

# WASHOE COUNTY HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

## STAFF REPORT BOARD MEETING DATE: May 10, 2016

CM/ACM   
Finance DN  
DA   
Risk Mgt.   
HR   
Other CH

**DATE:** April 20, 2016  
**TO:** Board of County Commissioners  
**FROM:** Erin Dixon, Fiscal Compliance Officer, Washoe County Health District  
775-328-2419, [edixon@washoecounty.us](mailto:edixon@washoecounty.us)  
**THROUGH:** Anna Heenan, Administrative Health Services Officer, Washoe County Health District, 775-328-2417, [aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)

**SUBJECT:** Approve amendments in expense to the FY16 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088; and if approved direct the Comptroller's Office to make the appropriate budget adjustment (All Commission Districts) .

### SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Finance Department to make the appropriate budget adjustments.

**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 this fiscal year.

### BACKGROUND

The Washoe County Health District (District) received a Notice of Grant Award from U.S. Department of Health and Human Services, Food and Drug Administration (FDA) in the amount of \$346,500 (\$69,300 per year), for the period September 12, 2012 through June 30, 2017 in support of the VNRFRPS Grant Program, IO 11088.

The program received permission from the FDA to amend the grant to use Intermittent Hourly Health Educators instead of consultants and increase associated expenses. Staff training was also increased to improve skills and knowledge in regards to the FDA Food Codes, Managing Retail Safety, and Special Food Processes. Funding was reduced in Professional Services to allow for the increase in travel and other areas.

AGENDA ITEM # 5E2

**FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY16 budget will be **amended** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11088	-701110 Pooled Positions	\$30,353
	-710100 Professional Services	(\$60,000)
	-710300 Operating Supplies	\$6,400
	-710360 Postage	\$1,500
	-710502 Printing	\$2,100
	-710546 Advertising	\$1,647
	-711210 Travel	\$18,000

**RECOMMENDATION**

It is recommended that the Board of County Commissioners Approve amendments in expense to the FY16 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088; and if approved direct the Comptroller's Office to make the appropriate budget adjustment.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "Approve amendments in expense to the FY16 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088; and if approved direct the Comptroller's Office to make the appropriate budget adjustment"