



WASHOE COUNTY

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CM/ACM JE
Finance DJ
DA A
Risk Mgt. DE
HR --
Grant Mgt. --

STAFF REPORT

BOARD MEETING DATE: October 11, 2016

DATE: September 22, 2016
TO: Board of County Commissioners
FROM: Nancy Kerns Cummins, Fiscal Compliance Officer
775-328-2419, nkcummins@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer
775-328-2417, aheenan@washoecounty.us
SUBJECT: Approve amendments totaling an increase of [\$20,000] in both revenue and expense to the FY17 adopted budget for a Health District Workforce Development Plan Grant IO# 11331, and 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.

The Office of the District Health Officer received a Preventive Health and Human Services Block Grant from the State of Nevada Department of Health and Human Services' Division of Public and Behavioral Health on September 13, 2016 to assess and develop a Health District Workforce Development Plan. The District Board of Health approved the award on September 22, 2016. A copy of the first page of the award letter is attached.

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

PREVIOUS ACTION

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

BACKGROUND/GRANT AWARD SUMMARY

Project/Program Name: Workforce Development Plan

Scope of the Project: The application included the following objectives: assess Health District staff competencies; develop a Health District Workforce Development Plan; coordinate the provision of workforce development trainings for staff; review and update Health District policies related to workforce development.

Benefit to Washoe County Residents: This Award supports increasing operational capacity to support a growing population.

AGENDA ITEM # 5.E

On-Going Program Support: Not applicable.

Award Amount: \$23,000.00

Grant Period: October 1, 2016 – September 30, 2017

Funding Source: U.S. Department of Health and Human Services
 Centers for Disease Control and Prevention

Pass Through Entity: State of Nevada Department of Health and Human Services Division
 of Public & Behavioral Health

CFDA Number: 93.758

Grant ID Number: 1 NB01OT009079-01

Match Amount and Type: No match required.

Sub-Awards and Contracts: n/a

FISCAL IMPACT

The total award amount is \$23,000.00 (\$20,000.00 direct and \$3,000.00 indirect). Should the Board approve this Subgrant Award, the adopted FY 17 budget will need to be amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11331 -431100	Federal Revenue	\$ 20,000.00
	Total Revenue	\$ 20,000.00
2002-IO-11331 -701110	Base Salaries	\$ 13,725.00
-705110	Group Insurance	\$ 2,132.00
-705210	Retirement	\$ 3,843.00
-705230	Medicare	\$ 199.00
-705320	Workmens Comp	\$ 91.00
-705330	Unemployment Comp	\$ 10.00
	Total Expenditures	\$ 20,000.00

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$20,000] in both revenue and expense to the FY17 adopted budget for a Health District Workforce Development Plan Grant IO# 11331, and 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 [\$20,000] in both revenue and expense to the FY17 adopted budget for a Health District Workforce Development Plan Grant IO# 11331, and direct the Comptroller’s office to make the appropriate budget amendments.”



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

HD #: **15729**
 Budget Account: **3220**
 Category: **09**
 GL: **8516**
 Job Number: **9375817**

NOTICE OF SUBGRANT AWARD

Program Name: Chronic Disease Prevention and Health Promotion Bureau of Child, Family and Community Wellness		Subgrantee Name: Washoe County Health District (WCHD)											
Address: 4150 Technology Way, Suite #210 Carson City, NV 89706-2009		Address: PO Box 11130 Reno, Nevada 89520											
Subgrant Period: October 1, 2016 – September 30, 2017		Subgrantee's: EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 07-378 6998											
Purpose of Award: To assess and develop a Health District Workforce Development Plan.													
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties. <u>Washoe</u>													
Approved Budget Categories:		Disbursement of funds will be as follows:											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Personnel</td> <td style="width: 50%; text-align: right;">\$ 20,000.00</td> </tr> <tr> <td>2. Supplies</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>3. Other</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>4. Admin</td> <td style="text-align: right;">\$ 3,000.00</td> </tr> <tr> <td>Total Cost:</td> <td style="text-align: right;">\$ 23,000.00</td> </tr> </table>		1. Personnel	\$ 20,000.00	2. Supplies	\$ 0.00	3. Other	\$ 0.00	4. Admin	\$ 3,000.00	Total Cost:	\$ 23,000.00	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$23,000.00 during the subgrant period.	
1. Personnel	\$ 20,000.00												
2. Supplies	\$ 0.00												
3. Other	\$ 0.00												
4. Admin	\$ 3,000.00												
Total Cost:	\$ 23,000.00												
Source of Funds:		% Funds:	CFDA:										
1. Preventive Health and Human Services (CDC)		100%	93.758										
		FAIN:	Federal Grant #:										
		B01OT009040	1 NB01OT009079-01										
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													
Section F: DPBH Business Associate Addendum													
Section G: Annual Work Plan													
Section H: Quarterly Program Activity Tracking and Evaluation													
Section I: Staff Certification													
Section J: In-Kind Contribution/Match													
Kevin Dick, District Health Officer Washoe County Health District		<i>[Signature]</i> 9/22/16											
Jenni Bonk, MS Section Manager, CDPHP		<i>[Signature]</i> 9/22/16											
Beth Handler, MPH Bureau Chief, CFCW		<i>[Signature]</i> 9/22/16											
for Cody L Phinney, MPH Administrator, Division of Public & Behavioral Health													