

WASHOE COUNTY  
HEALTH DISTRICT  
ENHANCING QUALITY OF LIFE

STAFF REPORT  
BOARD MEETING DATE: January 12, 2016

CM/ACM JD  
Finance DN  
DA N/A  
Risk Mgt. N/A  
HR N/A  
Other MS

**DATE:** December 8, 2015

**TO:** Board of County Commissioners

**FROM:** Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us)

**THROUGH:** Anna Heenan, Administrative Health Services Officer, 775-328-2417, [aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)

**SUBJECT:** Approve amendments totaling an increase of \$15,000 in both revenue and expense to the FY16 NACCHO – Accreditation Support Initiative Program, IO 11291; and if approved direct the Comptroller’s office to make the appropriate budget adjustments. (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 adjustments.

The Washoe County Health District received an award from the National Association of County and City Health Officials (NACCHO) for the period upon execution through June 10, 2016 in the total amount of \$15,000 in support of the Accreditation Support Initiative. A copy of the first page of the Agreement is attached.

**BCC Strategic Objective supported by this item:** Safe, Secure and Healthy Communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

**PREVIOUS ACTION**

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

**BACKGROUND**

NACCHO awarded the Washoe County Health District \$15,000 for the budget period upon execution through June 10, 2016 to support the Accreditation Support Initiative.

The Washoe County Health District will contract with OnStrategy to develop a strategic plan that sets the direction for addressing the gaps needed to gain accreditation. The plan will incorporate the Community Health Improvement Plan using the gaps that exist between the available programs and

what the community needs. It will also focus on the Community Partnership Development for identifying potential partners and revenue generating opportunities for the district.

By June 10, 2016, WCHD will have the documentation of the 3 elements that will include the Public Health Accreditation Board (PHAB) measures that are required by NACCHO (inc. 5.3.1, 5.3.2, and 5.3.3).

This grant was not projected in the FY16 Budget. The total award amount is \$15,000. A budget amendment in the amount of \$15,000 is necessary to bring the Award into alignment with the program budget.

**FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY 16 budget will be **increased by \$15,000** in the following accounts:

<u>Account Number</u>		<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
<b>2002-IO-11291</b>	<b>-431100</b>	<b>Federal Revenue</b>	<b>\$15,000</b>
		<b>Total Revenue</b>	<b>\$15,000</b>
2002-IO-11291	-710100	Professional Services	15,000
		<b>Total Expenditures</b>	<b>\$15,000</b>

**RECOMMENDATION**

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$15,000 in both revenue and expense to the FY16 NACCHO – Accreditation Support Initiative Program, IO 11291; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Move to approve amendments totaling an increase of \$15,000 in both revenue and expense to the FY16 NACCHO – Accreditation Support Initiative Program, IO 11291; and if approved direct the Comptroller’s office to make the appropriate budget adjustments. (All Commission Districts)

**CONTRACTOR AGREEMENT**

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as "NACCHO"), with its principal place of business at 1100 17<sup>th</sup> Street, N.W., 7<sup>th</sup> Floor, Washington, DC 20036, and **Washoe County Health District** (hereinafter referred to as "Contractor"), with its principal place of business at 1001 East Ninth Street, Building B, Reno, NV 89512.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of Accreditation Support Initiative GRANT TITLE # (3U38OT000172-03S1, CFDA # 93.524) as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on upon execution of contract and shall continue in effect until June 10, 2016, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor \$ 15,000. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. Two equal invoices of \$7,500 each must be submitted: invoice one is due by February 12, 2016 and invoice two is due by June 10, 2016. The NACCHO contract number must be included on all invoices. The final invoice must be received by NACCHO no later than 20 days after the end of the Agreement.