



BOISE COUNTY

RESOLUTION #2010-15

A BOISE COUNTY RESOLUTION TO ESTABLISH AN APPROVAL AND ROUTING PROCESS FOR ALL COUNTY CONTRACTS, AGREEMENTS, SETTLEMENT AGREEMENTS, MEMORANDA OF UNDERSTANDING (MOU) AND GRANTS

WHEREAS, the Boise County Board of Commissioners is required under Idaho Code 31-802 to supervise all county officers charged with management and disbursement of public moneys and revenue; to confirm that they faithfully perform their duties; and to require them to present their books and accounts for inspection upon request; and

WHEREAS, the County Auditor is responsible for ensuring all county money and public funds are accounted for and spent responsibly, pursuant to Idaho Code Title 31, Chapter 23; and

WHEREAS, the Prosecuting Attorney is authorized to review all contracts and agreements to ensure that they are legally sufficient, pursuant to Idaho Code 31-2604; and

WHEREAS, the Boise County Board of Commissioners have identified a need to process all contracts, agreements, MOUs, settlement agreements and grants in a consistent and efficient manner.

NOW THEREFORE BE IT RESOLVED that any and all contracts, agreements, settlement agreements, memoranda of understanding (MOU), and grants will be submitted to the Boise County Board of Commissioners for approval and signature prior to the effective date of any such agreement.

1. The following procedures shall be adhered to all times for approval of all contracts, agreements (including settlement agreements and any other documents relating to County liability) and memoranda of understanding:
 - a. The County official or employee shall notify the County Clerk prior to the initiation of any negotiations with other parties in regard to all new or renewed contracts, agreements and MOUs.
 - b. Once a contract, agreement or MOU has been drafted, a copy will be forwarded to the Prosecuting Attorney for review and approval for legal sufficiency.
 - c. The draft document, as approved by the Prosecuting Attorney, shall be returned to the Clerk. The document shall then be referred to the Board of County Commissioners for their review and final approval.
 - d. After the Board has reviewed, approved and signed the document, the Clerk will retain a copy and return the original to the appropriate department official for processing.

2. The Elected Official or Department Manager shall have discretion to determine whether legal review is necessary for grant applications, except when the grant requires County matching funds or other financial responsibility, e.g. insurance.

All contracts, agreements, MOUs and grants must comply with the above procedures before receiving approval and signature by the Boise County Board of Commissioners.

APPROVED and **ADOPTED** in **Open Session** on the 11th day of January 2010.

BOISE COUNTY BOARD OF COMMISSIONERS


TERRY C. DAY, Chairman


JAMIE A. ANDERSON, Commissioner


LINDA W. ZIMMER, Commissioner

ATTEST:


Constance Swearingen, Clerk to the Board