

**Staff Report**  
**Board Meeting Date: May 23, 2024**

**DATE:** May 16, 2024  
**TO:** District Board of Health  
**FROM:** Kristen Palmer, Fiscal Compliance Officer  
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Heather Kerwin, Epidemiology 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 \$169,763.00 (no cash match) retroactive to July 1, 2023 through June 30, 2024, in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program; the funds will be used to complete epidemiological surveillance and investigation activities in Washoe County and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.

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**SUMMARY**

Northern Nevada Public Health received the Notice of Subaward on May 14, 2024, from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in support of the CDC Epidemiology and Laboratory Capacity Grant Program. The funding period is retroactive to July 1, 2023 through June 30, 2024. 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**

On September 28, 2023, the Board approved the Notice of Subaward for the Epidemiology and Laboratory Capacity Grant Program.

**BACKGROUND**

This Award supports the Epidemiology and Public Health Preparedness (EPHP) Division's Epidemiology Program by enhancing the capacity to effectively detect, respond, prevent, and control known and emerging (or re-emerging) infectious diseases. Funding supports staff to investigate, follow up and analyze communicable disease reports.

This item is retroactive because the notice of subaward wasn't received until May 14, 2024, and is being brought for approval at the nearest scheduled District Board of Health meeting.

### **FISCAL IMPACT**

As this grant was not anticipated in the FY24 budget, a budget adjustment in the amount of \$154,329 in revenue and \$154,329 in expenditures is necessary to bring the Notice of Subgrant Award 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-TBD	-431100 Federal Revenue	\$ 154,329
<b>Total Revenue</b>		<b>\$ 154,329</b>
2002-IO-TBD	-701412 Salary Adjustment	\$ 65,661
2002-IO-TBD	-705360 Benefit Adjustment	\$ 43,774
2002-IO-TBD	-710350 Office Supplies	\$ 44
2002-IO-TBD	-710110 Contracted/Temp Svcs	\$ 44,100
2002-IO-TBD	-710502 Printing	\$ 750
<b>Total Expenditures</b>		<b>\$ 154,329</b>

### **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 \$169,763.00 (no cash match) retroactive to July 1, 2023 through June 30, 2024, in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program; the funds will be used to complete epidemiological surveillance and investigation activities in Washoe County and authorize the District Health Officer to execute the Notice of 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 and Behavioral Health in the total amount of \$169,763.00 (no cash match) retroactive to July 1, 2023 through June 30, 2024, in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program; the funds will be used to complete epidemiological surveillance and investigation activities in Washoe County and authorize the District Health Officer to execute the Notice of Subaward and any future amendments."