



## PUBLIC HEARING AGENDA ITEM

<b>DATE OF PUBLIC HEARING:</b> August 20, 2019
<b>SUBJECT:</b> Signature Authorization for Adams County Workforce & Business Center
<b>FROM:</b> Jodie Kammerzell, Workforce & Business Center Administrator
<b>AGENCY/DEPARTMENT:</b> Human Services – Workforce & Business Center
<b>HEARD AT STUDY SESSION ON</b>
<b>AUTHORIZATION TO MOVE FORWARD:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>RECOMMENDED ACTION:</b> That the Board of County Commissioners Approves Signature Authorization to the Director of Human Services or the Director's designee.

### **BACKGROUND:**

The Colorado Department of Labor and Employment (CDLE) Grant Agreement for Administration of Workforce Development Programs is the legal contract between CDLE and Adams County Workforce and Business Center allowing Adams County Workforce and Business Center to deliver workforce development programs. The Federal Workforce Innovation and Opportunity Act requires Adams County Workforce and Business Center, as the program operator for Adams County, to submit a Regional and Local Workforce Investment Plan, along with any subsequent amendments, outlining the services that will be delivered through Adams County for each Program Year. In addition, specific workforce activities and expenditures for each Program Year are set out in individual work plans. To receive the funds, the County is required to sign individual work plans as they become available.

Adams County wishes to expedite the work plan process by allowing the Director of Human Services or their designee to execute work plans, small purchases and non-contractual documents, including but not limited to reports, amendments, funding adjustments, certifications, correspondence, and applications on behalf of Adams County. As the Department Director or the Director's designee is endowed with signature authority for purchase in accordance with the Adams County Purchasing Policy. The framework provided in the Adams County Purchasing Policy will be utilized for all purchases made within the Department. This policy details delegation made by the Department Director for small purchases as well as lays a framework for the delegation of signature authority for transactions other than purchases.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Colorado Department of Labor and Employment

**ATTACHED DOCUMENTS:**

Resolution

**FISCAL IMPACT:**

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

**Fund:****Cost Center:**

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			

**New FTEs requested:** ☐ YES ☐ NO

**Future Amendment Needed:** ☐ YES ☐ NO

**Additional Note:**