

Applications due by 8:00 PM EST on Saturday, October 31, 2015

**Voluntary National Retail Food Regulatory Program Standards
Mentorship Program (Cohort 5)
Application to Receive Mentorship**

Please complete the application below by inserting text into the designated areas below. Save the document as a Word document and email it to foodsafetyinfo@naccho.org along with any appendices. The application form should not exceed 20 pages (single-spaced, Times New Roman, and 12-point font). Applications not in the required format and exceeding page limitations will be considered incomplete and not scored. Letter of support will not count toward the 20-page limit.

Agency Information

Name of agency: County of El Dorado, California
Street address: 2850 Fairlane Court, Building "C"
City/state/Zip: Placerville, CA 95667
Telephone: (530) 621-5300
Fax: (530) 621-1531

Designated Project Coordinator¹ Karen Bender, Supervising Environmental Health Specialist
Name and title:
Phone: (530) 573-3453
Email: Karen.bender@edcgov.us

Health Agency Director: Steve Pedretti, Director, Community Development Agency
Phone: (530) 621-5914
E-mail:

Approximate LHD population size served: 183,000

Contract Information

Participating local health departments (LHDs) will enter into a contract with NACCHO to complete the deliverable(s) described in the RFA. Agreement with NACCHO standard contract terms and conditions is a requirement for application. No modifications will be made. The information below will help to begin the contracting process immediately upon selection.

Our agency has read NACCHO's standard contract language and provided a copy to the individual with signing authority at the LHD for advanced consideration. Yes No

If you selected 'No' (the LHD has not provided a copy to the individual with signing authority for advanced consideration or the LHD does not agree to the contract language or is not able to sign and return a contract to NACCHO within 30 days), please explain.

N/A

¹ *Per RFA: Applicants are required to designate one main point of contact with whom NACCHO will directly communicate on all matters related to this project, including selection notification. This person will be responsible for submitting all deliverables, participating in calls or webinars, and completing evaluation activities.

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Name and title of authorized signer of contract: Steve Pedretti, Director, Community Development Agency
Address: 2850 Fairlane Court, Building "C", Placerville, CA 95667
E-mail: steve.pedretti@edcgov.us
Telephone number: (530) 621-5914
Fax number: (530) 626-0387

Official name of organization on contract: County of El Dorado

Agency EIN/tax ID number: 94-6000511

Support to Apply for this Funding Opportunity

The Health Official is aware of this application and provided an optional letter of support. (*Note: The letter may be included as an attachment as part of the online application.) Yes No

If you selected 'No' (the Health Official is not aware), please provide an explanation.

N/A

Mentorship Program Areas

Please indicate standard(s) or phase(s) for which your local health department is seeking guidance through the Mentorship Program (check all that apply).

- Standard No. 1 - Regulatory Foundation
- Standard No. 2 - Trained Regulatory Staff
- Standard No. 3 - Inspection Program Based on HACCP Principles
- Standard No. 4 - Uniform Inspection Program
- Standard No. 5 - Foodborne Illness and Food Defense Preparedness and Response
- Standard No. 6 - Compliance and Enforcement
- Standard No. 7 - Industry and Community Relations
- Standard No. 8 - Program Support and Resources
- Standard No. 9 - Program Assessment
- Self-Assessment

Mentorship Program Considerations

Please list any considerations that you would like NACCHO to consider when matching your agency with mentor for the mentorship program (i.e. size of jurisdiction, location, expertise, governance structure, etc.).

No special considerations.

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In the event the number of qualified applicants exceeds the available award funding, I am interested in participating in the Mentorship Program without award funding. (*Note: This information will not impact the determination of which qualified applicants receive award funding. All participants in the Mentorship Program, including those who participate without award funding, will receive funding for staff travel to site visits and the face-to-face meeting (up to \$1,400 per meeting).

Yes No

Background (15 Points)

Part I. Please provide information on your local health department, addressing each of the following bulleted items:

- Organization's mission statement;
- Brief description of your retail food regulatory program;
- Number of staff in the retail food regulatory program;
- Types of retail establishments regulated;
- Number of retail establishments regulated;
- Version of FDA Food Code adopted; and
- Where your agency derives regulatory authority from (i.e. local ordinance, state).

Mission: Protect, preserve, and enhance the public health, safety, and environment through a balanced program of environmental monitoring and enforcement, innovative leadership, community education, customer service, and emergency response for the citizens of and the visitors to El Dorado County.

Description of our retail food regulatory program: Our retail food program includes performance of routine inspections, complaint investigations and foodborne illness outbreak investigations. Routine inspections of restaurants, schools, bars, and markets are performed twice per year with the remaining types of retail establishments (see below) being performed once per year. We also provide food manager certification/re-certification courses several times per year. Other components of our retail program include plan review, inspecting temporary food events, and monitoring for pertinent food recalls. We also participate in the Northern California Food Safety Technical Advisory Committee.

Number of staff in the retail food regulatory program: Five field staff performs inspections of the retail food establishments. This includes four Registered Environmental Health Specialists (REHS) and one senior REHS. There are two supervisors in the food program due to the fact that our county has two offices separated by 60 miles. We have one manager of Environmental Health who has oversight over the retail food program. The main office is located in Placerville, CA. The satellite office is located in South Lake Tahoe, CA.

Types of retail establishments regulated: markets, prepackaged food markets, bars, restaurants, wineries, schools, mobile food facilities, caterers, bakeries, commissaries, bed & breakfast facilities, detention facility kitchens, organized camp kitchens and cottage food operations.

Number of retail establishments regulated: approximately 947 retail establishments

Version of FDA Food Code adopted: none, we have California Retail Food Code

Where our agency derives regulatory authority from: California Retail Food Code

Part II. Briefly list and describe your familiarity with the Retail Program Standards. When applicable, please include the following information

- When did your agency enroll in the Retail Program Standards;
- If you are newly enrolled or do not have any experience in the Retail Program Standards, indicate which Standards or phases you plan to work on initially;
- Standard(s) you have met (for each standard met, please indicate if your self-assessment was verified by a verification audit);
- Standards you have not met, but are currently working toward meeting;
- Any work that you have done or any work under way, related to implementation of the Retail Program Standards.

We have a strong familiarity with the Retail Program Standards. In March 2010 we completed the self-assessment, though we did not move forward with the Program Standards.

When did we enroll in the Retail Program Standards: April 27, 2007

Which Standards or phases do we plan to initially work on: We plan to work on Standard 2, Trained Regulatory Staff. We have been striving for consistency between our inspectors and feel that establishing a standardized program based on the FDA model would help us to meet our goal.

Standards that we have met: None.

Standards that we have not met, but are currently working toward meeting: We are currently working towards meeting Standard 2, Trained Regulatory Staff.

Work underway related to implementation of the Retail Program Standards: We have met with our Retail Food Specialist, Richard Ramirez twice in the past 6 months to discuss our retail food program. Mr. Ramirez has encouraged us to use the voluntary standards to help with improving our retail food program, and we are currently planning FDA-led training on Standard 2 this coming spring. As part of Standard 2, we are already maintaining written training records for each employee. We are working on completion of the Program Self-Assessment of the nine standards since our first Self-Assessment was previously completed in March 2010, more than 5 years ago. We have worked on Standard 5 Foodborne Illness and Food Defense Preparedness and Response by having training which also included covering the Council to Improve Foodborne Outbreak Response (CIFOR) Guidelines and use of the CIFOR toolkit (Focus Area 8 Environmental Health Investigation).

Statement of Need (20 Points)

Part I. Briefly describe the need for mentorship on the Retail Program Standards in your jurisdiction. Please include the following information:

- What kind of technical assistance will you require?

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- Describe challenges or barriers that your agency is facing in making progress with the Retail Program Standards.

What kind of technical assistance we will require: We would like to receive technical assistance from our Retail Food Specialist, Richard Ramirez.

Challenges/barriers: Staff retention, turnover, and funding. Another huge challenge is the physical separation of our two offices -- 60 miles between the offices, and over a mountain pass that presents challenges traveling in winter months. Travel time is 90 minutes each way. Another challenge is that not all REHS field inspectors have field tablets for documenting inspection activities. Those who do not have field tablets hand-write their inspections and then re-enter the information on their desk top computer so the information is included in the database.

Part II. Briefly describe how working with a mentor in the Mentorship Program will move forward efforts already under way in your jurisdiction; and other resources in your jurisdiction and/or state that may be available to support these efforts.

We have heard such wonderful success stories from other counties who have participated in the Mentorship Program that we would like to be a part of this amazing opportunity to help improve our program. We value the networking opportunity that we will gain from this experience!

Project Description (40 Points)

Part I. Please indicate the standard(s) or phase(s) of implementation (e.g. self-assessment) in which you are seeking guidance and mentorship. (Applications are not eligible if the work plan submitted is similar to work that is funded through another grant (i.e. AFDO-administered Retail Program Standards Grant Program)).

We are seeking guidance and mentorship with completion of the entire Self-Assessment and Standard 2 Trained Regulatory Staff. We are open to making changes to our plan if needed based on the Mentorship availability.

Part II. Submit a work plan describing how you plan to meet the standard(s) or phase(s) of implementation in which you are seeking guidance and mentorship. The work plan should include goals, objectives, activities, expected outcomes, and a timeline with a month-by-month description of key tasks and milestones for project completion.

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Goals:

1. Staff will be fully trained in making retail food program inspections.
2. Staff will complete field standardization.
3. Develop and maintain an ongoing training schedule.

Objectives:

1. Learn from the Mentoring County how to best go about meeting Standard 2.
2. Develop procedures in order to meet Standard 2, having received guidance from the Mentoring County.
3. One person from our County will become a Statewide Standard and will subsequently train the remaining staff on becoming standardized.
4. Meet face to face with the Mentoring County to see examples of how a successful retail food program works.

Activities and Timeline:

1. Step 1 -- Meet with El Dorado County REHS staff to assess level of training needs. Complete by December 1, 2015.
2. Step 2 -- Review existing employee training records. Complete by December 1, 2015.
3. Step 3 -- Document employees' completion of pre-requisite training curriculum (using Voluntary National Retail Food Regulatory Program Standards, Appendix B-1). Complete by December 1, 2015.
4. Step 4 -- One of our county staff will need to become a Statewide Standard. Contact Brenda Faw at CDPH by November 10, 2015 to inquire about and schedule this activity.
5. Step 5 -- Implement training Standard 2 for REHS field staff by February 1, 2015.
6. Step 6 -- Each staff in the food inspection program will conduct 25 joint field training inspections with the Statewide Standard. Complete by July 1, 2015. After successful completion of the inspections, the staff will be documented as standardized.

Expected Outcome:

We expect that the field staff will perform consistent inspections that cover the required elements, specifically focusing on the risk factors for foodborne illness.

Month-by-month timeline:

December 2014: Review existing training records.

December 2014: Get introduced to our Mentoring County. Start the process of training program evaluation and self-assessment of the 9 standards.

January 2016: Complete the self-assessment of the 9 standards.

February or March 2016: Provide training for staff on Standard 2.

March 2016: El Dorado County will have a trained Statewide Standard.

April 2016: Staff will begin making their 25 joint inspections with the Statewide standard.

June 2016: Staff will complete their joint inspections and become standardized in the retail food program.

August 2016: El Dorado County will present a success story to our County officials in how having this grant has helped us achieve our goals and led to improvement in our food safety inspection program.

Staffing Plan (25 Points)

Describe the proposed staffing plan and list the following for all LHD personnel that may participate in the mentorship program:

- Names of lead staff and staff members;
- Background information on each staff member, including experience in food safety and experience in the Retail Program Standards; and
- Each staff member's role and responsibilities for the mentorship program. Please provide detailed information about the expected role for each staff member assigned to work on this project.

Proposed staffing plan:

Barbara Houghton, Program Manager. Barbara has been with El Dorado County for 4 years and is well-rounded in the food program. One of her main goals is achieving standardization between our 2 separate offices. She will have oversight and provide direction in this program.

Karen Bender, Supervising Environmental Health Specialist. Karen has been with El Dorado County for almost 16 years and came up through the ranks. She has been supervising the food program for the past 3.5 years. She has extensive experience in food safety and is leading the effort in the Food Program Standards. She will be the key contact person for the mentorship program. She will be performing the self-assessment of the 9 standards and will also be coordinating the training and staff assignments for this project.

Bryan Vyverberg, Senior Environmental Health Specialist. Bryan has been with El Dorado County for approximately 10 years. He is the lead person performing foodborne illness investigations and mentors new employees in the food program. Bryan will assist Karen Bender in leading the team in a successful project outcome.

Krista Costantini, Development Aide. Krista will assist by providing support such as tracking of training and providing/creating forms on the computer. Krista has been with El Dorado County for 4 years and is a fast and efficient worker. She has excellent organization skills which will be needed for this project.

Budget Request

Funding per mentee LHD is up to \$10,000. Applicants must complete the attached budget narrative.

Instructions for Budget Narrative Form

Please see the attached sample budget narrative for guidance in submitting a detailed budget narrative. Fill out the attached budget narrative form provided. The budget narrative should be consistent with the goals, objectives, and activities proposed within the application. Items that may be included in the request for funds are staff salary and fringe benefits, phone/facsimile, postage, field supplies, travel to relevant trainings or

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workshops, and contractual fees. Project funds can support the purchase of field supplies if the purchase meets the needs outlined in the application and will help to achieve replicable knowledge. If additional funds and/or resources will be leveraged, please describe them. *Funds cannot be used for the purchase or upkeep of office equipment. Additionally, project funds cannot be used to purchase food or beverages.*

Please note that the awards are categorized as sub awards, paid in three installments upon receipt of invoices and supporting documentation. Since this is a cost-reimbursement award, participating LHDs will be required to submit receipts for their expenses throughout the project. The purpose of the line item budget is to demonstrate that the applicant has considered what funding is needed to accomplish the work it has proposed and that the applicant plans to use funds appropriately.

Additionally, please note that travel expenses for staff members from participants to attend a site visit with the mentor and the mentorship program face-to-face meeting do NOT need to be included in the budget. Costs incurred for the meeting (up to \$1,400 per jurisdiction) will be reimbursed by NACCHO, separate from the awarded amount to selected participants to participate in the mentorship program. Participants that choose to send multiple staff members and/or anticipate spending above the \$1,400 amount to the mentorship program face-to-face meeting should budget additional staff travel in their proposed awarded budgets.

County of El Dorado
 Community Development Agency
 Environmental Management Division
 December 1, 2015 – August 31, 2016

A. Direct Salaries and Wages

Personnel **Total \$6,982**

Position Title and Name	Billable Rate	Hours	Amount Requested
Barbara Houghton, Program Manager	\$64.19	10	\$ 642
Karen Bender, Supervising REHS	\$61.18	60	\$3670
Bryan Vyverberg, Senior REHS	\$49.02	48	\$2353
Krista Costantini, Development Aide	\$31.68	10	\$ 317
TOTAL			\$6982

Justification

Program manager will be responsible for program oversight and ensuring that the process remains on tract and the reports are submitted on time.

Supervising REHS will be responsible for the planning and implementation of the mentorship project. She will prepare the reports and documentation needed.

Senior REHS will assist the Supervising REHS in the planning and implementation of the project.

Development Aide will perform support in documentation of the project.

B. Direct Staffing Fringe Benefits (included in the salary schedule above)

C. Supplies **Total \$7,500**

Item Requested	# of Units	Unit cost	Amount	Purchase
Field computer	2	\$1518	\$3018	February 2016

Justification

1. Field computers are needed. Currently not all staff has field computer units, and the units that we have are insufficient for the work that is required. They lack adequate functionality and memory.

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D. Travel Total \$ 0

At this time we do not plan to include travel to additional training as part of our application.

E. Other Total \$ 0

At this time we do not plan to include other expenses as part of our application.

F. Indirect Costs Total \$ 0

Grand Total Requested \$10,000.00

ADDITIONAL INFORMATION

Questions about the mentorship program, request for application, and application can be directed to:

Tiara Smith
Senior Program Assistant, Environmental Health
202-507-4249
tsmith@naccho.org

Amy Chang
Program Analyst, Environmental Health
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