



Finance & Business

Operations Division

Department of Executive Services

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April 13, 2018

Paul Hayes, RN
Harborview Medical Center
Executive Director
Box 359717
325 Ninth Ave.
Seattle, Wa 98104-2499

Dear Mr. Hayes,

Thank you for your February 21, 2018 letter requesting that Harborview Medical Center (HMC) be allowed to issue your own warrants rather than have the warrants issued via King County's accounts payable unit. Please excuse my delay in responding to your request. I want to reassure you we have been working diligently with HMC staff to prepare a proposed ordinance that will fully execute your request.

In my role as the Director of the Finance and Business Operations Division (FBOD), I support and authorize this request, subject to the approval of the King County Executive and the King County Council. The transition of the warrants from King County to HMC will reduce duplication of work between our respective organizations and streamline payment processing for vendors and contractors.

We will keep your accounts payable team informed about the status of the ordinance as it is reviewed by our executive leadership and the county councilmembers.

My authorization for HMC to issue warrants directly is based on HMC complying with the following requirements, which are reiterated in the proposed ordinance:

- The warrants shall issue from the county hospital fund and drawn on an account maintained with the financial institution with which the county has its banking services agreement;
- The warrants shall be issued in a manner consistent with any written procedures established by FBOD and/or the office of performance, strategy and budget;
- HMC will coordinate with FBOD staff in the treasury section to ensure fiscal responsibility, accountability and auditing as needed;

- The administrator (i.e., the HMC executive director) may not issue warrants for HMC capital projects administered and managed by King County, however warrants for HMC capital projects managed and administered by the University of Washington under the terms of the Hospital Services Agreement dated February 25, 2016 may be issued by the administrator; and
- The administrator must be the signatory on the warrants.

I greatly appreciate the partnership and collaboration between our teams in planning for this transition of duties and in drafting the proposed ordinance. If you or your staff have any questions about our plan of action, please contact me at 206-263-9254.

Sincerely,



Ken Guy, Director
Finance and Business Operations Division

cc: Julie Condit, Accounts Payable Manager, Harborview Medical Center
Janna Waltrip, Assistant Accounts Payable Manager, Harborview Medical Center
Tzeghe Makennen, Accounting Manager, Harborview Medical Center
Danielle Hinz, Chief Procurement Officer, FBOD
Sherry Stroud, Accounts Payable Supervisor, FBOD