

STAFF REPORT
BOARD MEETING DATE: January 12, 2016

CM/ACM____
Finance____
DA____
Risk Mgt.____
HR____
Other____

DATE: December 21, 2015
TO: Board of County Commissioners
FROM: Erin Dixon, Fiscal Compliance Officer, Washoe County Health District
775-328-2419, edixon@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer
SUBJECT: Approve amendments totaling an increase of \$2,273 in both revenue and expense to the Retail Program Standards Grant, IO 11293; and if approved direct the Comptroller's office to make the appropriate budget adjustments (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 adjustments.

The Washoe County Health District received an Award from the AFDO, Association of Food and Drug Officials, which provides for new grant funding for the Retail Program Standards, IO 11293, for the period January 4, 2016 through September 16, 2016. A copy of the Award letter is attached. The funding is considered a subaward of United States Food and Drug Administration (FDA) grant funds, CFDA 93.103.

District Board of Health strategic priority: Secure and deploy resources for sustainable impact.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND

The Washoe County Health District's Environmental Health Division has been reviewing standards and best practices to improve efficiencies and public health outcomes. This grant provides funding for salaries and benefits for staff to complete an assessment of the nine Food and Drug Administration Voluntary National Food Retail Program Standards. This self-assessment will determine where to adjust strategic plans for the Food Program according to gaps and will help to determine where best to spend time and monies for the prevention of foodborne illness.

FISCAL IMPACT

The FY16 budget did not include any funding for this grant. The total grant award is \$2,500 and a budget amendment in the amount of \$2,273 is necessary to bring the Award into alignment with the program budget. No amendment is necessary for indirect revenue and expenses.

Should the Board approve these budget amendments, the total adopted FY16 budget will be increased by \$2,273 by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11293	-431100 Federal Revenue	\$2,273
	Total Revenue	\$2,273
	-701110 Base Salaries	2,273
	Total Expenditures	\$2,273

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$2,273 in both revenue and expense to the Retail Program Standards Grant, IO 11293; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$2,273 in both revenue and expense to the Retail Program Standards Grant, IO 11293; and if approved direct the Comptroller's office to make the appropriate budget adjustments.