



June 22, 2018

MEMORANDUM

TO: Human Services Commission
FROM: Elizabeth LaBarre, Commission Secretary
RE: REQUESTING CONTINUING AUTHORIZATION FOR ACTIONS WHICH MAY BE TAKEN BY THE EXECUTIVE DIRECTOR IN FISCAL YEAR 2018-2019

1. To submit to the Controller term purchase agreement forms and contract order forms for the purpose of encumbering funds, with the understanding that such requests as are submitted be presented to the Commission for ratification at the next meeting.
2. To make temporary and non-civil service appointments and separations as required, subject to ratification by the Commission at the next meeting; and further, to request the use of permanent salary funds of persons on leave of absence without pay, in filling their positions by temporary personnel, with the understanding that such requests as are submitted be presented to the Commission for ratification at its next regular meeting.
3. To submit to the Controller requests for supplemental appropriations when these are of an emergency nature requiring submission prior to the next regular meeting of the Commission, provided approval for the submission of such requests is obtained from the President of the Commission, and further, that such requests as are submitted be presented to the Commission for ratification at its next regular meeting.
4. To submit to the controller, with the approval of the President of the Commission, or in the absence of the President, a member of the Commission, requests for transfer or additional allotment of funds when these are of an emergency nature requiring submission prior to the next regular meeting of the Commission, with the understanding that such requests will be submitted to the Commission at its next regular meeting for ratification.
5. To direct members of the staff to attend welfare meetings and to do such other traveling on official department business within the United States as in the judgment of the Executive Director is necessary for the proper conduct of the work of the Department.
6. To approve vouchers for travel expense and field expense.
7. To attend meetings in the United States on welfare matters.
8. To enter into contracts with a maximum value of \$100,000 with the understanding that such contracts will be presented to the Commission for ratification at its regular meeting.

To be submitted at the Commission's June 28, 2018 Regular Meeting