



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DATE: August 28, 2014

RE: *Approval of Confirming Chief Health Officer and Director of Administration Responsible for Development, Award and Proper Administration of all Purchases and Contracts*

PETITION #18-14

That the Southern Nevada District Board of Health *approve Chief Health Officer and Director of Administration as persons responsible for the development, award and proper administration of all purchases and contracts.*

PETITIONERS:

Andrew J. Glass, FACHE, MS, Director of Administration 
Joseph Iser, MD, DrPH, MSc, Chief Health Officer 

DISCUSSION:

Contracts which bind the Southern Nevada Health District need not be signed or approved by its governing body, the Southern Nevada District Board of Health, unless the law so specifies. One such example is the Interlocal Contract which must be by statute approved by the District's "governing body."

However, as specified in Nevada Revised Statutes (NRS) Chapter 332 entitled Purchasing – Local Governments, it is the governing body "or its authorized representative" who may enter into contracts and otherwise act on behalf of the local government unit for all purchases and contracts. NRS Chapter 332 defines "authorized representative" as meaning "a person designated by the government body to be responsible for the development, award and proper administration of all purchases and contracts for a local government." (emphasis added)

Implied within the Chief Health Officer's and Director of Administration's job requirements may be such contract related responsibilities, however, with the Health District having a new Director of Administration, a specific affirmative vote of the board should be on record designating the Director of Administration and the Chief Health Officer as the persons specifically "designated by the governing body" to be the persons responsible for the "development, award and proper administration" of all purchases and contracts for the Health District. This will allow either the Director of Administration or the Chief Health Officer to execute all contracts for the Health District except those otherwise required or sought to be approved by the Board of Health, without any potential future issue of authority to enter into contracts without Board approval.

The Board's affirmative vote also includes ratification of any purchases and contracts made by the Director of Administration and Chief Health Officer since the resignation of former Director of Administration Elaine Glaser on November 1, 2013.

FUNDING:

No additional funds are required to accomplish the above request.



Memorandum

Date: August 28, 2014

To: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH

From: Andrew J. Glass, FACHE, MS, Director of Administration
Joseph Iser, MD, DrPH, MSc, Chief Health Officer

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RE: Delegation of Signing Responsibility

The attached petition is presented to update the continuing delegation of signing responsibility, by the Board of Health, for contracts which are not, by statute, required to be signed by the governing body. This delegation update is necessary due to the employment by Southern Nevada Health District of Joseph P. Iser, Chief Health Officer, effective September 23, 2013, and Andrew J. Glass, Director of Administration, effective January 6, 2014.