



Lake County Illinois

Legislation Details (With Text)

File #: 15-1025 **Version:** 1 **Name:** Delegation of limited signature authority to Community Development Administrator
Type: resolution **Status:** Passed
File created: 9/29/2015 **In control:** Health and Community Services Committee
On agenda: **Final action:** 10/13/2015

Title: Joint resolution amending signature authority delegation to the Community Development Administrator.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Revised Appendix A.pdf

Date	Ver.	Action By	Action	Result
10/13/2015	1	Lake County Board	adopted	Pass
10/7/2015	1	Financial & Administrative Committee	recommended for adoption to the consent agenda	Pass
10/6/2015	1	Health and Community Services Committee	approved and referred on to the Financial and Administrative Committee	Pass

Joint resolution amending signature authority delegation to the Community Development Administrator.

- At its February 2015 meeting, the Lake County Board approved initial delegation of limited signature authority to the Community Development Administrator, or a designee, to sign and execute agreements or documents required for community development grant administration activities that have previously been approved by the Lake County Board in order to alleviate the administrative burden on County leadership.
- Annual implementation of the County’s Community Development federal grant program requires the County Board Chairman’s signature on various documents of minor technical nature, creating an undue administrative burden on the Chairman.
- This revision provides further clarity that staff-level work such as annual reports and environmental reviews can be signed by the Community Development Administrator.
- Due to staff oversight, the Community Development Administrator has signed such technical documents since February 2015; this amendment retroactively ratifies such signatures.

RESOLUTION

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) provides grants to Lake County, Illinois from its Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), McKinney-Vento Homeless Assistance Grant and Emergency Solutions Grant (ESG) programs; and

WHEREAS, the Lake County Board authorizes all activities and funding disbursements under the County’s Community Development federal grant programs; and

WHEREAS, the annual implementation of the County's Community Development federal grant program requires the County Board Chairman's signature on various documents of minor technical nature, creating an undue administrative burden on the Chairman; and

WHEREAS, it is the intent to ease the undue administrative burden on the Chairman; and

WHEREAS, the Lake County Board, in its authorization of all activities and funding disbursements under the County's Community Development federal grant programs, authorizes the Chairman to sign all documents that implement this authority; and

WHEREAS, limited signature delegation by the Lake County Board Chairman to the Community Development Administrator already exists, and delegation is necessary to ensure administrative convenience and timeliness; and.

WHEREAS, the Lake County Board Chairman will retain sole authorization to sign substantive documents (listed in Appendix A Revised).

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the Community Development Administrator signature delegation be amended to authorize signature on documents of minor technical nature and provide certifications for funding in HUD's Integrated Disbursement & Information System (IDIS).

DATED at Waukegan, Illinois, on October 13, 2015.