

RESOLUTION NO. 2021-003

A RESOLUTION OF THE BOARD OF HEALTH OF THE CHELAN-DOUGLAS HEALTH DISTRICT MOVING THE DISTRICT PAYROLL FUNCTION FROM THE CHELAN COUNTY TREASURER TO THE DISTRICT FOR ADMINISTRATION BY THE DISTRICT OR A THIRD PARTY PAYROLL ADMINISTRATOR SELECTED BY THE DISTRICT.

Whereas, pursuant to RCW 70.46.080, the Chelan-Douglas Health District ("District") funds are maintained in a fund designated as the "District Health Fund" with the Chelan County Treasurer serving as the custodian of the fund and the Chelan County Auditor keeping records of receipts and disbursements from the fund; and

Whereas, the same statute provides that payments from the fund are issued upon approval of the District Board; and

Whereas, the District Administrator and finance department staff have explored the option of moving a portion of the District funds to a separate account to be managed and maintained by the District, for the purpose of completing, processing, and paying the District payroll; and

Whereas, the District may act as the custodian of the funds related to payroll for the District with the consent of the County legislative authority, Chelan County Treasurer, Chelan County Auditor, and District Board, pursuant to RCW 70.46.082; and

Whereas, the current payroll processing system involving the Chelan County Treasurer results in significant unnecessary expenditure of time by the District finance staff primarily associated with timely tracking and paying overtime work completed by District employees; and

Whereas, the District Administrator and finance department staff have determined that it would save the District money if internally, or through a third party payroll administrator retained by the District, the District prepares, processes, and pays the District payroll; and

Whereas, the District Board concurs with the recommendation of the District Administrator and the District finance department staff that moving the District payroll funds and function from Chelan County to the District as set forth in this Resolution is in the best interest of the citizens of the District; now therefore,

THE BOARD OF HEALTH OF THE CHELAN-DOUGLAS HEALTH DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Upon receipt of the written consent of the Chelan County legislative authority, the Chelan County Treasurer, and Chelan County Auditor, the District Administrator shall coordinate transfer of the District payroll function and associated funds from the Chelan County Treasurer to the District. The timing of the transfer of the payroll function and the funds to the District is hereby delegated to the District Administrator.

Section 2. The District Administrator is authorized to conduct a request for proposals to seek proposals from third party vendors to provide payroll services for the District. The District Board delegates the authority to select a third party vendor to the Board Chair, District Board Vice-Chair, and the District

Administrator. Following completion of the request for proposals process, the Board Chair is authorized to enter into an agreement with the selected vendor for the provision of payroll services for the District.

Section 3. The Chelan County Treasurer is confirmed as the continuing custodian of the District Health Funds not identified for transfer to the District as set forth in other Sections of this Resolution.

Section 4. The District designates the Wenatchee Branch of Key Bank as the District's bank of record for deposit of the payroll funds transferred from the Chelan County Treasurer to the District to enable the District to complete the authorized District payroll functions as set forth in this Resolution.

Section 5. The District Administrator is hereby authorized to sign all payroll warrants and/or checks or to approve their issuance and signing by the third party payroll administrator selected by the District following the request for proposal process authorized to be conducted pursuant to this Resolution. In the absence of the District Administrator, the Board Chair or Board Vice-Chair is authorized to sign the District payroll warrants and/or checks.

Section 6. The system of checks and balances currently in place within the District for the handling of funds and accounting for the payment of District obligations shall continue to be maintained so that the preparation and/or initial review of payroll vouchers, warrants, and checks is conducted by the District finance staff in accordance with generally accepted internal audit procedures.

Section 7. If any section, sentence, clause, or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 8. This Resolution shall take effect and be in full force immediately after passage by the Board.

Approved by the Board of Health at an Open Public Meeting the 18th day of October, 2021.



Dan Sutton, Board Chair

Attest/Authenticated:



Luke Davies, Administrator