



REQUEST FOR BOARD ACTION

ITEM NO. 46.

DATE OF MEETING: April 2, 2013

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

SHORT TITLE: Resolution Authorizing Budget Amendment to Approve Increase in Health Department Revenues and Expenditures for Fiscal Year 2012-2013: Environmental Health: \$3,397

BACKGROUND: The legislature established a State Inspections Statistics and Fees Program within the Environmental Health Section. This program has allocated \$3,397 in additional funds to support local food, lodging and institution sanitation programs and activities for the Environmental Health program in the Pender County Health Department.

SPECIFIC ACTION REQUESTED: To consider a resolution approving a budget amendment to increase additional programmatic revenues and related expenditures for Pender County Health Department by \$3,397 in the Environmental Health program for Fiscal Year 2012-2013.

Division of Public Health

Agreement Addendum

FY 12-13

Pender County Health Department
Local Health Department Legal Name

Environmental Health Section/
 Food Protection and Facilities Branch
DPH Section/Branch Name

874 Food and Lodging
Activity Number and Description

Larry Michael, (919) 707-5872
 larry.michael@dhhs.nc.gov
DPH Program Contact Name, Telephone
 Number (with area code) and Email

04/01/2013 – 05/31/2013
Service Period

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

05/01/2013 – 06/30/2013
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 counties.

II. Purpose:
 The Agreement Addendum allows for the Local Health Department's environmental health program to implement State-required sanitation regulations. The funds from this Agreement Addendum 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.

GS 130A-248(d) 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

Carolyn Moxen 3/14/13
 Health Director Signature (use blue ink) 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>910-259-1416</u> |
| | Email address: <u>dmcvey@pendercountync.gov</u> |

Signature on this page signifies you have read and accepted all pages of this document.

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 (33 1/3%) of the fees collected under this subsection may be used to support State health programs and activities.

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:

The Local Health Department Food and Lodging Funds are distributed as follows: \$750 plus \$2,647 as calculated based in the attached Food and Lodging Distribution Calculations spreadsheet for a total disbursement of \$3,397. The Local Health Department shall use this funding for food, lodging, and institution sanitation programs and activities.

Assuring consistency and quality of Food and Lodging permitting and inspection activities is essential to effective implementation of the Food and Lodging permitting and inspection program. Inconsistencies or failures to appropriately apply permitting and inspections rules can create liability for the County and the Local Health Department as well as loss of confidence from the public and operators. In order to provide for consistency and quality within the food and lodging program and as part of this agreement, the Local Health Department shall, during the Agreement Addendum period, send at least one representative to a Quality Assurance training program provided by the Environmental Health Section (at no cost to the Local Health Department) or other training approved by the Environmental Health Section. Additionally, the Local Health Department shall develop an internal Quality Assurance plan for the local food and lodging inspection program which will be submitted for review and approval by the Regional Environmental

Health Specialist by May 31, 2013. The Local Health Department agrees to incorporate the approved plan into their Food and Lodging program.

IV. Performance Measures/Reporting Requirements:

The Local Health Department shall ensure funds are used for food, lodging, and institution sanitation programs and activities in accordance with GS 130A-248(d) at all times.

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.

During program monitoring activities Regional Environmental Health Specialist may review documentation that the approved Quality Assurance plan is being implemented.

VI. Funding Guidelines or Restrictions: (if applicable)

The Local Health Department is 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, 2013 through June 8, 2013. Requests received after June 8, 2013 will not be processed.

874 Food and Lodging Agreement Addenda Distribution Worksheet for FY2013, April 1 -- May 31, 2013

| Co. ID | County Name | Percentage for 2011-12 Distribution | Distribution Amounts | | | |
|--------|--------------|-------------------------------------|----------------------|----------|----------|----------|
| | | | 1st (1) | 2nd (2a) | 3rd (2b) | Total |
| 001 | Alamance | 100% | \$750 | \$14,514 | \$3,560 | \$18,824 |
| 002 | Alexander | 100% | \$750 | \$2,064 | \$504 | \$3,308 |
| 003 | Alleghany | 100% | \$750 | \$1,676 | \$411 | \$2,837 |
| 004 | Anson | 75% | \$750 | \$1,561 | | \$2,311 |
| 005 | Ashe | 91% | \$750 | \$2,853 | | \$3,603 |
| 006 | Avery | 99% | \$750 | \$3,318 | | \$4,068 |
| 007 | Beaufort | 100% | \$750 | \$4,676 | \$1,147 | \$6,573 |
| 008 | Bertie | 100% | \$750 | \$1,595 | \$391 | \$2,736 |
| 009 | Bladen | 100% | \$750 | \$3,432 | \$842 | \$5,024 |
| 010 | Brunswick | 100% | \$750 | \$12,379 | \$3,036 | \$16,165 |
| 011 | Buncombe | 93% | \$750 | \$33,004 | | \$33,754 |
| 012 | Burke | 100% | \$750 | \$7,000 | \$1,717 | \$9,467 |
| 013 | Cabarrus | 92% | \$750 | \$15,818 | | \$16,366 |
| 014 | Caldwell | 82% | \$750 | \$5,421 | | \$6,171 |
| 015 | Camden | 98% | \$750 | \$556 | | \$1,306 |
| 016 | Carteret | 54% | \$750 | \$5,444 | | \$6,194 |
| 017 | Caswell | 100% | \$750 | \$1,216 | \$299 | \$2,265 |
| 018 | Catawba | 100% | \$750 | \$16,850 | \$4,083 | \$21,483 |
| 019 | Chatham | 100% | \$750 | \$5,676 | \$1,392 | \$7,818 |
| 020 | Cherokee | 100% | \$750 | \$3,135 | \$769 | \$4,654 |
| 021 | Chowan | 100% | \$750 | \$1,946 | \$477 | \$3,173 |
| 022 | Clay | 100% | \$750 | \$1,270 | \$312 | \$2,332 |
| 023 | Cleveland | 100% | \$750 | \$9,433 | \$2,313 | \$12,496 |
| 024 | Columbus | 100% | \$750 | \$5,379 | \$1,319 | \$7,448 |
| 025 | Craven | 100% | \$750 | \$9,217 | \$2,260 | \$12,227 |
| 026 | Cumberland | 97% | \$750 | \$28,446 | | \$29,196 |
| 027 | Currituck | 99% | \$750 | \$3,532 | | \$4,282 |
| 028 | Dare | 100% | \$750 | \$11,298 | \$2,771 | \$14,819 |
| 029 | Davidson | 100% | \$750 | \$11,622 | \$2,850 | \$15,222 |
| 030 | Davie | 73% | \$750 | \$2,861 | | \$3,611 |
| 031 | Duplin | 100% | \$750 | \$6,216 | \$1,525 | \$8,491 |
| 032 | Durham | 84% | \$750 | \$27,767 | | \$28,517 |
| 033 | Edgecombe | 75% | \$750 | \$3,588 | | \$4,338 |
| 034 | Forsyth | 60% | \$750 | \$19,834 | | \$20,584 |
| 035 | Franklin | 70% | \$750 | \$2,800 | | \$3,550 |
| 036 | Gaston | 100% | \$750 | \$17,785 | \$4,361 | \$22,896 |
| 037 | Gates | 99% | \$750 | \$642 | | \$1,392 |
| 038 | Graham | 100% | \$750 | \$1,595 | \$391 | \$2,736 |
| 039 | Granville | 86% | \$750 | \$3,626 | | \$4,376 |
| 040 | Greene | 100% | \$750 | \$1,757 | \$431 | \$2,938 |
| 041 | Guilford | 76% | \$750 | \$39,029 | | \$39,779 |
| 042 | Halifax | 100% | \$750 | \$5,487 | \$1,345 | \$7,582 |
| 043 | Harnett | 99% | \$750 | \$8,188 | | \$8,938 |
| 044 | Haywood | 76% | \$750 | \$6,286 | | \$7,036 |
| 045 | Henderson | 100% | \$750 | \$12,055 | \$2,956 | \$15,761 |
| 046 | Hertford | 98% | \$750 | \$3,099 | | \$3,849 |
| 047 | Hoke | 48% | \$750 | \$1,155 | | \$1,905 |
| 048 | Hyde | 90% | \$750 | \$1,605 | | \$2,355 |
| 049 | Iredell | 98% | \$750 | \$15,098 | | \$15,848 |
| 050 | Jackson | 100% | \$750 | \$6,973 | \$1,710 | \$9,433 |
| 051 | Johnston | 100% | \$750 | \$15,217 | \$3,732 | \$19,699 |
| 052 | Jones | 100% | \$750 | \$838 | \$205 | \$1,793 |
| 053 | Lee | 73% | \$750 | \$4,479 | | \$5,229 |
| 054 | Lenoir | 90% | \$750 | \$5,619 | | \$6,369 |
| 055 | Lincoln | 100% | \$750 | \$5,406 | \$1,325 | \$7,481 |
| 056 | Macon | 100% | \$750 | \$5,379 | \$1,319 | \$7,448 |
| 057 | Madison | 34% | \$750 | \$744 | | \$1,494 |
| 058 | Marlin | 100% | \$750 | \$2,622 | \$643 | \$4,015 |
| 059 | McDowell | 99% | \$750 | \$4,415 | | \$5,165 |
| 060 | Mecklenburg | 95% | \$750 | \$98,703 | | \$99,453 |
| 061 | Mitchell | 98% | \$750 | \$1,722 | | \$2,472 |
| 062 | Montgomery | 100% | \$750 | \$2,676 | \$656 | \$4,082 |
| 063 | Moore | 100% | \$750 | \$10,865 | \$2,665 | \$14,280 |
| 064 | Nash | 100% | \$750 | \$10,163 | \$2,492 | \$13,405 |
| 065 | New Hanover | 100% | \$750 | \$26,218 | \$6,429 | \$33,397 |
| 066 | Northampton | 100% | \$750 | \$1,540 | \$378 | \$2,668 |
| 067 | Onslow | 98% | \$750 | \$12,844 | | \$13,594 |
| 068 | Orange | 100% | \$750 | \$11,865 | \$2,910 | \$15,525 |
| 069 | Pamlico | 100% | \$750 | \$1,298 | \$318 | \$2,366 |
| 070 | Pasquotank | 100% | \$750 | \$4,540 | \$1,114 | \$6,404 |
| 071 | Pender | 59% | \$750 | \$2,647 | | \$3,397 |
| 072 | Perquimans | 100% | \$750 | \$1,182 | \$285 | \$2,197 |
| 073 | Person | 100% | \$750 | \$3,568 | \$876 | \$5,193 |
| 074 | Pitt | 95% | \$750 | \$14,148 | | \$14,898 |
| 075 | Polk | 99% | \$750 | \$2,435 | | \$3,185 |
| 076 | Randolph | 100% | \$750 | \$11,325 | \$2,777 | \$14,852 |
| 077 | Richmond | 100% | \$750 | \$4,027 | \$988 | \$5,765 |
| 078 | Robeson | 100% | \$750 | \$11,865 | \$2,910 | \$15,525 |
| 079 | Rockingham | 91% | \$750 | \$7,248 | | \$7,998 |
| 080 | Rowan | 90% | \$750 | \$10,241 | | \$10,991 |
| 081 | Rutherford | 79% | \$750 | \$5,573 | | \$6,323 |
| 082 | Sampson | 100% | \$750 | \$5,081 | \$1,246 | \$7,077 |
| 083 | Scotland | 100% | \$750 | \$3,460 | \$848 | \$5,058 |
| 084 | Stanly | 100% | \$750 | \$6,298 | \$1,544 | \$8,592 |
| 085 | Stokes | 94% | \$750 | \$3,252 | | \$4,002 |
| 086 | Surry | 72% | \$750 | \$5,974 | | \$6,724 |
| 087 | Swain | 100% | \$750 | \$3,513 | \$862 | \$5,125 |
| 088 | Transylvania | 91% | \$750 | \$3,911 | | \$4,661 |
| 089 | Tyrrell | 100% | \$750 | \$822 | \$162 | \$1,524 |
| 090 | Union | 100% | \$750 | \$14,379 | \$3,526 | \$18,655 |
| 091 | Vance | 100% | \$750 | \$4,622 | \$1,133 | \$6,505 |
| 092 | Wake | 80% | \$750 | \$69,976 | | \$70,726 |
| 093 | Warren | 100% | \$750 | \$1,838 | \$451 | \$3,039 |
| 094 | Washington | 100% | \$750 | \$1,460 | \$357 | \$2,567 |
| 095 | Watauga | 93% | \$750 | \$7,541 | | \$8,291 |
| 096 | Wayne | 100% | \$750 | \$11,000 | \$2,698 | \$14,448 |
| 097 | Wilkes | 100% | \$750 | \$5,947 | \$1,458 | \$8,155 |
| 098 | Wilson | 61% | \$750 | \$5,474 | | \$6,224 |
| 099 | Yadkin | 89% | \$750 | \$3,055 | | \$3,805 |
| 100 | Yancey | 98% | \$750 | \$1,642 | | \$2,392 |