

Policy:

Issued by the WVHIN Board

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1.0 PURPOSE

The purpose of this policy is to enable the efficient and effective management of the West Virginia Health Information Network (WVHIN), through the delegation of authority to its Executive Director (ED).

2.0 SCOPE

This policy applies to powers conferred upon the WVHIN by law.

3.0 BACKGROUND

Pursuant to W. Va. Code § 16-29G-3(3), the WVHIN has the power to:

- a. Make and enter into all contracts and agreements and execute all instruments necessary or incidental to the performance of its duties and the execution of its powers, subject to the availability of funds: *Provided*, That the provisions of article three, chapter five-a of this code do not apply to the agreements and contracts executed under the provisions of this article;
- b. Acquire by gift or purchase, hold or dispose of real and personal property in the exercise of its powers and performance of its duties as set forth in this article;
- c. Receive and dispense funds appropriated for its use by the Legislature or other funding sources or solicit, apply for and receive any funds, property or duties from any person, governmental agency or organization to carry out its statutory duties;
- d. Represent the state with respect to national health information network initiatives;
- e. Perform any and all other activities in furtherance of its purpose or as directed by the Health Care Authority.

4.0 POLICY

In order to efficiently manage and operate the WVHIN, the board delegates its authority to the ED as follows:

- a. The ED has authority, on behalf of the WVHIN, to make and enter into contracts and agreements; execute instruments; make purchases and dispense funds; and, dispose of real and personal property, on the authority of his or her signature for individual transactions up to \$25,000. The ED shall notify the Executive Committee of said expenditures, contracts, etc. where the obligated amount of the transaction exceeds \$10,000.
- b. For individual transactions over \$25,000, the ED shall first obtain the approval of the board before he or she may make and enter into contracts and agreements; execute instruments; make purchases and dispense funds; and, dispose of real and personal property, on the authority of his or her signature.
- c. The WVHIN board delegates its authority to the ED to acquire gifts; hold real and personal property; receive funds; and solicit, apply for and receive funds, property or services, all on behalf of and as the property of the WVHIN; and,
- d. The WVHIN board delegates its authority to the ED to oversee the day-to-day operations of the WVHIN and to represent the State with respect to national health information network initiatives

In the absence of an ED, the authority delegated by the board to the ED under this Policy shall instead be delegated to the Chief Operating Officer.