



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: March 10, 2026

DATE: January 23, 2026

TO: Board of County Commissioners

FROM: Kristen Palmer, Fiscal Compliance Officer, 775-328-2419,
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THROUGH: Jack Zenteno, Administrative Health Services Officer, 775-328-2417,
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SUBJECT: Recommendation to approve budget amendments totaling an increase of [\$22,215.29; \$89,635.30 in county match] in both revenue and expense to the FY25 PHP / CDC FY26 Subaward, retroactive to July 1, 2025, through June 30, 2026, for the Population Health (PHD) Division to support demonstration of achievement in the program domains and capabilities according to the Public Health Emergency Preparedness Program (PHEP) domains according to the PHEP Cooperative Agreement, and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies, and direct Finance to make the appropriate budget amendments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct Finance to make the appropriate budget amendments.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On December 2, 2025, the District Health Officer executed this amended subaward in the total amount of \$896,353 for the period of July 1, 2025, through June 30, 2026.

BACKGROUND

This Award supports the Population Health (PHD) Division's mission to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of bioterrorism events or any public health emergency.

The Subaward provides funding for personnel, travel, office supplies, and operating.

GRANT AWARD SUMMARY

Project/Program Name: Public Health Emergency Preparedness Program (PHEP)

AGENDA ITEM # _____

Scope of the Project: The Subgrant Award scope of work addresses the following capabilities: Strengthen community, incident, countermeasures, and mitigation.

Benefit to Washoe County Residents: This Award supports the Population Health (PHD) Division's ongoing activities in the Public Health Preparedness Program to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of any public health emergency.

On-Going Program Support: These funds support the strengthening of surge management, PHP exercise(s) and resource assessments.

Award Amount: Total award is \$896,3653.00 (\$732,671.00 direct/\$163,682.00 indirect)

Grant Period: July 1, 2025 – June 30, 2026

Funding Source: Public Health Preparedness (PHP) Bureau of Health Protection and Preparedness (BHPP)

Pass Through Entity: State of Nevada, Department of Health and Human Services
Division of Public & Behavioral Health

CFDA Number: 93.069

Grant ID Number: 5 NU9TP000057-02-00

Match Amount and Type: 10% match is required and is met through Shared Services expenditures

Sub-Awards and Contracts: No Sub-Awards are anticipated.

This Award supports the Population Health (PHD) Division's mission to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of bioterrorism events or any public health emergency.

This item will also support any memorandum of understanding between the local government agencies such as local law enforcement, local fire departments, public and private schools and the Northern Nevada Public Health as outlined in the scope of work by authorizing the District Health Officer to execute the MOU agreements with the partnering agencies.

FISCAL IMPACT

Northern Nevada Public Health anticipated this award and included \$710,455.71 funding in the adopted FY26 budget. As such, a budget adjustment in the amount of \$22,215.29 in revenue and expenditures is necessary to bring the Notice of Subaward into alignment with the program budget. No amendment is necessary for the indirect revenue. Adjustments will be as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-12555 -431100	Federal Revenue	\$ 22,215.29
	Total Revenue	\$ 22,215.29
2002-IO-12555 -710300	Operating Supplies	\$ 5,489.00
2002-IO-12555 -710334	Copier charges	\$ 1,100.00
2002-IO-12555 -710350	Office Supplies	\$ 596.00
2002-IO-12555 -710360	Postage	\$ 240.00
2002-IO-12555 -710500	Other Expense	\$ 3,063.29
2002-IO-12555 -710509	Seminars and Meetings	\$ 1,235.00
2002-IO-12555 -710512	Auto Expense	\$ 840.00
2002-IO-12555 -710518	Telephone Subscription	\$ 1,650.00
2002-IO-12555 -710529	Dues	\$ 240.00
2002-IO-12555 -710872	Food Purchases	\$ 875.00
2002-IO-12555 -711210	Travel	\$ 6,887.00
	Total Expenditures	\$ 22,215.29

No budget amendment is necessary for the indirect revenue.—The County’s match totaling \$89,635.30 is included in FY26 budget in Public Health Preparedness (172801).

As this award funds personnel, if the funding is reduced or eliminated, the position hours will be reduced and/or the positions abolished accordingly, unless additional funding is secured.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve budget amendments totaling an increase [\$22,215.29; \$89,635.30 in county match] in both revenue and expense to the FY25 PHP / CDC FY26 Subaward, retroactive to July 1, 2025, through June 30, 2026, for the Population Health (PHD) Division to support demonstration of achievement in the program domains and capabilities according to the Public Health Emergency Preparedness Program (PHEP) domains according to the PHEP Cooperative Agreement, and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies, and direct Finance to make the appropriate budget amendments.

POSSIBLE MOTION

Should the Board agree with the staff’s recommendation, a possible motion would be: “Move to approve budget amendments totaling an increase of [\$22,215.29; \$89,635.30 in

county match] in both revenue and expense to the FY25 PHP / CDC FY26 Subaward, retroactive to July 1, 2025, through June 30, 2026, for the Population Health (PHD) Division to support demonstration of achievement in the program domains and capabilities according to the Public Health Emergency Preparedness Program (PHEP) domains according to the PHEP Cooperative Agreement, and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies, and direct Finance to make the appropriate budget amendments.”