

**BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT**

RESOLUTION #24-01

RE: 1) REMOVING AMELIA E. CLARK'S AUTHORITY TO LEGALLY BIND SPOKANE REGIONAL HEALTH DISTRICT (SRHD) FOR ALL CONTRACTS AND PROCUREMENTS RELATED TO FEDERAL FUNDS; AND 2) PROVIDING THE CURRENT SRHD ADMINISTRATIVE OFFICER, ALICIA M. THOMPSON, DR. PH, LMSW, AUTHORITY TO LEGALLY BIND SRHD FOR ALL CONTRACTS AND PROCUREMENTS RELATED TO FEDERAL FUNDS; AND 3) PROVIDING CONTINUED AUTHORITY FOR THE SRHD DEPUTY ADMINISTRATIVE OFFICER, LOLA B. PHILLIPS, AND FINANCE DIRECTOR, KIM KRAMARZ TO ACT AS DESIGNEES IN THE SRHD ADMINISTRATIVE OFFICER'S ABSENCE

WHEREAS, Resolution #20-09 and Resolution #21-05 provided authority for the SRHD Administrative Officer, Amelia E. Clark, to legally bind the Spokane Regional Health District for all contract and procurement related purposes where federal funds were used and to request federal grant reimbursement; and

WHEREAS, Amelia E. Clark resigned her position in September 2022 and Alicia M. Thompson, Dr. PH, LMSW, was recruited as the current SRHD Administrative Officer in December 2023; and

WHEREAS, the duties of the Administrative Officer include entering into legally binding agreements including all federal grant funding agreements and supplemental agreements; and

WHEREAS, the Code of Federal Regulations, 2 CFR 200.415(a) requires that final fiscal reports or vouchers requesting payment under Federal agreements must include a certification signed by an official who is authorized to legally bind the non-Federal agency; and

WHEREAS, to enter into agreements, the Administrative Officer must have authority to legally bind the Spokane Regional Health District and request federal grant reimbursement; and

WHEREAS, to assure a continuity of operations if the SRHD Administrative Officer is absent, a designee(s) must be appointed to have authority to legally bind the Spokane Regional Health District and request federal grant reimbursement.

NOW, THEREFORE, BE IT RESOLVED, that the Spokane Regional Health District Board of Health provides:

- 1) Removal of Amelia E. Clark's authority to legally bind the Spokane Regional Health District for all contract and procurement related purposes where federal funds are used and to request federal grant reimbursement as stated in Resolution #20-09 and Resolution #21-05.
- 2) Authority for the current Spokane Regional Health District Administrative Officer, Alicia M. Thompson, Dr. PH, LMSW, to legally bind the Spokane Regional Health District for all contract and procurement related purposes where federal funds are used and to request federal grant reimbursement.
- 3) Continued authority for the SRHD Deputy Administrative Officer, Lola B. Phillips, or the SRHD Finance Director, Kim Kramarz, to act as a designee to legally bind the Health District in the case of the SRHD Administrative Officer's absence as stated in Resolution #20-09 and Resolution #21-05.

Signed this 25th day of January 2024 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH


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