



**WHATCOM COUNTY  
EXECUTIVE ORDER 2013-01**

**DELEGATING AUTHORITY FOR  
BENEFIT TRANSACTIONS**

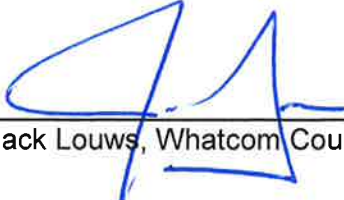
WHEREAS, the process to transfer funds for certain benefit programs requires prompt handling for timeliness of delivery of payment to employees; and

WHEREAS, the following delegations within the approved 2013-2014 Budget for Cost Centers 507340 AS Health Insurance, 507300 AS Workers Compensation, and 507360 AS Dental Insurance will simplify administration while maintaining appropriate checks and balances and compliance with County Code;

NOW, THEREFORE, By virtue of the power vested in me by the Home Rule Charter for Whatcom County, I hereby declare the following:

1. The Human Resources Office Coordinator or designee is appointed as auditing officer to certify ACH Transactions to fund employee benefits pursuant to County Code 3.02.080:
  - a. Medical Claims & Administrative Costs to contracted Medical Plan Administrator.
  - b. Health Savings Account Administrative Costs & Employer Seed Money Contributions to contracted Plan Administrator.
  - c. Workers Compensation Claims & Costs to Plan Administrator to contracted Plan Administrator.
  - d. Dental Reimbursement Claims & Administrative Costs to contracted Dental Plan Administrator.
  
2. The Human Resources Manager or designee is appointed as possessing signatory authority to allow accounts against the County pursuant to County Code 3.02.110 for payments which:
  - a. Do not exceed the estimated revenue for such purpose as contained in the current budget.
  - b. Are within confirmed cash income for the applicable budget year.
  - c. Do not exceed appropriations for the specific purpose for which such services were furnished.

DATED this 10<sup>th</sup> day of January, 2013.

  
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Jack Louws, Whatcom County Executive

Approved as to form:

  
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Dan Gibson, Assistant Chief Deputy Prosecutor