



Hospitality House

Providing Pathways to Housing

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A G E N D A
REGULAR MEETING
BOARD OF DIRECTORS

Foothill House of Hospitality

Monday, January 29, 2018

3. Finance Report

- b. Authorize Executive Director Nancy Baglietto to Enter into Contracts/Agreements, Open/Close Accounts and/or Execute any Instruments in the Name of or on Behalf of Foothill House of Hospitality dba "Hospitality House"

This amended Board Resolution modifies a similar Board Resolution passed on May 22, 2017, and replaces Resolution #2017-05-02. The former resolution did not explicitly authorize the Executive Director to open and close accounts, financial or otherwise. To this end, this Board Resolution expands the authorization of the Executive Director to further include Opening and Closing accounts which may include but is not limited to bank accounts, investment accounts, Certificates of Deposits, store accounts, online eBay accounts as examples. It also authorizes the Executive Director to continue entering into contracts and agreements, and/or executing any instruments in the name of or on behalf of Foothill House of Hospitality dba "Hospitality House."

Per the former resolution, the following background narrative was provided:

Each year, staff must enter into contracts or agreements on behalf of Foothill House for Hospitality for the purposes of conducting day-to-day business operations and/or completing special projects. While the majority of Foothill House of Hospitality's contractual arrangements are ongoing and routine, staff may, from time to time, enter into contracts for the purpose of completing a special assignment or one-time transaction. Typically, contracts or "letters of engagement" are signed on an annual basis for a 12-month period; however, Foothill House of Hospitality may contract with vendors that do not require a 12-month commitment but rather a month-to-month service agreement. In special situations, Foothill House of Hospitality may need to enter into a longer term contract for competitive pricing that sometimes accompanies a longer contractual period.

Because it is necessary for staff to be able to enter into contracts and agreements in order to maintain cost-efficiency, timely financial transactions, workflow, high levels of customer satisfaction and donor support, legal requirements, and system improvements, staff requests that the Board approve a resolution authorizing the Executive Director to enter into such contracts/agreements on behalf of Foothill House of Hospitality. It is the responsibility of the Executive Director oversee the day-to-day operations of the Foothill House of Hospitality, and to this end, Nancy Baglietto has been identified as the staff person to enter into such contracts or agreements. Funding for contracted expenses must be included in the approved budget or approved by the Executive Committee and/or full board if the expense is outside of the budget and in excess of \$5,000.

RECOMMENDATION

Board Treasurer, Kathy Mollet and Staff recommend that the Board authorize the Executive Director, Nancy Baglietto to enter into contracts/agreements, open/close accounts, and/or execute instruments in the name of or on behalf of Foothill House of Hospitality through the approval of Resolution #2018-01-28.

FOOTHILL HOUSE OF HOSPITALITY

Resolution #2018-01-28

Monday, January 29, 2018

Authorize Executive Director Nancy Baglietto to Enter into Contracts/Agreements, Open/Close Accounts and/or Execute any Instruments in the Name of or on Behalf of Foothill House of Hospitality dba "Hospitality House"

WHEREAS, this Board Resolution replaces former Board Resolution #2017-05-02; and

WHEREAS, this Board Resolution expands the Executive Director's authorization to also include opening and closing accounts in addition to entering into contracts or agreements and/or execute any instruments in the name of or on behalf of Foothill House of Hospitality dba "Hospitality House;" and

WHEREAS, Executive Director, Nancy Baglietto provides the day-to-day managerial oversight of Foothill House of Hospitality's ongoing operations; and

WHEREAS, Foothill House of Hospitality routinely engages in professional services contracts and/or agreements, and from time to time, finds it necessary for the Executive Director to open and close accounts and/or execute instruments in the name of Foothill House of Hospitality in order to maintain the organization's day-to-day business operations and/or respond to special requests or immediate needs on behalf of the Board; and

WHEREAS, expenses associated with a contract or agreement must be provided for in the adopted budget for the relevant fiscal year unless otherwise approved by the full Board or Executive Committee if the contract exceeds \$5,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Foothill House of Hospitality hereby authorizes the Executive Director to enter into contracts/agreements, open/close accounts, and execute instruments in the name of or on behalf of Foothill House of Hospitality as needed or required for the purpose of conducting the day-to-day operations of the organization; and

BE IT FURTHER RESOLVED, that the expenses associated with any contract or agreement must be provided for in the Board adopted budget for the relevant fiscal year; and

BE IT FURTHER RESOLVED, that any unplanned or non-budgeted contract exceeding \$5,000 requires either full Board approval through board resolution or Executive Committee approval; and

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized and directed, on behalf of Foothill House of Hospitality and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intention of this resolution.

Moved by Bobbie Swanson, seconded by Steve Castleberry and adopted this 29th day of January 2019 by the following vote:

FOR: 9
AGAINST: 0
ABSTAIN: 0
ABSENT: 1 - Mikail Graham

Certified by: Roberta Swanson
Secretary to Foothill House of Hospitality

1/29/18
Date