



Fiscal September 2, 2015  
Board Update

Budgets:

1. Closing SFY 2015 budget and the opening of SFY 2016 budget. Due date for SFY 2015 budget close is September 4<sup>th</sup>, 2015.
  - a. All non-executive budgets have been closed for SFY 2015 and have been opened up for SFY 2016.
2. August 19<sup>th</sup> IFC Approved Work Programs
  - a. Create special expenditure category for Breakfast Initiative-\$1,000,000
  - b. Increase to Meal Pattern program budget-\$60,000
  - c. Additional funds from reserve to pay Ewell Education Inc. for development and maintenance of automated Pesticide Registration system-\$45,000
3. October 21<sup>st</sup> IFC Work Programs and Non-IFC Work Programs due to Budget Office August 28<sup>th</sup>
  - a. Set up transfer of USDA money to Dairy Commission to have Dairy Auditors assist with USDA audits. We've been able to catch up on all the Dairy audits and have been able to cut down on the time it takes to do the Dairy audits through risk assessments, however, the USDA audit requirements still have to meet by using the Dairy auditors during there down times we can keep up on the USDA audits and keep the Dairy auditors busy throughout the year.
  - b. Additional Meal Patterns funds.
  - c. Additional Breakfast Expansion funds to bring second round of funding
  - d. Set up Commercial Feed budget account.
  - e. Increase Mormon Cricket operating budget.
4. Collecting performance measures as well as fee data tied to fees for all program on an annual basis. These are due to the Director's Office by 9/15.

Contracts:

1. Amended contract with Ewell Education for the automation of the Brand Inspection process to include the automation Brand Rerecording. Amendment was for \$22,000 over four years.
2. Finish up contract with Urban Roots for \$17,000 to share an intern to help with the Farm to School program.
3. Beginning RFP process for Janitorial contract at NDA Southern Headquarters this fall.
4. Beginning RFP process for Food Processors this fall as well.
5. Working on Technology Invest Request process to do a RFP for the automation of our other license/registration/inspection fee systems.

Grants/Sub-Grants:

1. Child Nutrition staff have applied for a USDA Professional Development grant- \$64,000.
2. Child Nutrition staff have applied for a USDA Team Nutrition grant-\$192,000.



3. Awarded out \$67,805 in USDA Equipment Assistance Grant funds to School districts. Total amount granted out in SFY 2015 was about \$215,000.
4. \$300,000 in USDA Specialty Crop Block sub-grants have been awarded. We are waiting the Federal final approval of the awards.
5. \$35,000 in USDA Federal-State Marketing Program funds were sub-granted out to the Lincoln County Regional Development Authority.

#### Equipment:

1. All six leg. approved vehicles were approved at the BOE meeting for purchase and we are putting together the orders this week.

#### Audit(s):

1. Phase three of Department of Administration audit began in early August. The subject of this audit our the Service and Handling fees we charge to school districts for ordering, warehousing and delivering National School Lunch Program (NSLP) food.
2. Met Before Executive Branch Audit Committee on 6/22/2015 for six-month follow-up on Brand Inspection audit and for Presentation of finding/recommendations/response for Audit Report 15-04 which cover the Board of Agriculture, Auditor's payroll coding, fleet management and fiscal management of grants and contracts. There no findings concerning fiscal management of grants and contracts.

#### Policies:

1. With the help of the Plant Deputy Administrator and our Fleet Manager/Facility Maintenance Supervisor, we completed NDA Fleet Management Policy.
2. Working Account Receivables, Grants and Sub-Grants Policy next.
3. Will be doing annual review with program staff on policy approved this past year.

#### Other:

1. Fiscal presented at the All-Staff Meeting