



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: December 10, 2019

DATE: November 6, 2019
TO: Board of County Commissioners
FROM: Jennifer Hoekstra, Fiscal Compliance Officer, 775-328-2418,
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THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417,
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SUBJECT: Recommendation to approve amendments totaling an increase of [\$1,893] in both revenue and expense to the FY20 Association of Food and Drug Official (AFDO)-Category 3 Training; Food Retail Program Standards Program –FDA FD207 Plan Review Training Course, IO 11651; and if approved direct the Comptroller’s office to make the appropriate budget amendments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller’s Office to make the appropriate budget amendments.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

PREVIOUS ACTION

There has been no previous action taken by the Board.

GRANT AWARD SUMMARY

Project/Program Name: FDA FD207 Plan Review Training Course

Scope of the Project: The scope of work addresses the following:

- Washoe County Health District (WCHD) staff members are scheduled to attend the FDA 207 Plan Review course are assigned to the Plan Review Program and are responsible for reviewing food establishment construction plans. Attendance at the Plan Review course will enhance staff’s knowledge of the Food Code requirements related to the construction of food establishments. The course will enable staff to better understand and utilize the Conference for Food Protection (CFP) Plan Review Guidance Document and related new food establishment applications.

AGENDA ITEM # _____

Attendance will allow staff to obtain the food safety continuing education credits as required by Standard 2. Additionally the course will improve the Food Safety Program's ability to engineer out potential problems related to employee hygiene (hand sink number and location) and proper cold holding temperatures (refrigeration capacity) which are the two risk factors identified as needing priority attention in our 2017 Risk Factor Study. Reduction of the occurrence of foodborne illness risk factor will help the WCHD obtain conformance with Standard 9.

Benefit to Washoe County Residents: This Award supports the EHS Food Program efforts to achieve conformance with the FDA Voluntary National Retail Food Regulatory Program Standards. Implementing the standards benefits the community by reducing or eliminating the occurrence of illness and death from food produced in Washoe County food establishments. Reduction in the percentage of foodborne illness risk factors in food establishments has been identified as a goal in the Washoe County Health District Strategic Plan.

On-Going Program Support: These funds will be used for one-time program expenditures.

Award Amount: Total award is \$1,893 (\$1,893 direct/\$0 indirect)
Grant Period: December 2, 2019 – December 31, 2019
Funding Source: U.S. Food and Drug Administration (FDA)
Pass Through Entity: Association of Food and Drug Officials (AFDO)
CFDA Number: 93.103
Grant ID Number: G-T-1909-07303
Match Amount and Type: None

Sub-Awards and Contracts: No Sub-Awards are anticipated.

FISCAL IMPACT

As this award was not anticipated in the FY20 budget, a budget amendment in the amount of \$1,893 is necessary to bring the Award into alignment with the direct program budget.

Should the BCC approve these budget amendments, the FY20 budget will be amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11651 -431100	Federal Revenue	\$1,893
	Total Revenue	\$1,893
2002-IO-11651 -711210	Travel	\$1,893
	Total Expenditures	\$1,893

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$1,893] in both revenue and expense to the FY20 Category 3 Training; Food Retail Program Standards Program – FDA FD207 Plan Review Training Course, IO 11651; and if approved direct the Comptroller’s office to make the appropriate budget amendments.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to approve amendments totaling an increase of [\$1,893] in both revenue and expense to the FY20 Category 3 Training; Food Retail Program Standards Program –FDA FD207 Plan Review Training Course, IO 11651; and if approved direct the Comptroller’s office to make the appropriate budget amendments.”