



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: February 12, 2019

DATE: December 5, 2018
TO: Board of County Commissioners
FROM: Jennifer Pierce, Fiscal Compliance Officer, 775-328-2418,
jpierce@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417,
aheenan@washoecounty.us
SUBJECT: Recommendation to approve amendments totaling an increase of [\$2,851] in both revenue and expense to the FY19 Association of Food and Drug Official (AFDO)- Food Retail Program Standards Program –FDA Program Standards Self-Assessment and Verification Audit Workshop, IO 11544; 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 Program Standards Self-Assessment and Verification Audit Workshop

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

- Attend the FDA Program Standards Self-Assessment and Audit Workshop to enhance staff knowledge of the Program Standards to include the requirements of each of the nine standards, learn various approaches to meeting the criteria within the standards, ability to use the worksheets and forms to electronically compile and maintain the Food Safety Program's self-assessment results, aid in the next

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self-assessment of the nine standards and be able to perform a verification audit for another jurisdiction.

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 \$2,851 (\$2,851 direct/\$0 indirect)

Grant Period: January 1, 2019 – July 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-1810-06314

Match Amount and Type: None

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

FISCAL IMPACT

As this award was not anticipated in the FY19 budget, a budget amendment in the amount of \$2,851 is necessary to bring the Award into alignment with the direct program budget.

Should the BCC approve these budget amendments, the FY19 budget will be amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11544 -431100	Federal Revenue	\$2,851
	Total Revenue	\$2,851
2002-IO-11544 -711210	Travel	\$2,851
	Total Expenditures	\$2,851

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$2,851] in both revenue and expense to the FY19 Food Retail Program Standards Program – FDA Program Standards Self-Assessment and Verification Audit Workshop, IO 11544; 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 [\$2,851] in both revenue and expense to the FY19 Food Retail Program Standards Program –FDA Program Standards Self-Assessment and Verification Audit Workshop, IO 11544; and if approved direct the Comptroller’s office to make the appropriate budget amendments.”