



# WASHOE COUNTY

Integrity Communication Service

[www.washoecounty.gov](http://www.washoecounty.gov)

## STAFF REPORT

**BOARD MEETING DATE:** *June 21, 2022*

**DATE:** Tuesday, June 14, 2022

**TO:** Board of County Commissioners

**FROM:** Amber Howell, Director, Human Services Agency  
(775) 785-8600, [ahowell@washoecounty.gov](mailto:ahowell@washoecounty.gov)

**THROUGH:** Kate Thomas, Assistant County Manager

**SUBJECT:** Recommendation to retroactively approve food purchases, and future food purchases by approving FY22 budget adjustments moving [\$20,000.00] into the food purchases item budget in Fund 223 – Homelessness (net impact to Homelessness Fund is zero) and direct the Comptroller's Office to make the necessary budget adjustments. (All Commission Districts).

---

### **SUMMARY**

The Agency is seeking Board approval for the adjustments to the food purchases line-item budget in Fund 223 – Homelessness. Pursuant to the Comptroller's Accounts Payable Manual, except for employees on authorized travel status, payment requests for food or beverages will not be processed unless they are included in the department's budget and approved by the Board of County Commissioners annually.

**Washoe County Strategic Objective supported by this item:** Vulnerable Populations

### **PREVIOUS ACTION**

On September 14, 2021, Item 12, the Board accepted the FY22 Fund for a Healthy Nevada subgrant award from Nevada Clinical Services, Inc. through the State of Nevada, Department of Health and Human Services, Department of Public and Behavioral Health in the amount of \$231,274 with no county match.

### **BACKGROUND**

The Agency is requesting Board approval to increase budget authority for food purchases (GL710872) within the Homelessness Funds with corresponding decreases in professional services (GL710100) and operating supplies (GL710300).

The Agency is requesting Board approval to increase budget authority in the Fund for a Healthy Nevada subgrant award located in Homelessness Fund for past and future food purchases that are approved within the grant award.

**AGENDA ITEM # \_\_\_\_\_**

**FISCAL IMPACT**

There is sufficient budget authority within the FY22 IO 11883 located in Homelessness Fund (223) for the necessary net zero budget adjustments.

Account Number	Description	Amount of Increase/(Decrease)
223-IO-11883	710100 – Professional Services	(\$8,320.00)
223-IO-11883	710300 – Operating Supplies	(\$11,680.00)
223-IO-11883	710872 – Food Purchases	\$20,000.00

**RECOMMENDATION**

It is recommended the Board retroactively approve food purchases, and future food purchases by approving FY22 budget adjustments moving [\$20,000.00] into the food purchases item budget in Fund 223 – Homelessness (net impact to Homelessness Fund is zero) and direct the Comptroller’s Office to make the necessary budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to retroactively approve food purchases, and future food purchases by approving FY22 budget adjustments moving [\$20,000.00] into the food purchases item budget in Fund 223 – Homelessness (net impact to Homelessness Fund is zero) and direct the Comptroller’s Office to make the necessary budget adjustments.”