



BOISE COUNTY

RESOLUTION #2017-34

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 Board of Boise County 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 the legal advisor to the Board and county officials pursuant to Idaho Code 31-2604 and 31-2607; and

WHEREAS, the Board of Boise County Commissioners is the only entity that can legally bind Boise County for contracts, agreements, settlement agreements, and memoranda of understanding (MOU), except for joint power agreements, pursuant to Idaho Code 31-866(1); and

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

NOW THEREFORE BE IT RESOVED, that the Board of Boise County Commissioners does hereby rescind Boise County Resolution #2010-15, and

NOW THEREFORE BE IT RESOLVED that the Board of Boise County Commissioners adopt the following process for processing any and all contracts, agreements, settlement agreements, memoranda of understanding (MOU), and grants (hereinafter "documents") that require the Board's approval and signature:

- a. In considering whether to approve the document, the Board will consider and weigh the following:
 - i. How familiar the Board is with the implications of signing the documents;
 - ii. Whether the document has been noticed up on its agenda properly;
 - iii. Whether newspaper publication, giving the public notice regarding the document, is required;

- iv. Whether the proper procurement procedures have been followed, if applicable;
- v. Whether legal counsel has reviewed and approved the document;
- vi. Whether legal counsel has had sufficient time, preferably 30 days, providing that the Board may grant exceptions, to review and approve the document;
- vii. Whether the Board has had sufficient time to review the documents. Documents associated with a regular meeting are required to be submitted to the Clerk's Office by Thursday of the week before the meeting so that the documents can be submitted/processed for the meeting.

- b. After the Board has reviewed, approved and signed the document, the Clerk will retain the original and provide a copy to the appropriate department official for processing.
- c. The Clerk will enter the document details into a master spreadsheet for tracking purposes. Among the information to be entered into this spreadsheet are (1) termination date of the agreement; (2) the date before notice must be given in order to terminate the contract; and (3) the county employee or official who is handling the document.

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 this 7th, day of July, 2017.

BOISE COUNTY BOARD OF COMMISSIONERS

ALAN D. WARD, Chairman

ROGER B. JACKSON, Commissioner

LAURA L. BAKER, Commissioner



ATTEST:

Mary T. Prisco, Clerk to the Board