

WCHO		<i>Policy and Procedure</i>	
Department: BUDGET, FINANCE AND ADMINISTRATIVE SERVICES Author:		<i>Executive Director Authority</i>	
		Local Policy Number (if used)	
Revision Date	Approval Date October 20, 2009	Implementation Date October 21, 2009	
Archive Information			
Date:	10-20-09		
Reason:			

I. PURPOSE

The intent of this policy is to provide the Washtenaw Community Health Organization (WCHO) Executive Director with the necessary decision-making authority to carry out the Board's over-all purpose, policies, and goals.

II. POLICY

It is the policy of the WCHO that the Executive Director has decision-making authority and is responsible for decisions relating to how purposes, policies and goals are attained; for decisions involving intermediate and short-range commitment, organization and control of resources; for decisions related to the maintenance of professional competence; and will have for control over operations, organizational behavior, subordinate managers and employees, budgets, and implementation of action programs within each key program area.

III. APPLICATION

This policy shall govern the authority of the Executive Director to implement policies approved by the WCHO Board and to provide leadership and management in the organizations operations.

IV. DEFINITIONS

None

V. STANDARDS

- A. The Executive Director shall be authorized to approve expenditures and execute contracts for amounts up to \$25,000.
- B. The Executive Director shall be authorized to sign all contracts above \$25,000 that have been duly approved by the WCHO Board and are in conformity with the annual budget.
- C. The Executive Director shall be authorized to sign and execute all revenue and grant award contracts.
- D. The Executive Director shall be authorized to sign renewals and/or extensions of leases which have been duly approved by the WCHO Board.
- E. The Executive Director shall be authorized to open, close, and maintain control records of bank accounts with prior approval of the WCHO Board.

- F. The Executive Director shall be authorized to delay the issuance of checks in order to benefit the cash flow and investment levels of the organization.
- G. The Executive Director shall be the signor of all WCHO bank accounts.
- H. The Executive Director shall be the signor of all checks issued by the WCHO.

VI. EXHIBITS
None

VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
42 CFR Parts 400 et al. (Balanced Budget Act)		
45 CFR Parts 160 & 164 (HIPPA)		
42 CFR Part 2 (Substance Abuse)		
Michigan Mental Health Code Act 258 of 1974:	X	
JCAHO- Behavioral Health Standards		
MDCH Medicaid Contract		
MDCH Substance Abuse Contract		
Michigan Medicaid Provider Manual		
PA 9 of 2007: Chapter 2, County Community mental Health Programs; Section 330.1230: Services program; executive director as chief executive and administrative officer; terms and conditions of employment	X	