steering Committee members may also confidentially contact directly the Chair of the State Homeless Coordinating Committee to report accounting or other financial concerns. Staff will not suffer retaliation in any form for reporting their concerns as described in the code.

Utah Balance of State CoC Steering Committee Chair:

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