

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 93 - 2022

A resolution granting signing authority to Shelley Keitzman, Human Resources Director/Risk Manager

WHEREAS, upon the resignation of the Tanya Everett, Shelley Keitzman was promoted to the position of Human Resources Director/Risk Manager effective July 5, 2022; and

WHEREAS, said appointment did not include specific authorization granting signing authority; and

WHEREAS, providing signing authority to Shelley Keitzman is necessary for the efficient day to day operation of the Human Resources and Risk Management Department; and

WHEREAS, the Board of County Commissioners would like to provide consistency with granting elected officials, department heads, supervisors, and/or managers signatory authorization to satisfy auditing requirements;

NOW THEREFORE BE IT RESOLVED by the Board of Okanogan County Commissioners that Shelley Keitzman is hereby authorized to sign timesheets (including overtime), contracts approving insurance requirements, and those documents required to perform Human Resources and Risk Management duties that do not bind the County legally or financially.

BE IT FURTHER RESOLVED that Shelley Keitzman is hereby authorized to sign and submit expenditure vouchers, invoices relating to public defense costs and employee expense claims that are processed through the Human Resources and Risk Management Department subject to final approval by the Board of County Commissioners as set forth in the Revised Code of Washington.

DATED at Okanogan, Washington this 28 day of July, 2022.



ATTEST:

Crystal M Hawley
Laleña Johns, CMC
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

Andy Hover
Andy Hover, Chairman

Chris Branch
Chris Branch, Member

ABSENT

Jim DeTro
Jim DeTro, Member