

Staff Report
Board Meeting Date: December 18, 2025

DATE: December 11, 2025
TO: District Board of Health
FROM: Kristen Palmer, Fiscal Compliance Officer
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Andrea Esp, Preparedness and EMS Program Manager
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SUBJECT: Approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$471,713.00 (\$47,171.30 cash match) retroactive to July 1, 2025 through June 30, 2026 in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; approve authorization to travel and travel reimbursements for non-County employees that are Inter-Hospital Coordinating Council (IHCC) Coalition members (to be designated by IHCC leadership) in an amount not exceed the FY26 travel budget to attend the Health Care Coalition Conferences (dates to be determined); and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies.

SUMMARY

Northern Nevada Public Health received the Notice of Subaward on December 2, 2025, from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in support of the Assistant Secretary for Preparedness and Response (ASPR) for Public Health Preparedness Program. The funding period is retroactive to July 1, 2025 through June 30, 2026. A copy of the Subaward is attached.

District Health Strategic Priorities supported by this item:

- 4. Impactful Partnerships:** Extend our impact by leveraging partnerships to make meaningful progress on health issues.
- 5. Organizational Capacity:** Strengthen our workforce and increase operational capacity to support a growing population.

PREVIOUS ACTION

No previous action taken this fiscal year.

BACKGROUND

This Award supports the Epidemiology and Public Health Preparedness (EPHP) 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.

These funds support the IHCC, identify essential functions for Health Care Delivery, develop and coordinate health care organization and health care coalition response plans, PHP exercise(s), and plan for a medical surge.

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 \$281,259.48 funding in the adopted FY26 budget. As such, a budget adjustment in the amount of \$155,037.52 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 followed:

<u>Account Number</u>		<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-12553	-431100	Federal Revenue	\$ 155,037.52
		Total Revenue	\$ 155,037.52
2002-IO-12553	-701412	Salary Adjustment	\$ 1,134.31
2002-IO-12553	-705360	Benefit Adjustment	\$ 756.21
2002-IO-12553	-710100	Professional Services	\$ 7,185.00
2002-IO-12553	-710205	Repairs and Maintenance	\$ 156.00
2002-IO-12553	-710300	Operating Supplies	\$ 5,489.00
2002-IO-12553	-710334	Copier charges	\$ 352.00
2002-IO-12553	-710350	Office Supplies	\$ 250.00
2002-IO-12553	-710360	Postage	\$ 12.00
2002-IO-12553	-710509	Seminars and Meetings	\$ 11,690.00
2002-IO-12553	-710512	Auto Expense	\$ 342.00
2002-IO-12553	-710518	Telephone Subscription	\$ 311.00
2002-IO-12553	-710872	Food Purchases	\$ 3,000.00
2002-IO-12553	-711210	Travel	\$ 31,860.00
2002-IO-12553	-781004	Equipment Capital	\$ 92,500.00
		Total Expenditures	\$ 155,037.52

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 and Behavioral Health in the total amount of \$471,713.00 (\$47,171.30 cash match) retroactive to July 1, 2025 through June 30, 2026 in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; approve authorization to travel and travel reimbursements for non-County employees that are Inter-Hospital Coordinating Council (IHCC) Coalition members (to be designated by IHCC leadership) in an amount not exceed the FY26 travel budget to attend the Health Care Coalition Conferences (dates to be determined); and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies.

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 and Behavioral Health in the total amount of \$471,713.00 (\$47,171.30 cash match) retroactive to July 1, 2025 through June 30, 2026 in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; approve authorization to travel and travel reimbursements for non-County employees that are Inter-Hospital Coordinating Council (IHCC) Coalition members (to be designated by IHCC leadership) in an amount not exceed the FY26 travel budget to attend the Health Care Coalition Conferences (dates to be determined); and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies."