

RESOLUTION #2020-162

A RESOLUTION TO AUTHORIZE THE HEALTH COMMISSIONER TO APPROVE CERTAIN EXPENDITURES, PROVIDE FOR THE DISBURSEMENT OF FUNDS, AND ENSURE THE SAFEKEEPING OF HEALTH DEPARTMENT FUNDS, AND REPEAL RESOLUTION #2018-152

WHEREAS, the Board of Health has the authority to approve expenditures, disburse funds, and safeguard the funds of the Galion City Health Department; and

WHEREAS, the Board of Health is responsible for the management of the Galion City Health Department assets and funds; and

WHEREAS, the Board of Health desires to institute adequate controls for the safekeeping of Health Department funds yet allow for the timely payment of bills and conduct of Health Department business by the Galion City Health Department's Health Commissioner; and

WHEREAS, the Board of Health has the authority to appoint a Health Commissioner per section 3709.14 of the Ohio Revised Code; and

WHEREAS, the Board of Health desires to authorize the Health Commissioner to sign certain disbursements, desires to authorize the Health Commissioner to approve certain expenditures of Health Department funds subject to certain limitations specified by the Board of Health , and desires to institute additional internal controls for the safekeeping and protection of public funds .

NOW, THEREFORE, BE IT RESOLVED that the Galion City Board of Health authorizes the Health Commissioner to approve expenditures of the Health Department's funds in an amount not to exceed \$5,000.00 without a motion from the Board of Health in order to pay bills and conduct Health Department business.

Be it further resolved that the \$5,000.00 limit is lifted for the purpose of payroll.

Be it further resolved that the \$5,000.00 limit is lifted for the purpose vaccine purchase.

Be it further resolved that the \$5,000.00 limit is lifted for the purpose of fee remittance to the State of Ohio Treasurer.

Be it further resolved that the \$5,000.00 limit is lifted for the purpose of fee remittance to the Public Health Accreditation Board.

Be it further resolved that proposed expenditures are of a type or for a purpose included within the Health Department's then-current fiscal year budget.

Be it further resolved that the Health Commissioner may act on behalf of the Board of Health in order to amend the Health Department budget based on organizational needs.

Be it further resolved that the Health Commissioner may not break down any proposed expenditure into components for the purpose of avoiding limitations on his/her expenditure authority.

Be it further resolved that the Health Commissioner may approve expenditures of Health Department funds in accordance with any specific authorization granted by the Board of Health during a Board meeting.

Be it further resolved that the Health Commissioner may approve expenditures of Health Department funds in any amount as may be necessary to respond to emergency conditions that potentially threaten the health, safety, or welfare of Health Department clients, residents of the City of Galion, or employees for which immediate corrective action is necessary. Notification of such action shall be presented to the Board of Health and subsequently placed on the agenda for the Board of Health's next scheduled meeting.

Be it further resolved that the Health Commissioner shall exercise his/her expenditure authority in a prudent and fiscally responsible manner, and consistent with all applicable policies and resolutions adopted by the Board of Health.

Be it further resolved that all expenditures approved by the Health Commissioner shall be identified in the financial reports presented to the Board of Health.

Be it further resolved that the Health Commissioner shall not exercise his/her expenditure authority so as to avoid or circumvent Board of Health participation in expenditures or projects that may be of particular interest.

Be it further resolved that all such authorized disbursements of Health Department shall require the signature of the Health Commissioner. In the event of a vacancy of the Health Commissioner role, the Board of Health may designate an alternate staff member to have temporary signing authority until such time as the vacancy is filled. The Health Commissioner may delegate expenditure authority granted under this Resolution to staff designated as Directors. Further, in the event of an absence or vacancy, the Health Commissioner may delegate temporary expenditure authorization to other personnel. The Authorized Personnel shall not have the authority to approve or make any expenditure that would exceed the remaining balance of a budgeted amount for the relevant expense category, as identified in the Health Department's then-current fiscal year budget. Further, the Health Commissioner shall not have the authority to approve any expenditure by Authorized Personnel that would exceed the Health Commissioner's expenditure authority. In all cases the Health Commissioner shall remain responsible for overseeing and ensuring that Authorized Personnel exercise any delegated expenditure authority properly, prudently, and in accordance with the terms and limitations of this Resolution.

Be it further resolved that Resolution 2015-140, adopted by the Board of Health on July 14, 2015, and all other resolutions or parts of resolutions which are in conflict or inconsistent herewith be, the same are hereby rescinded upon the effective date of this rule.

Adopted by the Galion City Board of Health this 14th day of April, 2020.

Ms. Ault Yes Ms. Burgin Yes Ms. Craft Yes Mr. Sterling Yes.

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution adopted by the Board of Health in session this 14th day of April 2020.

A handwritten signature in black ink, appearing to read "Brittany Craft", written over a horizontal line.

Brittany Craft
Board of Health President, President ProTem

A handwritten signature in black ink, appearing to read "Trish Factor", written over a horizontal line.

Trish Factor
Health Commissioner