

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~ Ord No.: 4858

Sponsor(s): Greg Grounds

Date: June 20, 2016

<b>SUBJECT</b>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title; Accept and appropriate \$5000 for training in the grant fund.</p>										
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="310 499 1192 814"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>5000\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>5000\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT 010-2810 \$5000 TO ACCT 010-1560-56140 \$2000 010-1561-56140 \$3000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):          Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	5000\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	5000\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 \$5000 TO ACCT 010-1560-56140 \$2000 010-1561-56140 \$3000
Amount authorized by this legislation this fiscal year:	5000\$										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	5000\$										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 \$5000 TO ACCT 010-1560-56140 \$2000 010-1561-56140 \$3000										
<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): None</p> <p>Prior resolutions and (date):</p>										
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Deb Sees, Environmental Health Administrator</p>										
<b>REQUEST SUMMARY</b>	<p>Retail Program Standards Grant Program Grant Number G-SP-1510-02940. This is a reimbursement grant for verification of Standard 4 When meeting the standard a fixed reimbursement of \$2000 to awarded for use within the inspection program.</p> <p>Grant Number G-T-1510-02930. This is a reimbursement grant for FDA training attended by staff in the amount of \$3000.</p>										
<b>CLEARANCE</b>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										

ATTACHMENTS	Award Letter G-T-1510-02930 Application G-T-1510-02930 Award Letter G-SP-1510-02940 Application G-sp-1510-02940	
REVIEW	Department Director: <i>[Signature]</i>	Date: 6.7.2016
	Finance (Budget Approval): If applicable <i>Sarah Matthe</i>	Date: 6/7/16
	Division Manager: <i>Mary Lou Brown</i>	Date: 6/14/16
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Grant fund- Undesignated Fund Balance	\$5000

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: June 7, 2016

ORD # 4858

Department / Division	Character/Description	From	To
<b>Grant Fund - 010</b>			
1560 - Retail Standards Pgm	45208 - Increase Revenues	2,000	
2810	Undesignated Fund Balance		2,000
2810	Undesignated Fund Balance	2,000	
1560 - Retail Standards Pgm	56140 - Travel		2,000
<b>Grant Fund - 010</b>			
1561 - Retail Standards Pgm	45209 - Increase Revenues	3,000	
2810	Undesignated Fund Balance		3,000
2810	Undesignated Fund Balance	3,000	
1561 - Retail Standards Pgm	56140 - Travel		3,000

 6/7/16  
Budgeting

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM

Ord. 4858



November 20, 2015

**Grant Number:** G-SP-1510-02940  
**Project Title:** Verification and audit of Standard 4  
**Award Value:** \$2,000.00  
**Project Period:** January 1, 2016 to June 30, 2016

Deb Sees  
Public Health Supervisor  
Jackson County Environmental Health  
34900 E. Old US 40 Hwy  
P.O. Box 160  
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for Verification and audit of Standard 4 as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Jackson County Environmental Health to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by June 30, 2016 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after June 30, 2016. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$2,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These

inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

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 9/11/2013, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**  
Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))

G-SP-1510-02940

**Jackson County Environmental Health**

Average of Rating: 32.5

**Jackson County Environmental Health**

\$2,000.00 | 10/1/2015 | Grant: Year 3 (Sept/Oct 2015)

G-SP-1510-02940 | Category 1 - Small Projects

Verification audit of standard 4

**Application for Category 1 - Small Project Grants**

**ORGANIZATION INFORMATION**

<b>Organization:</b>	Jackson County Environmental Health
<b>Location:</b>	Grain Valley, MO
<b>Primary Contact</b>	Deb Sees
<b>Confirm Primary Contact</b>	Deb Sees
<hr/>	
<b>Jurisdictional Level:</b>	Local
<b>FDA Region:</b>	SOUTHWEST (TX, AR, UT, CO, WY, NM, IA, KS, MO, NE, OK)

**AUTHORIZING OFFICIAL INFORMATION**

<b>Authorizing Official Title:</b>	Environmental Health Administrator
<b>Authorizing Official First Name:</b>	Deb
<b>Authorizing Official Last Name:</b>	Sees
<b>Authorizing Official Email:</b>	dsees@jacksongov.org
<b>Authorizing Official Phone:</b>	816-847-7070

**PROJECT INFORMATION**

*Please note the Project Title has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

<b>Project Title:</b>	Verification and audit of Standard 4
<b>Granting Year:</b>	Year 3 (Sept/Oct 2015)
<b>PROJECT START DATE - May start on or after 11/30/2015:</b>	1/1/2016
<b>PROJECT END DATE - Must be completed by 09/30/2016:</b>	6/30/2016
<b>Have you conducted a self assessment of all 9 standards?</b>	Yes

**Date of Most Recent Self-Assessment:** 1/30/2012

**Please select a Small Project sub category:** Completion of Verification Audit for One Standard (Fixed Grant of \$2,000)

**Amount Requested (Please enter the value given for the sub category chosen above)** \$2,000.00

**Project Summary:**

Verification audit of standard 4

**Project Members:**

Deb Sees - Jackson County Environmental Health Administrator  
 Chelsea Hosack, Naty Jimenez-Feugate, Kristen Geary, Amanda Burch, Frank Ferro, Casey Elledge - Public Health Specialists for Jackson County Environmental Health.  
 Brandy Moritz - Platte County Health Dept. to perform the audit.

**Project Outcomes:**

This verification audit will help us to achieve meeting another standard for the total of three standards met.

**Which standard(s) will this project help you meet? Select all that apply, #1-9 (Note: If performing a self assessment, select all 9 standards.)** Standard No. 4 - Uniform Inspection Program

**BUDGET INFORMATION**

BUDGET REQUESTS

**Budget Narrative (1500 Max Characters)**

REQUEST DOCUMENTS
Award Letter <b>Award Letter</b> Added at 5:39 PM on November 20, 2015

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



November 20, 2015

**Grant Number:** G-T-1510-02930

**Project Title:** Foodborne Illness Investigations/Managing Retail Food Safety

**Award Value:** \$3,000.00

**Project Period:** January 5, 2016 to March 31, 2016

Deb Sees  
Public Health Supervisor  
Jackson County Environmental Health  
34900 E. Old US 40 Hwy  
P.O. Box 160  
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for Foodborne Illness Investigations/Managing Retail Food Safety as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Jackson County Environmental Health to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by March 31, 2016 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after March 31, 2016. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These



inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

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 9/11/2013, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))

G-T-1510-02930

## Jackson County Environmental Health

Average of Rating: 39.5

### Jackson County Environmental Health

\$3,000.00 | 10/1/2015 | Grant: Year 3 (Sept/Oct 2015)

G-T-1510-02930 | Category 3 - Training

Foodborne Illness Investigations- The course focuses on the inspector's role in investigations and the role of other players such as laboratories and epidemiology. The course includes lectures, discussion, and hands on problem solving exercises. Training objectives include differentiation of foodborne pathogens, defining foodborne outbreaks, interviewing food personnel, and collecting laboratory samples. Prerequisites of completing ORAU online epidemiology courses. Course is in Manhattan KS 3-15-16 to 3-17-16.

Managing Retail Food Safety - Explore the various ways risk based inspections can be applied during inspections using a HACCP approach. Training objectives include identifying possible hazards, control measures available, applying the approach of HACCP to routine inspections, and identifying techniques and methods of HACCP. Completion of reading NACMCP HACCP Principles and Application Guidelines. Course is in Lincoln NE from 1-5-16 to 1-7-16.

<b>Organization:</b>	Jackson County Environmental Health
<b>Location:</b>	Grain Valley, MO
<b>Primary Contact</b>	Deb Sees
<b>Confirm Primary Contact</b>	Deb Sees
<hr/>	
<b>Jurisdictional Level:</b>	Local
<b>FDA Region:</b>	SOUTHWEST (TX, AR, UT, CO, WY, NM, IA, KS, MO, NE, OK)

### AUTHORIZING OFFICIAL INFORMATION

<b>Authorizing Official Title:</b>	Environmental Health Administrator
<b>Authorizing Official First Name:</b>	Deb
<b>Authorizing Official Last Name:</b>	Sees
<b>Authorizing Official Email:</b>	dsees@jacksongov.org
<b>Authorizing Official Phone:</b>	816-847-7070

### TRAINING INFORMATION

*Please note the Project Title has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

<b>Project Title:</b>	Foodborne Illness Investigations/Managing Retail Food Safety
<b>Granting Year:</b>	Year 3 (Sept/Oct 2015)
<b>PROJECT START DATE - May start on or after 11/30/2015:</b>	1/5/2016

**PROJECT END DATE - Must be completed by 09/30/2016:** 3/31/2016

**Have you conducted a self assessment of all 9 standards?** Yes

**Date of Most Recent Self-Assessment:** 1/30/2012

**Amount Requested (Minimum: \$500 / Maximum: \$3,000)** \$3,000.00

**For what type of training are you requesting funds? (Select all that apply)** Course Related to the Development and Implementation of a Foodborne Illness Risk Factor Study

**Name(s) of Conference(s), Workshop(s), or Seminar(s)** ER325 Foodborne Illness Investigations and FD215 Managing Retail Food Safety

**Course Number(s)** ER 325 and FD215

**Location(s) of Training(s)** Manhattan KS, Lincoln NE

**Is attendance at the training required to maintain FDA Standardization?** No

**How many food safety professionals will receive direct training using these funds? :** 5

**How many additional food safety professionals will be directly impacted (increased resources, knowledge, skills, and/or improved job performance) by those receiving the direct training? :** 2

**Training Description:**

Foodborne Illness Investigations- The course focuses on the inspector's role in investigations and the role of other players such as laboratories and epidemiology. The course includes lectures, discussion, and hands on problem solving exercises. Training objectives include differentiation of foodborne pathogens, defining foodborne outbreaks, interviewing food personnel, and collecting laboratory samples. Prerequisites of completing ORAU online epidemiology courses. Course is in Manhattan KS 3-15-16 to 3-17-16.

Managing Retail Food Safety - Explore the various ways risk based inspections can be applied during inspections using a HACCP approach. Training objectives include identifying possible hazards, control measures available, applying the approach of HACCP to routine inspections, and identifying techniques and methods of HACCP. Completion of reading NACMCP HACCP Principles and Application Guidelines. Course is in Lincoln NE from 1-5-16 to 1-7-16.

**Training Participants:**

All Attendees are from Jackson County Environmental Health  
 Amanda Burch - 2 years in this field.  
 Chelsea Hosack -6 months in this field.  
 Kristen Geary - 6 months in this field.  
 Naty Jimenz-Feugate 1.5 years in this field.  
 Casey Elledge 1.5 years in this field.

We have a young staff that is eager to learn. Sending them to these courses would be very beneficial training that we could not otherwise supply.

**Training Outcomes:**

Foodborne Illness Investigations - This training will help us to develop written operating procedures for responding to and conducting foodborne illness investigations as required for Standard 5. It will help us to create a data base and

maintain the information needed during an investigation that is required in Standard 5. Most importantly it will give our young staff valuable information on their role in foodborne illness investigations.

Managing Retail Food Safely - Standard 3 Inspection Program Based On HACCP Principles requires verification and validation of HACCP plans. This training would help inspectors to understand HACCP plans and how to verify them during an inspection. Having staff trained on the HAACP principals and using them during an inspection would help us to gain perspective in our goal of meeting Standard 3.

**BUDGET INFORMATION**

BUDGET REQUESTS	
Budget Item	Grant Amt Requested
Gasoline expense for two vehicles	\$240.00
Perdium of 5 people a total of 6 days	\$600.00
Hotel accommodations for both trainings	\$3,000.00
Total Grant:	\$3,840.00

**Budget Narrative (1500 Max Characters)**

Budget request includes accommodations for 5 people to attend both trainings. Jackson County Environmental Health would cover any expenses that exceed the \$3000.00.

REQUEST DOCUMENTS
Award Letter <b>Award Letter</b> Added at 5:39 PM on November 20, 2015