



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT

BOARD MEETING DATE: February 27, 2018

CM/ACM _____
Finance _____
DA _____
Risk Mgt _____
HR _____
Other _____

DATE: January 26, 2018
TO: Board of County Commissioners
FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418,
pbuxton@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417,
aheenan@washoecounty.us
SUBJECT: Approve amendments totaling an increase of [\$2,914] in both revenue and expense to the FY18 Food Retail Program Standards Program – Western Association of Food and Drug Officials (WAFDO) Conference and FDA Pacifica Region Retail Food Seminar Grant Project, IO 11467; 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: Retail Standards Program – WAFDO Conference and FDA Pacific Region Retail Food Seminar

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

- Attend the WAFDO conference and FDA Pacific Region Retail Food Seminar. These two conferences have been held together as a joint conference for the last several years. General objectives are to provide an opportunity for staff to learn changes to regulations and policies related to food safety including the FDA Food Code, changes to the FDA Program Standards, federal, state, local and tribal food

AGENDA ITEM # _____

safety initiatives, industry food safety initiatives, and emerging food safety science and technology.

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 \$2,914 (\$2,914 direct/\$0 indirect)

Grant Period: January 1, 2018 – October 31, 2018

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-1709-05309

Match Amount and Type: None

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

FISCAL IMPACT

As this award was not anticipated in the FY18 budget, a budget amendment in the amount of \$2,914 is necessary to bring the Award into alignment with the direct program budget.

Should the BCC approve these budget amendments, the FY18 budget will be amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11467 -431100	Federal Revenue	\$2,914
	Total Revenue	\$2,914
2002-IO-11467 -710509	Seminars and Meetings	\$ 430
-711210	Travel	\$2,484
	Total Expenditures	\$2,914

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$2,914] in both revenue and expense to the FY18 Food Retail Program Standards Program – Western Association of Food and Drug Officials

(WAFDO) Conference and FDA Pacifica Region Retail Food Seminar Grant Project, IO 11467; 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 [\$2,914] in both revenue and expense to the FY18 Food Retail Program Standards Program – Western Association of Food and Drug Officials (WAFDO) Conference and FDA Pacifica Region Retail Food Seminar Grant Project, IO 11467; and if approved direct the Comptroller's office to make the appropriate budget amendments."