

**Staff Report**  
**Board Meeting Date: October 24, 2024**

**DATE:** October 17, 2024  
**TO:** District Board of Health  
**FROM:** Anne Stoll-Truelock, Fiscal Compliance Officer  
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Lisa Lottritz, Division Director, Community and Clinical Health Services  
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**SUBJECT:** Approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public Health and Behavioral Health for the period retroactive to August 1, 2024 through May 31, 2025 in the total amount of \$313,988 (no match required) in support of the Northern Nevada Public Health HIV Prevention Program and authorize the District Health Officer to execute the Subaward and any future amendments.

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**SUMMARY**

Northern Nevada Public Health received a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health on September 19, 2024 to support the HIV Prevention Program. A copy of the Notice of Subaward is attached.

**District Health Strategic Priority supported by this item:**

- 1. Healthy Lives:** Improve the health of our community by empowering individuals to live healthier lives.

**PREVIOUS ACTION**

There has been no previous action for this fiscal year.

**BACKGROUND**

The HIV Prevention Program collects, analyzes, interprets, and disseminates human immunodeficiency virus (HIV) data to characterize trends in HIV infection, detect active HIV transmission, implement public health interventions, and evaluate public health response.

The Subaward provides funding for personnel, travel, training, operating, medical supplies, marketing, testing and laboratory services, and indirect expenditures.

This item is retroactive due to the Notice of Subaward being issued on September 19, 2024 and is being brought for approval at the nearest scheduled District Board of Health meeting.

**FISCAL IMPACT**

The District anticipated this award and included funding in the adopted FY25 budget. A budget adjustment in the amount of \$125,289.81 (\$22,089.60 indirect expenses) will be made to move the authority from IO 12137 to the new IO 12405.

Should the Board approve this Subaward, a request will be made to the Board of County Commissioners to amend the FY25 budget, increasing it by \$160,152.19 in the following accounts:

<u>Account Number</u>	<u>General Ledger</u>	<u>Description</u>	<u>Amount of Increase</u>
2002 - IO12405	-431100	Federal Grants	\$ 160,152.19
		<b>Total Revenue:</b>	\$ 160,152.19
2002 - IO12405	-701412	Salary Adjustment	\$ 64,820.19
2002 - IO12405	-705360	Benefit Adjustment	\$ 41,340.00
2002 - IO12405	-711210	Travel	\$ 12,202.00
2002 - IO12405	-710300	Operating	\$ 1,900.00
2002 - IO12405	-710350	Office Supplies	\$ 250.00
2002 - IO12405	-710360	Postage	\$ 1,100.00
2002 - IO12405	-710334	Copy Mach-Lease	\$ 293.00
2002 - IO12405	-710502	Printing	\$ 25.00
2002 - IO12405	-710508	Telephone Land Lines	\$ 125.00
2002 - IO12405	-710355	Books & Subscriptions	\$ 10.00
2002 - IO12405	-710503	Licenses & Permits	\$ 135.00
2002 - IO12405	-710347	Medical Supplies	\$ 5,000.00
2002 - IO12405	-710509	Seminars & Meetings	\$ 3,525.00
2002 - IO12405	-710546	Advertising	\$ 8,700.00
2002 - IO12405	-710500	Other	\$ 20,727.00
		<b>Total Expenditures:</b>	\$ 160,152.19

**RECOMMENDATION**

It is recommended that the District Board of Health approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public Health and Behavioral Health for the period retroactive to August 1, 2024 through May 31, 2025 in the total amount of \$313,988 (no match required) in support of the Northern Nevada Public Health HIV Prevention Program and authorize the District Health Officer to execute the Subaward and any future amendments.

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public Health and Behavioral Health for the period retroactive to August 1, 2024 through May 31, 2025 in the total amount of \$313,988 (no match required) in support of the Northern Nevada Public Health HIV Prevention Program and authorize the District Health Officer to execute the Subaward and any future amendments.”