

**Staff Report**  
**Board Meeting Date: April 23, 2026**

**DATE:** April 10, 2026

**TO:** District Board of Health

**FROM:** Laurie Griffey, Admin Assist I/HR Rep  
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**THROUGH:** Devon Reese, DBOH Chair or Clara Andriola, DBOH Vice Chair

**SUBJECT:** Review and Discussion of the District Health Officer’s Annual Performance Evaluation Results, and possible action to provide direction regarding continued service, contract renewal, and performance expectations, including but not limited to: renewal of the contract for a one-year period, consideration of a merit increase consistent with the contract, or development of a corrective action plan; alternatively, consideration of non-renewal.  
 (FOR POSSIBLE ACTION)

**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 13<sup>th</sup>, in accordance with Dr. Chad Kingsley’s employment contract; and approves all wage and salary adjustments for the District Health Officer position. Staff recommends the approval of the 2026 District Health Officer’s 360 Feedback Survey results as presented.

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.

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### **PREVIOUS ACTION**

On March 26, 2026, the District Board of Health approved the use of the electronic 360 feedback survey process to provide input for the District Health Officer's (Dr. Kingsley) 2026 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 360 Feedback Survey.

On April 24, 2025, the District Board of Health conducted the District Health Officer's (Dr. Kingsley) annual performance evaluation in an open meeting, reviewing the results of the on-line 360 feedback survey conducted in March 2025. The Board accepted the performance evaluation as presented. The District Board of Health approved a 5% merit increase for Dr. Kingsley effective May 13, 2025.

On February 27, 2025, the District Board of Health approved the use of the electronic 360 feedback survey process to provide input for the District Health Officer's (Dr. 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 13<sup>th</sup>, as indicated in Dr. Kingsley's contract. The District Board of Health reviews and discusses the performance evaluation information and the previous year's goals.

Based on the results of the 360 Feedback Survey, the District Board of Health can accept the 360 feedback survey results as presented, ask the District Health Officer for additional clarifying questions, provide additional clarification, information or guidance related to the annual evaluation. Upon completion of the evaluation review, the District Board of Health votes to accept or reject the 360-feedback survey as presented, or as adjusted by the board; adjustments are noted in the record.

Upon acceptance or rejection of the 360 Feedback Survey results, the District Board of Health may take possible action to potentially include, but not limited to, approval of renewal of the District Health Officer contract for a one-year period, if the contract is renewed the possible approval of an Annual Merit Increase up to 5%, issue a corrective action plan, not renew the District Health Officer contract, or take no action.

In the event the Board approves renewal of the contract for another year, the Board would discuss possible goals for the District Health Officer for the coming year, areas for improvement, and possible adjustments to the compensation package of the District Health Officer. The Board may also decide to delay the evaluation process until a later date.

The 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 or deny the proposed compensation, or 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 Dr. 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 that Dr. 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.

### **FISCAL IMPACT**

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

### **RECOMMENDATION**

Recommend the approval of the 2026 District Health Officer’s 360 Feedback Survey results as presented.

### **POSSIBLE MOTION**

Should the Board agree with the staff’s recommendation a possible motion would be:

“Move to accept the District Health Officer’s Annual 360 Feedback Survey Results, renew the District Health Officer contract for a period of one year, and approve a 5% Annual Merit Increase.”

OR

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“Move to accept the District Health Officer’s Annual 360 Feedback Survey Results, renew the District Health Officer contract for a period of one year, and issue a corrective action plan for the District Health Officer to comply with, including the following: \_\_\_\_\_.”

OR

“Move to accept the District Health Officer’s Annual 360 Feedback Survey Results, and do not renew the District Health Officer contract.”