



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: January 28, 2020

**DATE:** January 8, 2020  
**TO:** Board of County Commissioners  
**FROM:** Jennifer Hoekstra, Fiscal Compliance Officer, 775-328-2418,  
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**THROUGH:** Anna Heenan, Administrative Health Services Officer, 775-328-2417,  
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**SUBJECT:** Recommendation to approve amendments totaling an increase of [\$3,000] in both revenue and expense to the FY20 Association of Food and Drug Officials (AFDO)-Category 3 Training; Food Retail Program Standards Program –FDA FD112 Food Code Training Course; retroactively for the period September 30, 2019 to May 31, 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.

**BCC 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:** FDA FD112 Food Code Training Course

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

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

- Washoe County Health District (WCHD) staff members are scheduled to attend the FDA FD112 Food Code Training are newly hired staff currently completing field standardization. The Food Code training will enhance staff's knowledge of WCHD code requirements which mirror the 2017 FDA Food Code and will help staff successfully complete field standardization. The course will allow staff to obtain food safety continuing education credits as required by Standard 2. The course will review the current version of the FDA Food Code including an explanation of formatting, definitions and the Food Code Annex. The training objectives include; the ability for participants to identify foodborne illness risk factors including cross contamination, inadequate cooking, unapproved food sources, improper holding temperatures and the process for reporting food illnesses as well as the roles and responsibility of management and employees to reduce, eliminate or prevent the occurrence of foodborne illness risk factors.

**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:** September 30, 2019 – May 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-T-1909-07602

**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:

<b>Cost Object &amp; Description</b>	<b>G/L Account &amp; Description</b>	<b>Amount</b>
IO-11672 FDA FD112 Food Code Course	431100-Federal Grants	\$3,000.00
IO-11672 FDA FD112 Food Code Course	711210-Travel	\$3,000.00

**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 Category 3 Training; Food Retail Program Standards Program – FDA FD112 Food Code Training Course; retroactively for the period September 30, 2019 to May 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 Category 3 Training; Food Retail Program Standards Program –FDA FD112 Food Code Training Course; retroactively for the period September 30, 2019 to May 31, 2020 and if approved direct the Comptroller’s office to make the appropriate budget amendments.”