



ARAPAHOE COUNTY  
COLORADO'S FIRST

## Board Summary Report

**Date:** November 20, 2020

**To:** Board of County Commissioners

**From:** Michelle Halstead, director of communication and administrative services

**Subject:** Update Signing Authority for CARES business grant programs

### **Purpose/Request**

The purpose of this resolution is to transfer signing authority for CARES business grant programs, which is necessitated by the current director's retirement.

### **Background & Discussion**

On June 16, 2020, the Board of County Commissioners granted authority to Director of Community Resources Don Klemme to sign grant agreements on behalf of Arapahoe County for a grant program for businesses impacted by COVID-19, subject to approval as to the form of the agreements by the County Attorney's Office.

With Don Klemme's retirement from Arapahoe County on December 1, 2020, it is recommended the Board transfer signing authority for business-related CARES grant programs to Director of Finance Todd Weaver. Mr. Weaver is intimately familiar with the Arapahoe County CARES programs, detailed reporting requirements, and associated expenditure deadlines. This action also enables the Acting Director of Community Resources – Patrick Hernandez – to focus on overall department operations and leadership transition during the interim.

### **Fiscal Impact**

By updating signature authority for the business grant programs, the department will be able to comply with the regulations of the CARES funding within the expenditure deadline.

### **Reviewed By**

County Attorney Ron Carl