



Staff Report
Board Meeting Date: April 24, 2025

DATE: April 2, 2025
TO: District Board of Health
FROM: Laurie Griffey, Admin Assist I/HR Rep
775-328-2403, lgriffey@nnph.org
THROUGH: Devon Reese, DBOH Chair
SUBJECT: Review, Discussion, and Possible Approval of the District Health Officer's Annual Performance Evaluation Results and Possible Approval of a 5% Annual Merit Increase.

SUMMARY

The District Board of Health conducts an annual performance evaluation of the District Health Officer prior to, or as near as possible to the anniversary / evaluation dates of May 13th, in accordance with Mr. Chad Kingsley's employment contract; and approves all wage and salary adjustments for the District Health Officer position. Staff recommends the approval of the 2025 District Health Officer's Performance Evaluation as presented and approval of a 5% annual merit increase.

A wage (merit) increase compensates employees for the additional knowledge and experience gained over the year. Regular County employees (up to and including Unclassified Managements) receive an annual five percent (5%) merit increase until they reach the top of their pay range.

District Health Strategic Priority supported by this item:

- 5. Organizational Capacity:** Strengthen our workforce and increase operational capacity to support a growing population.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

On February 27, 2025, the District Board of Health approved the use of the electronic 360 evaluation process for the District Health Officer's (Mr. Kingsley) 2025 Performance Evaluation, as well as the questions to be used and the list of individuals to be invited to participate in the District Health Officer's annual performance evaluation.

On October 26, 2023, the District Board of Health conducted the District Health Officer's (Mr. Dick) annual performance evaluation in an open meeting; reviewing the results of the on-line 360 survey conducted in September/October 2023. The Board accepted the performance evaluation as presented. The District Board of Health approved a 5% merit increase for Mr. Dick retroactive to October 24, 2023.

On September 28, 2023, the District Board of Health approved the use of the electronic 360 evaluation process for the District Health Officer's (Mr. Dick) 2023 Performance Evaluation, as well as the questions to be used and the list of individuals to be invited to participate in the District Health Officer's annual performance evaluation.

BACKGROUND

The District Board of Health conducts the annual performance evaluation of the District Health Officer, prior to, or as near as possible to, the anniversary / evaluation dates of May 13th, as indicated in Mr. Kingsley's contract. The District Board of Health reviews and discusses the performance evaluation information and the previous year's goals. The District Board of Health either approves and accepts the evaluation results as presented or asks the District Health Officer additional clarifying questions. Upon completion of the evaluation review, the District Board of Health votes to accept the performance evaluation as presented, or as adjusted by the board; adjustments are noted in the record. Upon approval and acceptance of the Performance Evaluation, the District Board of Health discusses possible goals for the coming year and possible adjustments to the compensation package of the District Health Officer. The Chair or Vice Chair and District Health Officer usually discuss possible compensation adjustments prior to the performance evaluation meeting and the Chair presents the recommendation to the Board. The Board discusses the proposed compensation adjustments and votes to accept the proposed compensation, or an adjusted compensation as determined by the Board.

The District Board of Health determines salary/compensation for the District Health Officer position. The employment agreement between the District Board of Health and Mr. Chad Kingsley, approved at a special District Board of Health meeting held on April 11, 2024; states under Section 4 Item B – "Employee's annual salary may be adjusted as follows, by a vote of the Board:

- A) A cost-of-living adjustment consistent with any cost-of-living adjustment provided to other unclassified management employees of Washoe County; and/or,
- B) The Board may adjust the annual salary of the Employee by increasing the base salary until the maximum of the salary range is reached."

Upon approval by the District Board of Health, a letter will be drafted to the Washoe County Human Resource Department advising them Mr. Kingsley's annual performance evaluation has been conducted in an open meeting and will outline any compensation adjustment approved by the board.

A wage (merit) increase compensates employees for the additional knowledge and experience gained over the year. County Code 5.121 provides for merit salary adjustments of 5% to the employee's base salary based upon satisfactory job performance, up to the top of their position's pay range. A 5% merit increase is requested for Mr. Kingsley this year.

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FISCAL IMPACT

The 5% merit increase for the District Health Officer will be covered by the Health Fund and is included in the annual budget.

RECOMMENDATION

Recommend Approval of the District Health Officer's Annual Performance Evaluation Results and Approval of a 5% Annual Merit Increase

POSSIBLE MOTION

Should the Board agree with the staff's recommendation a possible motion would be: "Move to approve the District Health Officer's Annual Performance Evaluation Results and Approval of a 5% Annual Merit Increase."