



**Bradley Werner**  
Attorneys at Law

## MEMORANDUM

**To: Q-Life Board of Directors**  
**From: Nancy Werner, Legal Counsel**  
**Re: Delegation of Authority to Q-Life's Executive Director**  
**Date: February 18, 2025**

---

### *Background*

The Second Amended and Restated Intergovernmental Agreement for the QualityLife Intergovernmental Agency ("IGA"), adopted by the Board in December, recognizes the Board's authority to appoint an Executive Director who is responsible for the management of all Q-Life affairs placed in the Executive Director's charge by the Board. The IGA also authorizes the Board to define the authority delegated to the Executive Director. The Board has expressed interest in approving a delegation of authority to delineate the authority of the Executive Director.

### *Resolution 25-02*

Resolution 25-02 delegates authority to the Executive Director for all day-to-day administration and operations of the Agency and expressly delegates authority for certain specific actions. The more specific delegations are not intended to limit the general delegation of administrative and operational authority but rather are intended to clarify areas in which the management authority of the Executive Director and the policymaking role of the Board may be unclear.

Resolution 25-02 also designates the Executive Director as QLife's purchasing manager and solicitation agent for purposes of Q-Life's Public Contracting Regulations. This designation will ensure that the Executive Director can exercise procurement authority within the scope of the authority delegated to the purchasing manager and solicitation agent by the Board in the Regulations.

### *Next Steps*

The Board may approve Resolution 25-02 or provide direction for additional revisions to the delegation of authority for Board consideration at a future meeting.

---

Bradley Werner, LLC