

FORM APPROVED COUNTY COUNSEL 12/2/15  
 BY: GREGORY P. PRAMOS DATE

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

140



**SUBMITTAL DATE:**  
 December 1, 2015

**FROM:** Environmental Health

**SUBJECT:** Acceptance of two Grant Awards from Association of Food and Drug Officials [All Districts; \$20,000 and \$3,000]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the acceptance of the two Grant Awards from the Association of Food and Drug Officials in the amounts of \$20,000 and \$3,000;
2. Authorize the Director of Environmental Health to administer all actions necessary and sign all documents related to the administration of these Grants on behalf of the County of Riverside.

**BACKGROUND:**

Summary

The Food and Drug Administration (FDA), Office of Regulatory Affairs, offered grant opportunities for 2016, to enhance conformance with their Voluntary National Retail Food Regulatory Program Standards. The Department of Environmental Health applied for and received a \$20,000 grant for a project titled "Standard 9, Risk Factor Interventions" and a \$3,000 grant for a project titled "Standard 2, Trained Regulatory Staff". These grants will further the Department's efforts to meet FDA Standards covering food safety program assessment and trained regulatory staff.

*Steve Van Stockum*  
 Steve Van Stockum  
 Director

SVS:kj

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 23,000	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** Grant from Association of Food and Drug Officials  
**Budget Adjustment:** No  
**For Fiscal Year:** 15/16

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Debra Cournoyer*  
 Debra Cournoyer

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-19

Departmental Concurrence

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



November 20, 2015

**Grant Number:** G-MP-1510-03093  
**Project Title:** Standard 9, Risk Factor Interventions  
**Award Value:** \$20,000.00  
**Project Period:** December 1, 2015 to December 1, 2016

Lynne Wilder  
Program Chief  
Riverside County Department of Environmental Health  
4065 County Circle Dr.  
Riverside, California 92503

Dear Lynne Wilder:

We have approved your application for Standard 9, Risk Factor Interventions 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 Riverside County Department of 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 December 1, 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 December 1, 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 \$20,000.00 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))

- Project Summary – Plan and Objective are aligned with goals of Retail Program Standards; plan includes a clear timeline with specific activities, expected completion dates for each activity, responsible personnel and resources needed
- Project Members – Identify personnel and clearly define roles; Ensure personnel have experience necessary to complete project successfully
- Project Outcomes – Outcomes are clearly identified and further conformance with Standards; Outcomes are measurable and achievable
- Overall Impression – Cost effective: resources are realistic and necessary; Likely to succeed

## 1. Project Summary

Our Department has formed a committee with the sole intention of meeting all 9 FDA Retail Food Standards. In July of 2015, we finished our initial Standard 9 baseline study. That study clearly shows the most commonly observed of the 5 CDC-identified risk factors for foodborne illness involve improper hot and cold holding temperatures. In response and to fulfill Standard 9 requirements, we will conduct a multi-component intervention program focusing on improving inspection methods and providing education to target all 5 risk factors with emphasis on hot and cold holding violations. Starting December 2015, we will use grant funds to obtain and distribute outreach material. This will include informational bulletins, 11 by 17 inch posters, and calendars intended to be displayed in view of food workers. A laminated pocket guide for managers to use as a quick reference will be included with the outreach material. Preliminary efforts show there are sufficient sources of appropriate and professionally developed material from the CDC and third party agencies that only require printing and distribution without any development costs. Also starting at this time, we will create a questionnaire to be delivered by field inspectors to all facility types included in the Standard 9 baseline study. The questionnaire will focus on best practices associated with the 5 risk factors and will be designed to educate operators, ensure field inspectors are asking pertinent questions, and collect data on best practices. The questions will be integrated into our recently developed electronic inspection report. Data from the questionnaire will be housed with the rest of our inspection data but will not appear on the Department's official food facility inspection report. By July 1, 2016, field staff will be trained and begin collecting data using the questionnaire. By this time, all outreach material with the exception of calendars will have been mailed. Calendars will be for calendar year 2017 and will be mailed out in November 2016. Data from our questionnaire will be reviewed in July 2017, for qualitative indications of best practices and analyzed for behaviors with a statistically significant impact on the prevalence of risk factors. The questionnaire may be modified or new intervention strategies may be developed based on analysis of the questionnaire with the intention of reducing the occurrence of the 5 CDC risk factors in anticipation of our subsequent Standard 9 risk factor study.

## 2. Project Members

Lynne Wilder, Program Chief, will serve as project lead. She brings 30 years of management, supervisory and technical expertise to the project. Dan Blum and Jenay Marcotte, Environmental Health Supervisors, will develop and obtain the outreach and training materials to be used in the Standard 9 intervention study. They will direct staff in ordering and distributing the educational material. They bring 19 and 13 years respectively, of supervisory, technical and training experience to the project. Supplemental questions pertinent to ascertaining the effectiveness of the intervention, which will be asked during inspections, will be developed by all members of the team. Our IT Department will implement the questions to be tracked in conjunction with our EnvisionConnect inspection system. Ryan Olney, Environmental Health Specialist III, has 5 years of experience working with various computer systems and will serve as our IT liaison. All

- Project Summary – Plan and Objective are aligned with goals of Retail Program Standards; plan includes a clear timeline with specific activities, expected completion dates for each activity, responsible personnel and resources needed
- Project Members – Identify personnel and clearly define roles; Ensure personnel have experience necessary to complete project successfully
- Project Outcomes – Outcomes are clearly identified and further conformance with Standards; Outcomes are measurable and achievable
- Overall Impression – Cost effective: resources are realistic and necessary; Likely to succeed

team members have had direct experience organizing training and have the ability to coordinate purchases, direct grant allocations and track expenditures.

### 3. Project Outcomes (3000)

- This project will target Riverside County food employees and managers in non-prepackaged food facilities with the intention of reducing inspection violations pertaining to the top five foodborne illness risk factors as determined by the CDC. The first project outcome expected is to increase food employee exposure to educational material related to the 5 CDC risk factors. A key component in reaching our target audience is distributing easy to understand material that is professionally developed and shown to be effective. To determine if this outcome has been achieved, part of the questionnaire delivered starting July 2016 will be used to determine if the materials mailed out were posted and if not, why not. At that time, suggestions will be made to assist food employee managers integrate known best practices into staff training. The second project outcome we expect is to use the questionnaire to prompt our field inspectors to consistently ask pertinent questions of facility operators about practices that are not necessarily required by the California Retail Food Code but are related to the 5 risk factors. A lack of data would indicate inspectors are not asking the questions prescribed in the questionnaire and may need additional training. The third project outcome we expect will be to use questionnaire data to create a feedback system that we can use to continually improve our Program's inspection methodology and identify specific best practices that prove effective among the culturally and socioeconomically diverse range of facility types within Riverside County. Any improvement in our inspection methodology and subsequent improvement in inspection scores or CDC risk factor violations would be considered a measurable outcome. Questionnaire data will be collected on an ongoing basis. However, a preliminary analysis will be conducted within the timeframe of this grant with any important observations included in the grant final report.

### 4. Budget Narrative (1500)

- The Department will use the grant money of \$20,000 to purchase and mail the following informational packets to the nearly 6,000 food facilities that were identified for targeting in the Standard 9 baseline study:
  - 12" x 18" wall calendars (\$2.00/calendar x 6000 units) = \$12,000
  - 11" x 17" wall posters (\$0.30/ poster x 6000 units) = \$1,800
  - Laminated "cheat sheets" for facility managers; listing 5 CDC major violations and corrective actions for quick and easy reference (\$0.31/ sheet x 6000 units) = \$1,860
  - Copies of Information Bulletin – "Proper Cooking and Reheating" (\$0.18/ copy x 6000) = \$1,080
  - Copies of Information Bulletin – "Proper Hand washing Techniques" (\$0.18/ copy x 6000) = \$1,080

## Scoring Criteria

### 4 Areas

- Project Summary – Plan and Objective are aligned with goals of Retail Program Standards; plan includes a clear timeline with specific activities, expected completion dates for each activity, responsible personnel and resources needed
- Project Members – Identify personnel and clearly define roles; Ensure personnel have experience necessary to complete project successfully
- Project Outcomes – Outcomes are clearly identified and further conformance with Standards; Outcomes are measurable and achievable
- Overall Impression – Cost effective: resources are realistic and necessary; Likely to succeed

- Copies of Information Bulletin – “Cleaning and Sanitizing in 3-C Sink” (\$0.18/ copy x 6000) = \$1,080
- Copies of Information Bulletin – “Proper Rapid Cooling Techniques” (\$0.18/ copy x 6000) = \$1,080
- Copies of Information Bulletin – “Food from Approved Source” (\$0.18/ copy x 6000) = \$1,080

Total cost = \$21,060

The Department will absorb and pay for additional costs above the \$20,000 grant. This includes, but is not limited to mailing, postage, envelopes, IT costs, and other possible costs incurred during additional interventions. Additional interventions will include pictorial and video trainings, inspector based questions conducted on our ECR tablets directed at the 5 major violations.

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



November 20, 2015

**Grant Number:** G-SP-1510-03092

**Project Title:** Standard 2, Trained Regulatory Staff

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

**Project Period:** December 1, 2015 to September 30, 2016

Lynne Wilder  
Program Chief  
Riverside County Department of Environmental Health  
4065 County Circle Dr.  
Riverside, California 92503

Dear Lynne Wilder:

We have approved your application for Standard 2, Trained Regulatory Staff 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 Riverside County Department of 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 September 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 September 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 \$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))



## **Category 1 – Small Project Grant – Standard 2, Trained Regulatory Staff**

### **Project Summary**

We are committed to ensuring staff are trained and standardized to achieve Standard 2 and protect the health and safety of the public. We will use grant funds to purchase video equipment and produce training videos to be integrated into our recently created distance learning program. The series of videos will focus on the CDC foodborne illness risk factors and educating food facility employees on interventions to prevent illness. Distance learning allows higher participation rates and more frequent trainings, unifying inspection methods. The videos will be part of the required training curriculum and available for regulatory staff to view at their office. Having a means to provide training that is engaging, teaches consistency, and is accessible to all regulatory staff on an ongoing basis is imperative to uniform regulation. The video courses will be developed following the requirements for California REHS continuing education, ensuring the scope is beyond introductory and furthers the knowledge of those who receive the training. To guarantee effectiveness, a pre and post-test will be given to staff. Only those demonstrating increased knowledge and successfully passing the post-test will be awarded credit. A properly and homogeneously trained staff is better equipped to protect the public. The timeline for purchase of all equipment will be by January 2016 with video production for future trainings integrated into our existing bimonthly distance learning training schedule.

### **Budget Narrative**

Equipment Costs: Sony FDRAX1 4K Camcorder Video Camera, \$4,498.00; Rode Microphones NTG2 Shotgun Condenser MIC, \$269.00; Sony 64GB XQD N series Memory Card, \$192.08; total equals \$4,959.08. Grant funds will cover \$3,000 of the equipment cost with the Department covering the balance of the project expenses. No other line item expenses are anticipated for this project, as it will use existing Department resources.

### **Project Members**

Sarah Crossman, Registered Environmental Health Specialist IV (a lead inspector), has over ten years with the Department. Sarah has been the training coordinator for the Department for the past 4 years. Sarah has had the unique opportunity to mentor and train inspection and food facility staff on current procedures. She has attended numerous Food Safety training courses and coordinated many training programs for staff. Sarah will coordinate the production of the videos and the subsequent distribution, and analysis to determine effectiveness of the training videos.

Ryan Olney and Sandi Salas, Registered Environmental Health Specialist IIIs, have over five years and eight years, respectively, with the Department. They have mentored and trained inspection and food facility staff on current procedures. They have attended numerous Food Safety training courses and coordinated multiple trainings for staff. Ryan and Sandi will assist in the production of the videos and the subsequent delivery of the trainings.

Josh Lindsey, Hazardous Materials Management Specialist, has over eight years with the Department. Josh has been integral in the development of our public outreach videos. He has worked in multiple programs in the Department and trains staff on current procedures. He has attended numerous training courses and coordinated many training programs for staff. Josh will produce and edit the videos.

### **Project Outcomes**

We expect two project outcomes, the first being to achieve a 100% participation rate in our food safety curriculum. 100% participation rate is expected because scripted, pre-recorded material delivered through distance learning substantially alleviates logistical complications and variability inherent in a program that covers such a large geographical area. Verification of this first outcome will be via attendance records maintained for all retail food staff, as well as pre and post tests given during each training. The second outcome we expect is that these and future trainings will comply with the curriculum prescribed in Standard 2. Verification of this outcome will be documented by the training coordinator confirming all material created during and after this project meets Standard 2 curriculum requirements.