



## REQUEST FOR BOARD ACTION

ITEM NO. 9

**DATE OF MEETING:** April 16, 2012

**REQUESTED BY:** Carolyn Moser, Health Director, Pender County Health Department

**SHORT TITLE:** Resolution Authorizing a Budget Amendment to Approve Increase in Health Department Revenues and Expenditures for Fiscal Year 2011-2012: \$4,028

**BACKGROUND:** The Environmental Health Section of the Environmental Health Services Branch allocated Pender County Health Department \$4,028 in additional funds.

The Environmental Health Section has allocated funds to local health departments for their Environmental Health programs for the purpose of implementing State required sanitation regulations. The funds are to be used to support food, lodging and institution sanitation programs and activities.

**SPECIFIC ACTION REQUESTED:** To consider a resolution approving a budget amendment for increasing programmatic revenues and related expenditures for Pender County Health Department by \$4,028 in the Environmental Health program for Fiscal Year 2011-2012.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

  
\_\_\_\_\_  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that

the FY 2011-2012 Annual Budget Ordinance is amended to increase revenues/expenditures and approve related purchase orders for the following program.

Increase Revenues:

Food & Lodging                      11 375026                      \$4,028

Increase Expenditures:

Environmental Health              900050 403300 Supplies & Materials              \$4,028

**AMENDMENTS:**

MOVED \_\_\_\_\_                      SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_                      DENIED \_\_\_\_\_                      UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
Chairman                      Date

\_\_\_\_\_  
ATTEST                      Date

# Division of Public Health Agreement Addendum FY 11-12

*Our copy -  
Original wanted*

Pender County Health Department

Environmental Health Section  
Environmental Health Services Branch

**Local Health Department Legal Name**

**DPH Section/Branch Name**

874-Food and Lodging

Bart Campbell  
919-707-5861  
bart.campbell@dhhs.nc.gov

**Activity Number and Description**

**DPH Program Contact Name, Telephone  
Number (with area code) and Email**

04/01/2012-05/31/2012

**Service Period**

**DPH Program Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(only required for negotiable agreement  
addendum)

04/01/2012-06/08/2012

**Payment Period**

- Original Agreement Addendum**  
 **Agreement Addendum Revision # \_\_\_\_\_** (Please do not put the Aid to County BE revision # here.)

**I. Background:**

In order to fund a portion of local expenditures created by State mandated Food, Lodging and Institution sanitation programs and activities, the legislature established a State Inspections Statistics and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with GS 130A 248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to county.

**II. Purpose:**

The purpose of this Agreement Addendum is to provide funds (Distribution #2) to local health department environmental health programs for the purpose of implementing State required sanitation regulations. The funds are to be used to support local food, lodging and institution programs and activities. The disbursement and fund purpose are described in GS 130A 248(d) and 15A NCAC 18A .2901.

Carolyn Moore  
Health Director Signature (use blue ink)

3/26/12  
Date

Local Health Department to complete: (If follow up information is needed by DPH)	LHD program contact name: <u>Doug McVey</u> Phone number with area code: <u>910-2159-1416</u> Email address: <u>dmcvey@pendercountync.gov</u>
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Signature on this page signifies you have read and accepted all pages of this document.

**GS 130A 248 (D) (EFFECTIVE UNTIL JULY 1, 2012)** The Department shall charge each establishment subject to this section, except nutrition programs for the elderly administered by the Division of Aging and Adult Services of the Department of Health and Human Services, establishments that prepare and sell meat food products or poultry products, and public school cafeterias, a fee of seventy-five dollars (\$75.00) for each permit issued. This fee shall be reassessed annually for permits that do not expire. The Commission shall adopt rules to implement this subsection. Fees collected under this subsection shall be used for State and local food, lodging, and institution sanitation programs and activities. No more than thirty-three and one-third percent G.S. 130A-248

### **RESTAURANT AND LODGING FEE COLLECTION AND INVENTORY PROGRAM**

#### **15A NCAC 18A .2901 DISBURSEMENT OF FUNDS**

Fees collected pursuant to G.S. 130A-248(d), minus state expenses budgeted for the collection and inventory program, shall be distributed to local health departments for the support of local public health programs and activities as follows:

- (1) Seven hundred and fifty dollars (\$750.00) to each county;
- (2) the remaining balance of funds shall be distributed in accordance with the following formula:
  - (a) [the remaining balance of funds after distribution in Paragraph (1) of this Rule] multiplied by (the number of facilities in the county divided by the number of facilities in the state) multiplied by (the county's percentage of compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 for the previous fiscal year, not to exceed 100 percent) equals the allocation to the county; and
  - (b) distribution of remaining funds to counties with 100 percent compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 during the previous fiscal year shall be made in accordance with the following:

[total amount of remaining funds after distribution in Paragraph (2)(a)] multiplied by (the number of facilities in the county divided by the number of facilities in all counties with 100 percent compliance with mandatory inspection requirements for food and lodging establishments in G.S. 130A-249 and 15A NCAC 25 .0213 during the previous fiscal year) equals the additional allocation to the county.

*History Note: Authority G.S. 130A-9; 130A-248; 130A-249;  
Eff. May 1, 1991.*

### **III. Scope of Work and Deliverables:**

Pender County Health Department Food and Lodging Funds (Distribution #2) is \$4,028 based on the attached Food and Lodging 2<sup>nd</sup> Distribution Calculations spreadsheet. Pender County Health Department shall use funding for food, lodging, and institution sanitation programs and activities.

### **IV. Performance Measures/Reporting Requirements:**

Pender County Health Department shall ensure funds are used for food, lodging, and institution sanitation programs and activities in accordance with GS 130A 248 (d) 100% of the time.

### **V. Performance Monitoring and Quality Assurance:**

DPH will review annual required inspection data submitted electronically to the BETS data system to assure required food, lodging and institutional inspections are completed at the frequency required. Failure to complete required inspections or if deficiencies persist, will cause the local health department to lose funding.

### **VI. Funding Guidelines or Restrictions: (if applicable)**

Local Health Departments are required to submit a signed and completed Food & Lodging Local Health Department Request for Payment form (DPH EH 2948 (B)) to request funds. Reimbursement will not be made until this Agreement Addendum and the attached Food & Lodging Local Health Department Budget form (DPH EH 2948 (A)) are fully executed. Requests for Payment shall be requested during the period April 1, 2012 through June 8, 2012. Requests received after June 8, 2012 will not be processed.

**FOOD AND LODGING 2ND DISTRIBUTION CALCULATIONS WORKSHEET**

county	Percentage for 2010-2011 Distribution	1st Distribution Amount	100% based Distribution	Total	Printing/Shipping deduc	Adjusted	Final	Rounding to the Nearest Dollar
Alamance	100	\$15,203.82	\$4,471	\$19,674.71	\$454.81	\$19,219.90	\$19,219.90	\$19,220.00
Alexander	100	\$2,439.75	\$717	\$3,157	\$373.92	\$2,783.28	\$2,783.28	\$2,784.00
Alleghany	100	\$1,785.18	\$525	\$2,310	\$0.00	\$2,310.14	\$2,310.14	\$2,311.00
Anson	67	\$1,475.16		\$1,475	\$0.00	\$1,475.16	\$1,475.16	\$1,476.00
Ashe	96	\$3,141.92		\$3,142	\$0.00	\$3,141.92	\$3,141.92	\$3,142.00
Avery	86	\$2,993.75		\$2,994	\$245.85	\$2,747.91	\$2,747.91	\$2,748.00
Beaufort	100	\$4,968.76	\$1,461	\$6,430	\$252.70	\$6,177.20	\$6,177.20	\$6,178.00
Bertie	100	\$1,636.42	\$481	\$2,118	\$0.00	\$2,117.63	\$2,117.63	\$2,118.00
Bladen	100	\$3,689.38	\$1,085	\$4,774	\$239.57	\$4,534.73	\$4,534.73	\$4,535.00
Brunswick	99	\$12,695.34		\$12,695	\$475.83	\$12,219.51	\$12,219.51	\$12,220.00
Buncombe	97	\$34,719.15		\$34,719	\$1,070.56	\$33,648.59	\$33,648.59	\$33,649.00
Burke	99	\$7,275.52		\$7,276	\$448.52	\$6,827.00	\$6,827.00	\$6,827.00
Cabarrus	97	\$17,431.73		\$17,432	\$95.74	\$17,335.99	\$17,335.99	\$17,336.00
Caldwell	84	\$5,448.38		\$5,448	\$1,075.77	\$4,372.61	\$4,372.61	\$4,373.00
Camden	100	\$684.32	\$201	\$886	\$0.00	\$885.55	\$885.55	\$886.00
Carteret	67	\$6,917.29		\$6,917	\$321.12	\$6,596.17	\$6,596.17	\$6,597.00
Caswell	99	\$1,296.04		\$1,296	\$0.00	\$1,296.04	\$1,296.04	\$1,297.00
Catawba	100	\$17,941.10		\$23,217	\$0.00	\$23,216.93	\$23,216.93	\$23,217.00
Chatham	98	\$5,773.29		\$5,773	\$382.52	\$5,390.77	\$5,390.77	\$5,391.00
Cherokee	100	\$3,391.85	\$997	\$4,389	\$185.25	\$4,204.02	\$4,204.02	\$4,205.00
Chowan	100	\$2,052.96	\$604	\$2,657	\$0.00	\$2,656.66	\$2,656.66	\$2,657.00
Clay	100	\$1,219.88	\$359	\$1,579	\$49.84	\$1,528.76	\$1,528.76	\$1,529.00
Cleveland	100	\$9,967.28	\$2,931	\$12,898	\$677.48	\$12,220.84	\$12,220.84	\$12,221.00
Colymbus	100	\$5,682.84	\$1,671	\$7,354	\$355.82	\$6,998.13	\$6,998.13	\$6,999.00
Craven	90	\$8,943.77		\$8,944	\$0.00	\$8,943.77	\$8,943.77	\$8,944.00
Cumberland	97	\$29,120.22		\$29,120	\$971.20	\$28,149.02	\$28,149.02	\$28,150.00
Currituck	100	\$3,808.39	\$1,120	\$4,928	\$0.00	\$4,928.30	\$4,928.30	\$4,929.00
Dare	100	\$10,800.36	\$3,176	\$13,976	\$169.41	\$13,806.95	\$13,806.95	\$13,807.00
Davidson	100	\$11,990.49	\$3,526	\$15,516	\$272.90	\$15,243.56	\$15,243.56	\$15,244.00
Davie	88	\$3,567.03		\$3,567	\$8.64	\$3,575.67	\$3,575.67	\$3,576.00
Duplin	91	\$5,875.34		\$5,875	\$45.76	\$5,829.58	\$5,829.58	\$5,830.00
Durham	86	\$28,734.92		\$28,735	\$973.22	\$27,761.69	\$27,761.69	\$27,762.00

Edgecombe	77	\$3,848.86
Forsyth	64	\$22,640.89
Franklin	98	\$3,615.59
Gaston	100	\$19,756.04
Gates	100	\$684.32
Graham	100	\$1,814.94
Granville	74	\$3,390.66
Greene	100	\$1,576.91
Guilford	81	\$43,355.87
Halifax	100	\$5,831.60
Harnett	98	\$8,368.35
Haywood	75	\$6,649.81
Henderson	100	\$12,288.02
Hertford	85	\$2,706.04
Hoke	90	\$2,142.22
Hyde	100	\$1,755.43
Iredell	100	\$16,423.69
Jackson	99	\$7,187.15
Johnston	100	\$15,203.82
Jones	100	\$833.09
Lee	96	\$5,855.40
Lenoir	86	\$6,731.63
Lincoln	99	\$5,920.56
Macon	100	\$6,772.10
Madison	71	\$1,542.10
Martin	100	\$2,618.27
McDowell	96	\$4,113.06
Mecklenburg	99	\$105,480.28
Mitchell	86	\$1,637.61
Montgomery	100	\$2,767.04
Moore	99	\$11,546.57
Nash	99	\$10,574.54
New Hanover	100	\$27,343.07
Northampton	94	\$1,482.30
Onslow	70	\$9,351.39
Orange	54	\$6,780.13
Pamlico	100	\$1,338.89

\$3,849	\$295.83
\$22,641	\$49.98
\$3,616	\$190.13
\$25,566	\$452.74
\$886	\$0.00
\$2,349	\$0.00
\$3,391	\$57.83
\$2,041	\$112.28
\$43,356	\$1,406.19
\$7,546	\$344.46
\$8,368	\$367.26
\$6,650	\$409.26
\$15,901	\$220.29
\$2,706	\$11.04
\$2,142	\$0.00
\$2,272	\$74.25
\$21,253	\$183.04
\$7,187	\$84.85
\$19,675	\$54.71
\$1,078	\$0.00
\$5,855	\$370.66
\$5,732	\$161.14
\$5,921	\$143.41
\$7,469	\$0.00
\$1,542	\$175.00
\$3,388	\$0.00
\$4,113	\$91.64
\$105,480	\$1,099.86
\$1,638	\$0.00
\$3,581	\$21.34
\$11,547	\$501.69
\$10,575	\$1,480.41
\$35,384	\$1,173.82
\$1,482	\$0.00
\$9,351	\$861.41
\$6,780	\$76.69
\$1,733	\$64.66

\$3,583.02	\$3,554.00
\$22,590.91	\$22,591.00
\$3,425.47	\$3,426.00
\$25,112.84	\$25,113.00
\$885.55	\$886.00
\$2,348.64	\$2,349.00
\$3,332.83	\$3,333.00
\$1,928.35	\$1,929.00
\$41,949.69	\$41,950.00
\$7,202.00	\$7,202.00
\$8,001.09	\$8,002.00
\$6,240.55	\$6,241.00
\$15,681.19	\$15,682.00
\$2,695.01	\$2,696.00
\$2,142.22	\$2,143.00
\$2,197.39	\$2,198.00
\$21,090.27	\$21,090.00
\$7,122.30	\$7,123.00
\$19,620.00	\$19,620.00
\$1,078.07	\$1,079.00
\$5,484.74	\$5,485.00
\$5,570.49	\$5,571.00
\$5,777.16	\$5,778.00
\$7,469.46	\$7,470.00
\$1,367.10	\$1,368.00
\$3,388.21	\$3,389.00
\$4,021.43	\$4,022.00
\$104,380.42	\$104,381.00
\$1,637.61	\$1,638.00
\$3,559.38	\$3,560.00
\$11,044.86	\$11,045.00
\$9,094.13	\$9,095.00
\$34,209.86	\$34,210.00
\$1,482.30	\$1,483.00
\$8,489.98	\$8,490.00
\$6,703.44	\$6,704.00
\$1,667.94	\$1,668.00

\$5,810

\$201

\$534

\$464

\$1,715

\$3,613

\$516

\$4,830

\$4,471

\$245

\$1,697

\$770

\$814

\$8,041

\$394

Frank	100	\$4,909.26	\$1,444	\$6,353	\$0.00	\$6,352.88	\$6,353.00
Pender	97	\$4,473.37		\$4,473	\$445.86	\$4,027.52	\$4,028.00
Perquimans	100	\$1,249.63	\$367	\$1,617	\$0.00	\$1,617.10	\$1,618.00
Person	100	\$3,451.36	\$1,015	\$4,466	\$123.55	\$4,342.73	\$4,343.00
Pitt	80	\$12,996.14		\$12,996	\$928.82	\$12,067.32	\$12,068.00
Polk	98	\$2,586.75		\$2,537	\$0.00	\$2,536.75	\$2,537.00
Randolph	100	\$11,752.46	\$3,456	\$15,208	\$454.30	\$14,754.14	\$14,755.00
Richmond	100	\$4,284.44	\$1,260	\$5,544	\$116.71	\$5,427.63	\$5,428.00
Robeson	100	\$12,764.07	\$3,753	\$16,518	\$455.36	\$16,062.16	\$16,063.00
Rockingham	99	\$8,277.01		\$8,277	\$293.63	\$7,983.37	\$7,984.00
Rowan	94	\$11,466.83		\$11,467	\$510.35	\$10,956.48	\$10,957.00
Rutherford	90	\$6,212.44		\$6,212	\$253.34	\$5,959.10	\$5,960.00
Sampson	100	\$5,177.03	\$1,522	\$6,699	\$147.41	\$6,552.01	\$6,553.00
Scotland	100	\$3,600.12	\$1,059	\$4,659	\$173.62	\$4,485.16	\$4,486.00
Stanly	100	\$6,456.42	\$1,899	\$8,355	\$257.83	\$8,097.18	\$8,098.00
Stokes	83	\$2,983.10		\$2,988	\$209.72	\$2,778.38	\$2,779.00
Surry	92	\$7,684.39		\$7,664	\$173.29	\$7,491.10	\$7,492.00
Swain	95	\$3,307.05		\$3,307	\$40.65	\$3,266.40	\$3,267.00
Transylvania	100	\$4,373.70	\$1,286	\$5,660	\$65.07	\$5,594.78	\$5,595.00
Tyrrell	100	\$684.32	\$201	\$886	\$82.19	\$803.37	\$804.00
Union	100	\$14,787.27	\$4,348	\$19,136	\$169.97	\$18,965.71	\$18,966.00
Vance	87	\$4,322.82		\$4,323	\$217.45	\$4,105.37	\$4,106.00
Wake	76	\$69,058.06		\$69,058	\$578.29	\$68,479.77	\$68,480.00
Warren	100	\$1,755.43	\$516	\$2,272	\$0.00	\$2,271.64	\$2,272.00
Washington	100	\$1,666.17	\$490	\$2,156	\$0.00	\$2,156.13	\$2,157.00
Watauga	98	\$7,143.71		\$7,144	\$0.00	\$7,143.71	\$7,144.00
Wayne	100	\$11,603.70	\$3,412	\$15,016	\$781.11	\$14,234.81	\$14,235.00
Wilkes	100	\$6,069.63	\$1,785	\$7,854	\$724.84	\$7,129.64	\$7,130.00
Wilson	62	\$5,792.33		\$5,792	\$497.36	\$5,294.97	\$5,295.00
Yadkin	85	\$3,211.84		\$3,212	\$91.60	\$3,120.25	\$3,121.00
Yancey	96	\$1,685.21		\$1,685	\$0.00	\$1,685.21	\$1,686.00

Second distribution calculation figures are rounded to the nearest dollar

**FOOD & LODGING LOCAL HEALTH DEPARTMENT REQUEST FOR PAYMENT**

SFY 12

Division of Public Health

16001C7112

NCAS Number

04-01-2012    05-31/2012  
Effective Date    Termination Date

Activity Number 874

Contractor: Pender County Health Department    Activity: Food & Lodging 1<sup>st</sup> or 2<sup>nd</sup> Distribution (circle one)

Project Director: Doug McVey

AMOUNT REQUESTED	\$4028.00
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**Note #1:** LHD shall report Local Food and Lodging expenditures in the appropriate category (e.g., 101, 102, or 103) in the ZZZZ line item in the Aid to County Database.

**Note #2:** LHD shall report Local Food and Lodging Temporary Food Establishment (TFE) fees collected in category 107 – Local Temporary Food Establishment (TFE – State) in the ZZZZ line item in the Aid to County Database.

<b>THIS SECTION FOR DPH USE ONLY:</b>	
Company 2B01	
Account	Center

As chief executive officer of the recipient organization, I hereby certify that this request for payment is an accurate reflection of funds to be disbursed in accordance with 15A NCAC 18A.2901 "Disbursement of Funds". I further certify that to the best of my knowledge and belief we have complied with all laws, regulations and contractual provisions that are conditions of payment under this agreement.

Carolyn Meyer    3/26/12    \_\_\_\_\_  
Local Authorized Official Signature    Date    Branch Head

Clarence B. Watson    4/3/12    \_\_\_\_\_  
Finance Officer Signature    Date    Accountant Initials

\_\_\_\_\_  
Environmental Health Section Signature    Date

\_\_\_\_\_  
DPH Budget Officer Signature    Date

N.C. Department of Health and Human Services

**FOOD & LODGING LOCAL HEALTH DEPARTMENT BUDGET**

SFY 12

Division of Public Health

16001C7112

NCAS Number

4/1/2012      5/31/2012  
Effective Date      Termination Date

Activity Number 874

Contractor: Pender      Activity: Food & Lodging 1<sup>st</sup> or 2<sup>nd</sup> Distribution (circle one)

Project Director: Doug McVey      Total Budget: \$ 4028.00

Carolyn Moxon      3/26/12      \_\_\_\_\_  
Local Authorized Official Signature      Date      Branch Head

Charles B. Watson      4/3/12      \_\_\_\_\_  
Finance Officer Signature      Date      Accountant Initials

HBA      3/8/12      \_\_\_\_\_  
Environmental Health Section Signature      Date

Diane Jew      3-8-12      \_\_\_\_\_  
DPH Budget Officer Signature      Date