

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 2

CONTRACTS AND AGREEMENTS

The Executive Director shall insure that each contract and agreement that is presented to the Board for consideration contains the following information:

Caption-

Clearly indicates the parties to the document, the dollar amount of the agreement or contract, the purpose of the contract or agreement and the term of the agreement.

Contents-

Whereas clauses shall clearly define the purpose of the agreement or contract, the nature of the parties to the agreement, statement that the Board has allocated funds and authorized the distribution of the funds for the purpose of the contract or agreement and the source of funds that are to be used for this purpose.

The contract or agreement must be clearly and effectively written to detail the obligations and rights of the parties, performance measurements, detail how, when and in what manner funds are to be distributed, detail insurance and risk management requirements; default provisions and other characteristics of an effective contract or agreement as determined by the Wood County Prosecutor.

Validation-

The contract or agreement must be signed by the Executive Director as approved as to “content” and, if the agreement or contract exceeds \$25,000 (twenty five thousand dollars), by the Chairperson of the Board or his/her designee. The document shall be signed as to form by the Wood County Prosecutor or his/her designee and will note the authorizing Board Resolution by number. The Wood County Auditors statement as to the availability of funds shall be attached.

Approved by the Board September 28, 2015; Resolution number FY2016-9