



**ADAMS COUNTY BOARD OF HEALTH**

**RESOLUTION ADOPTING ADAMS COUNTY HEALTH DEPARTMENT OPERATIONAL DIRECTIVE (OD) -FIN-3  
- SIGNATURE AUTHORITY**

**Resolution No. 2024-002**

**WHEREAS**, Pursuant to C.R.S. §25-1-508, local boards of health are charged with accepting, and through the public health director, using, disbursing, and administering all aid, property, services, or moneys allotted to the agency; and,

**WHEREAS**, Pursuant to C.R.S. §25-1-508, local boards of health must prescribe the conditions under which the property, services, or moneys shall be accepted and administered; and,

**WHEREAS**, Pursuant to C.R.S. §25-1-509, local public health directors, as the administrative and executive heads of local public health agencies, are charged with directing agency resources and prescribing duties to be performed by agency personnel; and,

**WHEREAS**, the Adams County Health Department must enter into contracts on a regular basis in order to receive grants and other funding, purchase goods and services, deliver goods and services, and enter into non-monetary contracts not associated with funding or expenditures; and,

**WHEREAS**, in its Bylaws, the Adams County Board of Health delegates authority to enter into contracts to the Adams County Health Department Executive Director, consistent with Adams County Policy; and,

**WHEREAS**, Adams County Board of Health Resolution No. 2022-002 – Delegating Signature Authority to Public Health Executive Director and Resolution 2022-007 - Establishing Process for Execution of Urgent Agreements, were issued to supplement said Bylaws regarding the execution of contracts; and,

**WHEREAS**, the Adams County Board of Health and the Adams County Health Department Executive Director have determined that OD-FIN-3, attached hereto as Exhibit A, is necessary for the Board to further prescribe the conditions under which agency property, services, and monies are accepted and administered; and for the Executive Director to support the directing of agency resources and formally prescribe duties to be performed by agency personnel.

**NOW, THEREFORE BE IT RESOLVED**, by the Adams County Board of Health, that the Adams County Health Department Executive Director and designated personnel are delegated authority to sign contracts and other documents as detailed in OD-FIN-3, as long as such contracts and other documents are consistent with the overall direction and programming approved by the Board of Health.

**BE IT FURTHER RESOLVED THAT**, this OD-FIN-3 - Signature Authority, is intended to supplement Adams County Board of Health Bylaws and Resolution 2022-007 - Establishing Process for Execution of Urgent Agreements; and is intended to supersede and replace Adams County Board of Health Resolution No.

2022-002 – Delegating Signature Authority to Public Health Executive Director. If anything in OD-FIN-3 conflicts with Adams County Board of Health Bylaws or Resolution 2022-007, OD-FIN-3 controls.

**Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:**

<b>Gilliam</b> _____	Yea
<b>Keiling</b> _____	Yea
<b>Lindemann</b> _____	Yea
<b>Mahnke</b> _____	Absent
<b>Winkler</b> _____	Yea

**Board of Health Members**

**ADOPTED, this 15<sup>th</sup> day of February, 2024.**

*Dierdre A Gilliam, DNP, RN, PHN*

Dierdre A Gilliam, DNP, RN, PHN (Feb 23, 2024 10:12 MST)

Dr. Dierdre A. Gilliam, Vice President  
On behalf of Dr. Sheela Mahnke,  
President Adams County Board of Health

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**EXHIBIT A**

*Remainder of this page left blank intentionally.*

OD-FIN-3

## Signature Authority

Adams County Health Department

Created: February 2024

Next Required Review: February 2026

Directive Custodian: Director of Performance & Business Excellence

**Signature:**

**Date:**

### Overview:

This Operational Directive (OD) establishes signature authority definitions and levels for Adams County Health Department (ACHD) personnel in non-emergency situations.

This OD is intended to supplement Adams County Board of Health (BOH) Resolution 2022-007-Establishing Process for Execution of Urgent Agreement, BOH Bylaws, and Adams County policies. If there are any conflicts between this OD and the forementioned policies and resolutions, this OD shall control. This OD supersedes and replaces BOH Resolution 2022-002-Delegating Signature Authority to Public Health Executive Director.

### Purpose:

Add clarity to and expand upon existing ACHD signature authorities, allow ACHD personnel to be nimbler in responding to the needs of the community and department, enhance efficiency in working with external organizations, and delegate authority to those ACHD personnel closest to the work contemplated under contracts and other signed documents.

### Directive:

Contracts may be signed by the BOH, ACHD Executive Director, and ACHD personnel according to the authorities listed below. Signature authority may also be delegated by the BOH, Executive Director, Deputy Executive Director, and Division Directors, only as described below, by completing the Delegation of Signature Authority Form attached to this OD. All Delegation of Signature Authority Forms must be submitted to the Performance & Business Excellence Division upon execution.

Contracts and other documents signed according to this OD must adhere to all applicable state and federal law, Adams County policies and procedures, ACHD policies and procedures, and funder requirements, and all signed documents must be consistent with the overall direction and programming approved by the BOH.

**All contracts must be routed through the Performance & Business Excellence Division and stamped "Approved as to Form" by the County Attorney's Office prior to execution.** All contracts, contract records (RFP documentation, sole source documentation, insurance documentation, etc.) and Operational Directives must be maintained by the Performance & Business Excellence Division, regardless of the type of contract/OD or the contract signer.

The Executive Director will notify the BOH of contracts of significant importance following the execution of any such contracts.

**Definitions:**

**Revenue Contract:** A written agreement between ACHD and a third party under which ACHD receives money (revenue) typically in exchange for completion of a scope or body of work.

**Expense Contract:** A written agreement between ACHD and a third party under which ACHD will give money to the third party (expense) in exchange for goods or services. This includes grants and subgrants under which ACHD is giving money to a third party tasked with completing a scope or body of work; and standard purchasing contracts, typically one-time agreements, under which ACHD is buying standard goods or services.

**Non-Monetary Contract:** A written agreement between ACHD and a third party under which no money is exchanged between the parties. Non-monetary agreements may include agreements to exchange, provide or share goods, services, and/or physical or intellectual property, so long as no monetary payment is expected or rendered by either party under the contract. A Non-Monetary Contract includes, but is not limited to, a Memorandum of Agreement/Understanding (MOA/MOU), Data Sharing or Data Use Agreement (DSA/DUA), co-location agreement, grant application, student intern agreement, etc.

**Operational Directive:** An internal department-specific or division-specific rule/procedure.

**Exceptions:**

The documents listed below are excluded from this OD. Please contact the Performance & Business Excellence Division before proceeding.

- Signing in Emergency Situations
- Facility Leases
- Software Contracts
- Legal Services
- Credit Applications

**Signature Authorities by Agreement Type:**

**Revenue Contracts:**

Board of Health	No Limit	No Limit
Executive Director	No Limit	No Limit
Deputy Executive Director	No Limit	No Limit
Division Director	\$250,000	No Limit
Division/Section Manager	N/A	N/A
Division/Section Supervisor	N/A	N/A
All other staff	N/A	N/A

**Expense Contracts:**

Position	Monetary Limit	Term Limit
Board of Health	No Limit	No Limit
Executive Director	\$500,000	No limit

Deputy Executive Director	\$100,000	No Limit
Division Director	\$20,000	No Limit
Division/Section Manager	N/A	N/A
Division/Section Supervisor	N/A	N/A
All other staff	N/A	N/A

**Non-Monetary Contract:**

Board of Health	Yes	No Limit
Executive Director	Yes	No Limit
Deputy Executive Director	Yes	No Limit
Division Director	Yes	No Limit
Division/Section Manager	Yes, upon execution of a Delegation of Signature Authority	As detailed in applicable Delegation of Signature Authority Form
Division/Section Supervisor	No	N/A
All other staff	No	N/A

**Operational Directives:**

Board of Health	Yes	Department-wide
Executive Director*	Yes	Department-wide
Deputy Executive Director*	Yes	Department-wide
Division Director*	Yes	Division-specific
Division/Section Manager	No	N/A
Division/Section Supervisor	No	N/A
All other staff	No	N/A

\*The Executive Director and Deputy Executive Director retain sole authority to sign directives at any level regarding Human Resource practices and Board Engagement unless expressly delegated to a Division Director.

\*\*The Director of Performance & Business Excellence can sign department level directives in the areas of Administration, Finance, Compliance, Communications, Fleet/Facilities, and Technology use.

## Delegation of Signature Authority Form

I, \_\_\_\_\_(Delegator), hereby extend my signature authority to \_\_\_\_\_(Delegatee), in accordance with Operational Directive FIN-3 - Signature Authority, and subject to the limits outlined below. *Only the Executive Director, Deputy Executive Director, and Division Directors are permitted to delegate signature authority.*

**Length of Delegation:**

Expires on: \_\_\_\_\_

Indefinite

*\*Delegation of Signature Authority becomes void upon separation of either the delegator or the recipient.*

**Delegation Categories (select all that apply):**

	<b>Category:</b>	<b>Monetary Limit:</b>	<b>Term Limit:</b>
	Revenue Contract		
	Expense Contract		
	Non-Monetary Contract	N/A	

**Acknowledgement:**

By signing below all parties agree that they understand all documents executed must be consistent with the overall direction and programming approved by the BOH and must adhere to all applicable state and federal law, Adams County policies and procedures, ACHD policies and procedures - including OD-FIN-2, and any funder-specific requirements.

\_\_\_\_\_  
Delegator Name

\_\_\_\_\_  
Delegator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Delegatee Name

\_\_\_\_\_  
Delegatee Signature

\_\_\_\_\_  
Date