

DRAFT Resolution 2024-XX

A resolution authorizing the Fiscal Manager to sign fiscal and other documents in the absence of the Health Commissioner.

WHEREAS the Health Commissioner is authorized to sign contracts, fiscal approvals, and other key documents on behalf of Canton City Public Health, and

WHEREAS the Health Commissioner may be unavailable to sign critical documents when out of the office on scheduled and/or unplanned leave, and

WHEREAS it is essential that critical documents, such as fiscal documents, contracts, and orders, be signed in a timely manner for the continued efficient operation of the department.

NOW THEREFORE BE IT RESOLVED that the Fiscal Manager is authorized to sign any and all documents for the efficient operation of the department in the absence of the Health Commissioner. This authorization shall be in force until rescinded by the Board of Health or until a different position is authorized by the Board of Health to sign.

BE IT RESOLVED that this resolution is necessary for the operation of Canton City Public Health and that it becomes effective immediately upon passage.

ADOPTED by the Board of Health of Canton City Public Health this ____ day of _____, 2024.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health