

**THE UNIVERSITY OF MICHIGAN  
REGENTS COMMUNICATION**

ACTION REQUEST

Subject: Regental Action Required Under the State of  
Michigan Conflict of Interest Statute

Action Requested: Authorization for the University to enter into an agreement with Guideline Consulting (University of Michigan Employee, Griffin Reames, Owner).

Background:

The University of Michigan University Library seeks approval to enter into an agreement with Reames Consulting, DBA/Guideline Consulting for leadership coaching, and strategic consulting services.

The proposed agreement falls under the State of Michigan Conflict of Interest Statute as Griffin Reames is a University employee as the Chief Operating Officer in the School of Public Health, Kidney Epidemiology Cost Center and would be party to the agreement as the Owner of Guideline Consulting.

However, the Statute allows the University to enter into such agreements if the following conditions are met:

- a) The public servant promptly discloses any pecuniary interest in the contract to the official body which has power to approve the purchase, which disclosure shall be a matter of record in its official proceedings.
- b) The purchase is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.
- c) The official body discloses the following summary information in its official minutes:
  - i) The name of each party involved in the contract.
  - ii) The terms of the purchase, including duration, financial consideration between the parties, facilities or services of the public entity included in the purchase, and the nature and degree of assignment of employees of the public entity for fulfillment of the purchase.
  - iii) The nature of any pecuniary interest.

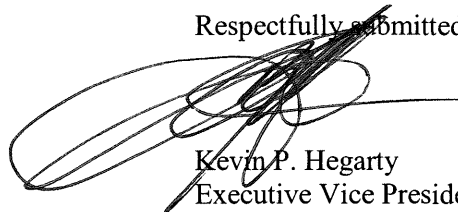
The following information is provided in compliance with the statutory requirements contained in Section (c) above:

- i) The parties to the contract are the Regents of the University of Michigan, its University Library and Guideline Consulting.
- ii) The agreement is for leadership coaching, and strategic consulting services for the University Library. The contract amount for the project is not to exceed \$45,000. Guideline Consulting will be supplying all the necessary resources and personnel to fulfill this contract. The remaining base contract terms and conditions were tailored to meet the particular needs of this contract and have been approved by Procurement Services after advice from the Office of General Counsel.
- iii) The pecuniary interest arises from the fact that University of Michigan employee, Griffin Reames, is the Owner of Guideline Consulting.

Griffin Reames has met state law requirements with the disclosure of her pecuniary interest and formal appointment arrangements with the University of Michigan. Requirements, if any, that may be applicable by the supervisor of Griffin Reames, under the Medical School's or OVPR's Conflict of Interest Committee's procedures are separately analyzed and managed.

We recommend that the Board of Regents approve the agreement between the University of Michigan and Guideline Consulting subject to requirements, if any, that the supervisor of Griffin Reames or the Medical School's or OVPR's Conflict of Interest Committee may impose.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kevin P. Hegarty', is written over the typed name and title below.

Kevin P. Hegarty  
Executive Vice President and Chief Financial Officer

February 2018