

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Public Health

CCPH SR2017-383

**DATE:** August 8, 2017

**REQUESTED ACTION:**

Board of County Councilor's approval to add a 1.0 FTE Environmental Health Specialist I/II project position to Public Health's Food Safety program. The project position will be effective September 1, 2017 through December 31, 2018 and will be funded using Department fund balance.

Consent       Hearing       County Manager

**BACKGROUND**

Environmental Health Specialists I/II positions within the food safety program work to prevent foodborne illness within our community. To accomplish this, the position performs a number of services including: plan review for new construction of food service facilities, routine compliance inspections, and follow-up inspections should violations be found during routine inspections, foodborne illness investigations, and foodborne outbreak response.

With the beginning of construction along the Vancouver waterfront, program managers are anticipating a sharp increase to new food facility plan reviews. This project position will be a critical resource to meet these increased service request volumes and ensure quick turnarounds. By recruiting immediately, the program will have sufficient time for training the new position prior to major workload increases.

Also, the additional plan reviews mean an increase to the number of routine, annual inspections of associated facilities. The inspectors in the food safety program already have a full load of inspections and are assigned more inspections than advised the Federal Drug and Administration Food Retail Standards. This additional position will keep inspection loads for existing staff to a manageable level, ensure quality safety inspections county-wide, and an ability to provide other services in a timely manner.

**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

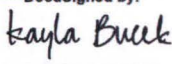
X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.
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**BUDGET DETAILS**

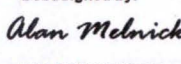
Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	1025 / Public Health
Company Name	

**DISTRIBUTION:**


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

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Kayla Bucek  
 Financial Analyst, Public Health

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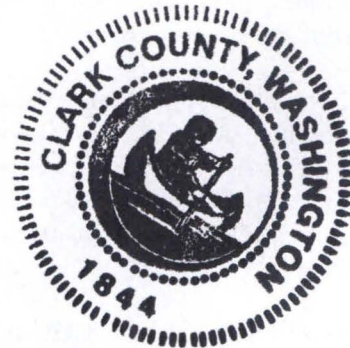
Alan Melnick  
 Director, Public Health

APPROVED:   
 CLARK COUNTY, WASHINGTON  
 BOARD OF COUNTY COUNCILORS

DATE: 7-8-17

SR# SR 16417





APPROVED: \_\_\_\_\_  
 Jim Rumpeltes, Interim County Manager

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

**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 / Dept Fund Balance		110,000				
<b>Total</b>		<b>110,000</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	1.00		110,000				
<b>Total</b>	<b>1.00</b>		<b>110,000</b>				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits		105,774				
Contractual						
Supplies		3,226				
Travel		1,000				
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>		<b>110,000</b>				

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-15	1025	560	702	562560	110	000000	76,988				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	210	000000	6,082				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	211	000000	9,470				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	220	000000	45				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	221	000000	11,717				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	222	000000	749				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	223	000000	723				One-Time Operating			PPBH-0013	XXX-YY
PBH-15	1025	560	702	562560	300	000000	3,226				One-Time Operating			PPBH-0013	
PBH-15	1025	560	702	562560	400	000000	1,000				One-Time Operating			PPBH-0013	

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*Adriana Prata* 7/19/2017  
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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-15	1025	560	702	Project	A	No	1.00	09/18		Environmental Health Specialist II	HD.038A	16 months	PPBH-0013