

**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 agreements with Guideline
Consulting (University of Michigan Employee, Griffin Reames, Owner)

Background:

The University of Michigan Information and Technology Services Information and Infrastructure Assurance ("ITS-IIA"), Information and Technology Services Identity and Access Management ("ITS-IAM"), and the Stephen M. Ross School of Business at the University of Michigan Executive Education ("Ross-EE"), seek approval to enter into agreements with Guideline Consulting for leadership coaching and strategic consulting services.

The proposed agreements fall under the State of Michigan Conflict of Interest Statute as Griffin Reames is a University employee as Chief Operating Officer with the School of Public Health, Kidney Epidemiology Cost Center and would be party to the contract as 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 and its ITS-IIA, ITS-IAM, Ross-EE, and Guideline Consulting.
- ii) The agreements are for leadership coaching and strategic consulting services for ITS-IIA, ITS-IAM, and Ross-EE. The contract amounts for the projects are \$43,560, \$9,728, and \$3,340 respectively. Guideline Consulting will be supplying all the necessary resources and personnel to fulfill these contracts. The remaining base contract terms and conditions were tailored to meet the particular needs of these contracts and have been approved by Procurement Services after advice from the Office of the General Counsel.
- iii) The pecuniary interest arises from the fact that University of Michigan employee, Griffin Reames, is 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 agreements 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,



Kevin P. Hegarty
Executive Vice President
and Chief Financial Officer

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