



# WASHOE COUNTY

Integrity Communication Service  
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## STAFF REPORT

BOARD MEETING DATE: February 14, 2017

CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt \_\_\_\_\_  
HR \_\_\_\_\_  
Other \_\_\_\_\_

**DATE:** January 17, 2017  
**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 [\$2,818.00] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards –United States Food and Drug Administration (FDA) Pacific Region Retail Food Seminar and Western Association of Food and Drug Officials (WAFDO) Conference Grant Program, IO 11366; and if approved 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.

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

### PREVIOUS ACTION

There has been no previous action taken by the Board.

### GRANT AWARD SUMMARY

**Project/Program Name:** Retail Program Standards Program – FDA Pacific Region Retail Food Seminar and WAFDO Conference Project.

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

- Attend the FDA Pacific Region Retail Food Seminar and WAFDO Conference for staff to learn changes to regulations and policies related to food safety including the FDA Food Code, changes to the FDA Program Standards, federal,

AGENDA ITEM # 5.I.4.

state, local and tribal food safety initiatives, industry food safety initiatives and emerging food safety science and technology.

- Staff members who attend the conferences will pass the knowledge, skills and information to the remaining staff not in attendance by the end of September 2017.

**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 \$2,818 (\$2,818 direct/\$0 indirect)

**Grant Period:** January 11, 2017 – October 31, 2017

**Funding Source:** Food and Drug Administration (FDA)

**Pass Through Entity:** Association of Food and Drug Officials (AFDO)

**CFDA Number:** 93.103

**Grant ID Number:** G-T-1611-03971

**Match Amount and Type:** None

**Sub-Awards and Contracts:** No Sub-Awards are anticipated.

### FISCAL IMPACT

As this award was not anticipated in the FY17 budget, a budget amendment in the amount of \$2,818 is necessary to bring the Award into alignment with the direct program budget.

Should the BCC approve these budget amendments, the FY17 budget will be increased by \$2,818 in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11366 -431100	<b>Federal Revenue</b>	<b>\$2,818</b>
	<b>Total Revenue</b>	<b>\$2,818</b>
	-710509 Seminars and Meetings	\$ 200
	-711210 Travel	\$2,618
	<b>Total Expenditures</b>	<b>\$2,818</b>

### RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$2,818.00] in both revenue and expense to the FY17

Environmental Health Services Food Retail Program Standards –United States Food and Drug Administration (FDA) Pacific Region Retail Food Seminar and Western Association of Food and Drug Officials (WAFDO) Conference Grant Program, IO 11366; 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 [\$2,818.00] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards –United States Food and Drug Administration (FDA) Pacific Region Retail Food Seminar and Western Association of Food and Drug Officials (WAFDO) Conference Grant Program, IO 11366; and if approved direct the Comptroller’s office to make the appropriate budget amendments.”

**Buxton, Patsy**

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**From:** Macaluso, Tony  
**Sent:** Tuesday, January 10, 2017 10:29 AM  
**To:** English, Amber E.; Buxton, Patsy  
**Cc:** Sack, Bob  
**Subject:** FW: Retail Program Standards Grant Program: CONGRATULATIONS

**From:** FDA & AFDO Retail Program Standards [<mailto:do-not-reply.grants07-us-east-1@fluxx.io>]  
**Sent:** Monday, January 09, 2017 2:57 PM  
**Cc:** Macaluso, Tony  
**Subject:** Retail Program Standards Grant Program: CONGRATULATIONS

Dear Amber English:

Congratulations! We are happy to inform you that we have approved your grant submission for the following project: FDA Pacific Region Retail Food Seminar and WAFDO Conference, in the amount of \$2,818.00. Your project has been assigned the following tracking number: G-T-1611-03971.

Please use your previously assigned username and password to log into the grant portal at <https://retailstandards.fluxx.io> for details of this award, including the official Grant Award letter.

Please refer to our homepage at <http://afdo.org/retailstandards> for complete grant program information. Additionally, ensure you are familiar with the Non-Allowable Costs section on page 6 of the Grant Guidance. Any non-allowable costs will not be reimbursed, even if they are included in an approved grant application.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have additional questions, or need any additional information, please contact us at: 850-583-4593 or [retailstandards@afdo.org](mailto:retailstandards@afdo.org).

Sincerely,

The Retail Program Standards Grants Management Team