

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Clark County Public Health (CCPH)

CCPH SR2017-347

**DATE:** June 6, 2017

**REQUESTED ACTION:**

Board of County Councilors ratification and approval of action taken on CCPH SR2017-319 (attached) for approval to: apply for FDA Retail Food Grant through Health and Human Services, add a 0.6 FTE Program Assistant revenue position, request budget capacity, and authorize Public Health Director to sign any resulting agreements or amendments. Grant term is July 1, 2017 through June 30, 2020 with up to \$210,000.00 in total remuneration.

  X   Consent           Hearing           County Manager

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**BACKGROUND**

The Food Safety Program within Clark County Public Health (CCPH) provides a critical service to residents and visitors of Clark County by preventing foodborne illnesses. The program accomplishes this work through multiple avenues, including but not limited to: facility inspection, complaint response, illness outbreak response, and education to restaurant owners and operators. This request allows CCPH to apply for grant funds increasing the program capacity to perform program performance improvement in line with the Food & Drug Administration's Retail Food Safety Program Standards and add a 0.6 FTE Program Assistant revenue position.

**COUNCIL POLICY IMPLICATIONS**

N/A

**ADMINISTRATIVE POLICY IMPLICATIONS**

N/A

**COMMUNITY OUTREACH**

N/A

**BUDGET IMPLICATIONS**

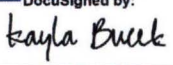
YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.


**BUDGET DETAILS**


Local Fund Dollar Amount	0
Grant Fund Dollar Amount	\$210,000
Account	1025, Public Health
Company Name	Health and Human Services

**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>


DocuSigned by:  
  
 5/24/2017  
 34D1D029C9A344A...  
 Kayla Bucek, Accountant  
 Financial Analyst/Public Health

DocuSigned by:  
  
 5/24/2017  
 DF8652FC3AB04AF  
 Alan Melnick, MD, MPH, CPH  
 Health Director/Health Officer

APPROVED:   
 CLARK COUNTY, WASHINGTON  
 BOARD OF COUNTY COUNCILORS

DATE: 6-13-17  
 SR# 121-17

 6/1/17  
 Kathleen Otto  
 Director, Human Resources

 6-2-17  
 T. Sullivan  
 Budget Office



## BUDGET IMPACT ATTACHMENT

### Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

### Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
1025 / Federal FDA Grant			105,000		105,000	
<b>Total</b>			<b>105,000</b>		<b>105,000</b>	

II. A – Describe the type of revenue (grant, fees, etc.)

### Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1025/Public Health	0.60			105,000		105,000	
<b>Total</b>	<b>0.60</b>			<b>105,000</b>		<b>105,000</b>	

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits			67,050		69,482	
Contractual						
Supplies			12,500		10,000	
Travel			25,450		25,518	
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>			<b>105,000</b>		<b>105,000</b>	

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Requesting Department: Public Health

Package number: PBH-10

Short Description: Federal FDA Food Safety Grant

Limited to 50 characters for use in reports to County Council

Package Title: Public Health application for Food & Drug Administration Grant

Contact: Jeff Harbison, [Jeff.Harbison@clark.wa.gov](mailto:Jeff.Harbison@clark.wa.gov), (360) 397-8475

Justification:

This package recognizes a federal grant agreement with Health and Human Services through the Food and Drug Administration (FDA) in the amount of \$210,000 for the period July 1, 2017 through June 30, 2020.

The grant program is the FDA Retail Food Grant, and will increase Clark County Public Health's capacity to perform facility inspections, complaint response, illness outbreak response, and education to restaurant owners and operators in Clark County.

Package number	Fund number	Program	Dept number	Type	Add, Delete, Change	Does this change involve a reclass?	FTE CHANGE	Effective date of change (MM/YY)	Position # for existing positions	New job classification	Grade & Range	Length for new project positions	Program Code
PBH-10	1025	560	702	Revenue	A	No	0.60	07/17		Program Assistant	M3.508		PPBH-0013

Package number	Fund	Prog	Dept	Basele	Obj	Categ	2017-18 EXP inc / REV dec (DR)	2017-18 EXP dec /REV inc (CR)	2019-20 EXP inc / REV dec (DR)	2019-20 EXP dec /REV inc (CR)	Type	Operating vs capital	Capital project code	Program code	Position
PBH-10	1025	560	702	562560	110	000000	42,776		44,786		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	210	000000	3,379		3,538		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	211	000000	5,261		5,509		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	220	000000	50		50		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	221	000000	13,182		13,182		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	222	000000	1,167		1,167		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	223	000000	813		813		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	230	000000	123		123		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	236	000000	299		314		Ongoing	Operating		PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	300	000000	12,500		10,000		Ongoing	Operating		PPBH-0013	
PBH-10	1025	560	702	562560	400	000000	25,450		25,518		Ongoing	Operating		PPBH-0013	
PBH-10	1025	560	702	331930	100	000000		105,000		105,000	Ongoing	Operating		PPBH-0013	

# DECISION PACKAGE EXAMPLE 1

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Clark County Public Health (CCPH)

CCPH SR2017-319

**DATE:**

May 23, 2017

**REQUESTED ACTION:**

County Manager approval to apply for FDA Retail Food Grant through Health and Human Services, add a 0.6 FTE Program Assistant revenue position, request budget capacity, and authorize Public Health Director to sign any resulting agreements or amendments. Grant term is July 1, 2017 through June 30, 2020 with up to \$210,000.00 in total remuneration. To be ratified by Board of County Councilors at next available hearing date.

\_\_\_\_\_ Consent \_\_\_\_\_ Hearing   X   County Manager

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**BACKGROUND**

The Food Safety Program within Clark County Public Health (CCPH) provides a critical service to residents and visitors of Clark County by preventing foodborne illnesses. The program accomplishes this work through multiple avenues, including but not limited to: facility inspection, complaint response, illness outbreak response, and education to restaurant owners and operators. This request allows CCPH to apply for grant funds increasing the program capacity to perform program performance improvement in line with the Food & Drug Administration's Retail Food Safety Program Standards and add a 0.6 FTE Program Assistant revenue position.

**COUNCIL POLICY IMPLICATIONS**

N/A

**ADMINISTRATIVE POLICY IMPLICATIONS**

N/A

**COMMUNITY OUTREACH**

N/A



**BUDGET IMPLICATIONS**

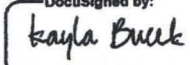
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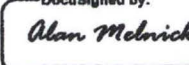
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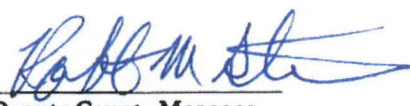
DocuSigned by:  
  
 34D1D026C9A344A  
 Kayla Bucek, Accountant  
 Financial Analyst/Public Health  
 5/23/2017

DocuSigned by:  
  
 DFB652FC3A604AF  
 Alan Melnick, MD, MPH, CPH  
 Health Director/Health Officer  
 5/24/2017

**APPROVED:** \_\_\_\_\_  
**CLARK COUNTY, WASHINGTON**  
**BOARD OF COUNTY COUNCILORS**

DATE: \_\_\_\_\_

SR# \_\_\_\_\_

**APPROVED:**   
**Bob Stevens, Deputy County Manager**

DATE: 5/24/17

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PBH-10	1025	560	702	562560	222	000000	1,167		1,167		Ongoing Operating			PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	223	000000	813		813		Ongoing Operating			PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	230	000000	123		123		Ongoing Operating			PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	236	000000	299		314		Ongoing Operating			PPBH-0013	XXX-YY
PBH-10	1025	560	702	562560	300	000000	12,500		10,000		Ongoing Operating			PPBH-0013	
PBH-10	1025	560	702	562560	400	000000	25,450		25,518		Ongoing Operating			PPBH-0013	
PBH-10	1025	560	702	331930	100	000000		105,000		105,000	Ongoing Operating			PPBH-0013	

## DECISION PACKAGE EXAMPLE 1



## Certificate Of Completion

Envelope Id: 1F58817BFE39411B81420C86E20044EA

Status: Delivered

Subject: Please DocuSign: SR2017-319 FDA Retail Food Health and Human Services.docx, DP PBH-10 - SR2017-...

Source Envelope:

Document Pages: 5

Signatures: 2

Envelope Originator:

Supplemental Document Pages: 0

Initials: 0

Kayla Bucek

Certificate Pages: 5

AutoNav: Enabled

Payments: 0

1300 Franklin St

EnvelopeId Stamping: Enabled

Vancouver, WA 98660

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

kayla.bucek@clark.wa.gov

IP Address: 64.4.182.165

## Record Tracking

Status: Original

Holder: Kayla Bucek

Location: DocuSign

5/23/2017 10:50:57 AM

kayla.bucek@clark.wa.gov

## Signer Events

Kayla Bucek

kayla.bucek@clark.wa.gov

Accountant

Clark County, WA

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign  
ID:

## Signature

DocuSigned by:  
*Kayla Bucek*  
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Alan Melnick

Alan.Melnick@clark.wa.gov

Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Alan Melnick*  
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Signed: 5/24/2017 12:13:58 PM

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Accepted: 2/13/2017 11:12:37 AM

ID: 651822e5-b74c-4c64-862c-d03573dd80b8

Tina Redline

tina.redline@clark.wa.gov

Office Supervisor

Clark County, WA

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign  
ID:

Sent: 5/24/2017 12:14:00 PM

Viewed: 5/24/2017 12:14:26 PM

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp



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Notary Events		Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	5/24/2017 12:14:26 PM
Payment Events	Status	Timestamps
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