



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: January 28, 2020

**DATE:** January 28, 2020  
**TO:** Board of County Commissioners  
**FROM:** Jennifer Hoekstra, Fiscal Compliance Officer, Health District  
775-328-2418, jhoekstra@washoecounty.us  
**THROUGH:** Anna Heenan, Administrative Health Services Officer, Health District, 775-328-2417, aheenan@washoecounty.us  
**SUBJECT:** Recommendation to approve amendments totaling an increase of [\$1,976] in both revenue and expense to the FY20 Association of Food and Drug Officials (AFDO)- Food Retail Program Standards Program –Joint Nevada Food Safety Task Force and NvEHA Annual Educational Conference; retroactively for the period January 1, 2020 through May 30, 2020; and if approved direct the Comptroller’s office to make the appropriate budget amendments. (All Commission Districts)

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### 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:** Retail Program Standards Cat. 4 Joint NV Food Safety Task Force and NvEHA Annual Conference

AGENDA ITEM # \_\_\_\_\_

- Scope of the Project:** Attend the Joint Nevada Food Safety Task Force and NevEHA Annual Educational Conference. The conference generally focuses on identifying and addressing food safety issues pertinent to food manufacturing, distribution and retail sales and consumption within the State of Nevada. Attendance at this conference will enhance the Health District’s conformance to Standard 2 (Trained Regulatory Staff) and Standard 7 (Industry and Community Relations).

**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 \$1,976 (\$1,976 direct/\$0 indirect)

**Grant Period:** January 1, 2020 – May 30, 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-FPTP-1910-07844

**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 \$1,976 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 \$1,976 in both revenues and expenditures in the following accounts:

<b>Cost Object &amp; Description</b>	<b>G/L Account &amp; Description</b>	<b>Amount</b>
IO-11673 Joint NV Food Safety Task Force Annual Conference	431100-Federal Grants	\$1,976.00
IO-11673 Joint NV Food Safety Task Force Annual Conference	711210-Travel	\$1,976.00

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$1,976] in both revenue and expense to the FY20 Food Retail Program Standards Program – Joint Nevada Food Safety Task Force and NvEHA Annual Educational Conference, retroactively for the period January 1, 2020 through May 30, 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 [\$1,976] in both revenue and expense to the FY20 Food Retail Program Standards Program – Joint Nevada Food Safety Task Force and NvEHA Annual Educational Conference, retroactively for the period January 1, 2020 through May 30, 2020; and if approved direct the Comptroller’s office to make the appropriate budget amendments.”