



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 28, 2020

DATE: Thursday, January 23, 2020

TO: Board of County Commissioners

FROM: Jennifer Hoekstra, Fiscal Compliance Officer, Health District
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THROUGH: Anna Heenan, Administrative Health Services Officer, Health District, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Recommendation to approve amendments totaling an increase of [\$3,000] in both revenue and expense to the FY20 Association of Food and Drug Official (AFDO)- Food Retail Program Standards Program –Verification Audit Standard 3 and Standard 5; retroactively for the period January 1, 2020 through December 31, 2020; 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.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

There has been no previous action taken by the Board.

BACKGROUND

The Association of Food and Drug Officials (AFDO) award small training and travel grants as part of the continuing education for staff which is required by the FDA Voluntary National Retail Food Regulatory Program Standards.

The AFDO awards are approved by the District Board of Health. This award was signed by the District Health Officer on December 3, 2019.

GRANT AWARD SUMMARY

Project/Program Name: Verification Audit – Standard 3 and Standard 5

Scope of the Project: Since the last assessment in 2016, the Washoe County Health District (WCHD) developed a work plan to address the gaps in the Program

AGENDA ITEM # _____

Standards criteria identified in the self -assessment. Significant work has been done to meet Standard 3 – Inspection Program Based on HACCP Principles and Standard 5 – Foodborne Illness and Food Defense Preparedness and Response. WCHD would have staff from the Southern Nevada Health District (SNHD) conduct the verification audit of Standard 3 and Standard 5. The audit will include review of written policies and procedures and foodborne illnesses database review.

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 \$3,000 (\$3,000 direct/\$0 indirect)

Grant Period: January 1, 2020 – December 31, 2020

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-SP-1910-07782

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 \$3,000 is necessary to bring the Award into alignment with the direct program budget.

Should the board approve these amendments, the FY20 adopted budget will be increased by \$3,000 in both revenues and expenditures in the following accounts:

Cost Object & Description	G/L Account & Description	Amount
IO-11670 Verification Audit Standard	431100-Federal Grants	\$3,000.00
IO-11670 Verification Audit Standard	701412-Salary Adjustment	\$1,429.83
IO-11670 Verification Audit Standard	705360-Benefit Adjustment	\$ 674.45
IO-11670 Verification Audit Standard	711210-Travel	\$ 895.72

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$3,000] in both revenue and expense to the FY20 Food Retail Program Standards Program –Verification Audit of Standard 3 and Standard 5, retroactively for the period January 1, 2020 through December 31, 2020; 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 [\$3,000] in both revenue and expense to the FY20 Food Retail Program Standards Program –Verification Audit of Standard 3 and Standard 5, retroactively for the period January 1, 2020 through December 31, 2020; and if approved direct the Comptroller’s office to make the appropriate budget amendments.”