

THE UNIVERSITY OF MICHIGAN  
REGENTS COMMUNICATION

Approved by the Regents  
October 13, 2011

ACTION REQUEST

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

Action Requested: Authorization for the University to Purchase Services from Holbrook Design  
(University of Michigan Employee, Latisha Holbrook, Owner)

Background:

The University of Michigan Health System (UMHS) Department of General Medicine, Internal Medicine is seeking approval to purchase services from Holbrook Design to design, develop and produce the 2011-2012 Quality Improvement for Complex Chronic Conditions (QUICCC) Annual Report. The department selected Holbrook Design as they have has provided similar services to other University of Michigan departments.

The proposed agreement falls under the State of Michigan Conflict of Interest Statute as Latisha Holbrook is a University employee as a Multimedia Designer at the University of Michigan Law School and is the owner of Holbrook Design. However, the Statute allows the University to enter into such contracts 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, UMHS Department of General Medicine, Internal Medicine and Holbrook Design.
- ii) The agreement is to purchase services to design, develop and produce the 2011-2012 QUICCC Annual Report totaling \$1,896.
- iii) The pecuniary interest arises from the fact that Latisha Holbrook is a University of Michigan employee, and Owner of Holbrook Design.

Latisha Holbrook 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 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 Holbrook Design subject to requirements, if any, that either the Medical School's or OVPR's Conflict of Interest Committee may impose.

Respectfully submitted,



Timothy P. Slottow  
Executive Vice President  
and Chief Financial Officer

October 2011