



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 \$2,815 in both revenue and expense to the FY16 CDC ELC Grant Program, IO 10984; 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 a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period August 1, 2015 through July 31, 2016 in the total amount of \$148,000 in support of the Epidemiology and Laboratory Capacity Grant Program IO 10984.

District Board of Health strategic priority: Prepare for and respond to public health threats

PREVIOUS ACTION

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

BACKGROUND

The Nevada State Health Division has awarded the Epidemiology Program \$148,000 for the period August 1, 2015 through July 31, 2016. Funds will be used to support personnel, travel, and operating expenditures.

FISCAL IMPACT

This award was anticipated in the FY16 budget with total revenue of \$145,179 (\$126,060 direct and \$19,119 indirect). Should the Board approve this amendment, the total adopted FY16 budget will be **increased by \$2,815** by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO 10984	431100 Federal Revenue	\$ 2,815
	701110 Base Salaries	2,553
	701300 Overtime	106
	705210 Retirement	855
	710509 Seminars & Meetings	(400)
	710355 Books and Subscriptions	(349)
	710529 Dues	50
	Total Expenditures	\$ 2,815

No budget adjustment is needed for the indirect revenue.

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$2,815 in both revenue and expense to the FY16 CDC ELC Grant Program, IO 10984; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$2,815 in both revenue and expense to the FY16 CDC ELC Grant Program, IO 10984; and if approved direct the Comptroller's office to make the appropriate budget adjustments.



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: 15105
 Budget Account: 3219
 Category: 16
 GL: 8516
9352116
 Job Number: & 9332316

NOTICE OF SUBGRANT AWARD

Program Name: Office of Public Health Informatics and Epidemiology Community Services	Subgrantee Name: Washoe County Health District (WCHD)
Address: 4126 Technology Way, Suite #200 Carson City, NV 89705-2009	Address: 1001 East Ninth Street Reno, NV 89502
Subgrant Period: August 1, 2015 through July 31, 2016	Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>740283400</u> Dun & Bradstreet: <u>073-786-998</u>

Purpose of Award: This award is funded through the *Epidemiology and Laboratory Capacity (ELC) Program - Building and Strengthening Epidemiology, Laboratory and Health Information System* grant from the CDC. WCHD will use these funds to complete epidemiological surveillance and investigation activities in Washoe County, Nevada.

Region(s) to be served: Statewide Specific county or counties: Washoe County

Approved Budget Categories: 1. Personnel \$ <u>123,979</u> 2. Travel \$ <u>3,546</u> 3. Operating \$ <u>500</u> 4. Other \$ <u>850</u> 5. Administration Fee/Indirect <u>19,125</u> Total Cost: \$ <u>148,000</u>	Disbursement of funds will be as follows: Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures specific to this subgrant. Total reimbursement will not exceed \$148,000.00 during the subgrant period.
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Source of Funds:	% of Funds:	CFDA:	Federal Grant #:
1. Centers for Disease Control & Prevention	33%	93.323	3U50CK000419-02S1
2. Centers for Disease Control & Prevention	67%	93.521	5U50CK000419-02

Terms and Conditions:
 In accepting these grant funds, it is understood that:
 1. Expenditures must comply with appropriate state and/or federal regulations;
 2. This award is subject to the availability of appropriate funds; and
 3. The recipient of these funds agrees to stipulations listed in the incorporated documents.

Incorporated Documents:
 Section A: Assurances;
 Section B: Description of Services, Scope of Work and Deliverables;
 Section C: Budget and Financial Reporting Requirements;
 Section D: Request for Reimbursement;
 Section E: Audit Information Request; and
 Section F: DPBH Business Associate Addendum.

District Board of Health	Signature	Date
Kitty Jung, Chair		11-10-15
Judy DuMonte Program Manager, ELC		11-23-15
Julia Peek Deputy Administrator		11-23-15
for Ccody L. Phinnay, MPH Administrator, Division of Public & Behavioral Health		12/1/15