



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DATE: November 16, 2017

RE: *Approval of Interlocal Memorandum of Understanding between Southern Nevada Health District and the Clark County Department of Family Services*

PETITION # 22-17

That the Southern Nevada District Board of Health approve the Interlocal Memorandum of Understanding C1800002, between the Southern Nevada Health District and the Clark County Family Services, Step-Up Program, to allow Health District to provide youth in the Step Up Program training in the Food Handler Safety Program.

PETITIONERS:

Larry Rogers, Environmental Health Manager *LR*
Jacqueline Reszetar, Director of Environmental Health *JR*
Andrew J. Glass, FACHE, MS, Director of Administration *AG*
Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer *JI*

DISCUSSION:

This Memorandum of Understanding is to establish a partnership between Clark County Family Services and Social Services Step Up Program, and the Health District for the Food Handler Safety Training Program and other programs under development.

Clark County will provide current and former foster care youth, aged 18-21, the opportunity to participate in a four-week food handler safety program and the Health District will provide the classroom training and access to a professional kitchen for hands-on training, provide a certificate of completion and the ability to obtain the Food Handler Safety Training card upon successful completion of the training program.

FUNDING:

The Southern Nevada Health District is committing 0.04 FTEs annually to this project at no cost to the Clark County Family Services, Step-Up Program.



**INTERLOCAL AGREEMENT REGARDING STEP UP PROGRAM
BETWEEN
SOUTHERN NEVADA HEALTH DISTRICT
AND
CLARK COUNTY DEPARTMENT OF FAMILY SERVICES
C1800002**

This Interlocal Agreement (“Agreement”) is made and entered into by and between the Southern Nevada Health District (“Health District”) and Clark County Department of Family Services (“CCDFS”) (individually “Party” and collectively “Parties”).

WHEREAS, NRS 277.180 authorizes public entities to contract with one or more other public agencies to perform any governmental service activity or undertaking which any of the public agencies entering into the contract is authorized to perform; and

WHEREAS, Health District is the public health entity organized pursuant to NRS Chapter 439 with jurisdiction over all public health matters within Clark County, Nevada; and

WHEREAS, CCDFS oversees Clark County Social Services’ Funds to Assist Former Foster Youth and the Voluntary Court Jurisdiction Program for Former Foster Youth in Clark County. This program to former foster care youth, ages 18-21, to make the transition from foster care to economic self-sufficiency is known as “Step Up” in Clark County; and

WHEREAS, CCDFS seeks community resources to support the enrichment of individuals participating in the Step Up program (“Participants”); and

WHEREAS Health District is able to provide Participants training in a Food Handler Safety Training Program (“Program”) to assist them in attaining transferable work skills; and

NOW THEREFORE, in consideration of the foregoing, the Parties agree as follows:

1. PURPOSE/SCOPE

1.1. The collaboration of the Parties will support opportunities to succeed for Participants through enhancement of viable work skills. The Parties anticipate this collaboration will lead to other programs of mutual interest and benefit.

2. THE PARTIES AGREE

2.1. CCDFS agrees to:

2.1.1. Provide current Step Up Participants the opportunity to also participate in a four-week Food Handler Safety Training Program offered by Health District. The Program consists of two weeks of classroom instruction and two weeks of hands-on training in a professional kitchen.

- 2.1.2. Provide \$25 incentive gift cards for all Participants who complete the Program.
- 2.1.3. Inform Participants that the Health District does not guarantee employment upon successful completion of the Program.

2.2. Health District agrees to:

- 2.2.1. Provide classroom training and access to a professional kitchen for hands-on training for Participants.
- 2.2.2. Provide a certificate of completion and the ability to obtain the Food Handler Safety Training card upon the successful completion of the Program.

3. EFFECTIVE AND ENDING DATES

- 3.1. This Interlocal will become effective upon the last signature affixed hereon through June 30, 2020, unless otherwise terminated as provided in Paragraph 4 below.

4. TERMINATION

- 4.1. Unless a lesser time is mutually agreed upon in writing by both Parties, this Interlocal may be terminated by either Party with or without cause upon thirty (30) calendar days' notice in writing to the other Party.

5. INDEPENDENT ENTITIES

- 5.1. The Parties hereto are associated with each other only for the purposes and to the extent set forth in this Interlocal. In respect to performance of services pursuant to this Interlocal, each Party is a public agency separate and distinct from the other Party and each has the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Interlocal. Nothing contained in this Interlocal shall be deemed or construed to create a partnership or joint venture, to create relationships for an employer-employee or principal-agent or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

6. APPLICABLE LAW

- 6.1. This Interlocal and the rights and obligations of the Parties hereto shall be governed by, and construed according to the laws of the State of Nevada, notwithstanding conflict of laws principles, with Clark County, Nevada as the exclusive venue of any action or proceeding related to or arising out of this Interlocal.

7. AMENDMENTS OR MODIFICATIONS

- 7.1. Amendments or modifications of the provisions of this Interlocal shall only be valid when they have been reduced to writing and duly signed by both Parties.

8. INDEMNIFICATION

- 8.1. Neither Party waives any right or defense to indemnification that may exist in law or equity. Each Party shall remain liable for its own negligence in accordance with the general laws of the state of Nevada.

9. NOTICES

9.1. All notices permitted or required under this Interlocal shall be made via U.S. certified mail, postage prepaid to the other Party at their address set out below:

Southern Nevada Health District
Financial Services Department
Materials Management Supervisor
280 S. Decatur Blvd
Las Vegas, NV 89107

Clark County Family Services
Traci Nellis
Manager, Staff and Youth Development
121 S. Martin Luther King
Las Vegas, NV 89106

10. PUBLIC RECORDS

10.1. Pursuant to NRS Chapter 239, information or documents, including this Interlocal, may be open to public inspection and copying. The Parties will have a duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

11. NO PRIVATE RIGHT CREATED

11.1. The Parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this Interlocal shall not be construed to create such status. The rights, duties, and obligations contained in the Interlocal shall operate only between the Parties to this Interlocal, and shall inure solely to the benefit of the Parties determining and performing their obligations under this Interlocal.

12. FEES AND EXPENSES

12.1. Each Party will bear its own costs and expenses incurred in connection with this Agreement.

13. EXECUTION IN COUNTERPARTS

13.1. This Interlocal may be executed in multiple counterparts, each of which shall be deemed an original, but which together shall constitute one instrument. Facsimile or electronic transmissions of documents and signatures shall have the same force and effect as originals.

IN WITNESS THEREOF, the Parties hereto have caused this Interlocal to be executed by their undersigned officials as duly authorized.

SOUTHERN NEVADA HEALTH DISTRICT

CLARK COUNTY DEPARTMENT OF FAMILY SERVICES


By: _____
Andrew J. Glass, FACHE, MS
Director of Administration

By: _____
Paula Hammack
Acting Director

Date: _____

Date: _____

Approved as to Form:



Annette L. Bradley, Esq.
General Counsel

Training Office Monthly Progress Report

Employee: Will Thompson

Date of Hire: 7/31/17

Date: 11/6/17

Self Study Materials
All required reading materials completed to date.
EC Entries
8/21 510 activity minutes with 8/24 385 = 895 total (missing 5 minutes) 8/24 gap in time from 12:30-12:35, FSAM coded incorrectly and need the PR#, not sure if a lunch was taken 8/31, 9/1, 9/11, 9/12, 9/20, 10/5 combine times with same Service code 9/25 OT? 9/27 missing comment on the 909 (Travel to Rancho and back), FBI class should be 616 code 9/28 missing photos on PR0020302 and PR0096906, wrong service code, result code, action code. Missing attachment for PR0020302 10/2 PR0015829 and PR0004398 are wrong code, missing times; missing photos for PR0120199. 10/4 no comment on 909 code 10/5 missing lunch and 909 code, no travel time on TE#
Paperwork, File Review and Photo Entries
<ul style="list-style-type: none">• Conduct file review in EC in the office before leaving for the field.• If you put a deadline in the report, like 10 days to test the RPZ, make sure to follow up.• Put more detail in the inspector observations. For example, how long a product has been cooling.• Fill out inspection form accurately. For example, when filling out the voucher for a prepackaged market/grocery several items should be marked NA.
Familiarity with the VSD and Regulations
Will is gaining familiarity with the VSD and Regulations.
Field Observational Inspections
Risk Category 1-1/1-2: Has met the requirement Risk Category 1-3: Has met the requirement Risk Category 2: Has met the requirement Risk Category 3: 9 observed (12 needed) Risk Category 4: Has met the requirement Misc Category: Has met the requirement
Conducted Inspections

Risk Category 1-1/1-2: Signed off
 Risk Category 1-3: Signed off
 Risk Category 2: Has met the requirement
 Risk Category 3: 3 conducted (17 needed)
 Risk Category 4: 1 conducted (1 needed)
 Misc Category: Has met the requirement

Inspection Behavior / Skills

- If you touch your clothing (pants/pockets/etc.), wash your hands before returning to the inspection of open food.
- Conduct the 'soapy' demonstration at each inspection and document on the voucher.
- Identify yourself to the Person-In-Charge and ask questions to them; keep PIC engaged as you walk through kitchen. Limit use of "I", "we like", "good job" statements, so a potential downgrade is not taken personally by operator.
- Identify flow of food in facility. Spend more time in active areas, limited time in dry storage.
- As topics, such as cooling come up, address them.
- If a facility has procedures which are stricter than the regulations, do not keep asking questions to have them answer with our requirements (for example, cold holding temperatures of 34-38F is a sufficient answer, they do not have to say 41F or below).

Sign Off Status

Signed off on risk category 1.
 Will has conducted risk category 1 inspections with another EHS 1 recently to prepare for independent inspections.

Punctuality / Accountability / Professionalism

Will maintains a professional appearance and demeanor. He always arrives to work early; is seated and ready to begin his day at 8:00am.

Comments

We appreciate Will's effort to be in the field and learn the inspection process. He is on track for being in training about three months.

The focus this month is on observing and conducting risk category 3 inspections.

Employee Name	Training Office Representative
Will Thompson	Tamara Giannini
Employee Signature	Training Office Signature

Training Office Monthly Progress Report

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