

Staff Report
Board Meeting Date: February 27, 2025

DATE: February 21, 2025
TO: District Board of Health
FROM: Irene Dominguez, Fiscal Compliance Office
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Lisa Lottritz, Division Director, Community and Clinical Health Services
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SUBJECT: Retroactively approve FY25 purchases in an amount not to exceed \$160,000 from Acro Service Corp for temporary surge staffing in support of COVID-19 response efforts and Influenza and/or COVID-19 vaccination events on behalf of the Community and Clinical Health Services Division in Washoe County.

SUMMARY

The Northern Nevada District Board of Health must approve and execute Interlocal Agreements and amendments to the adopted budget. The District Health Officer is authorized to execute agreements on the Board of Health's behalf up to \$100,000 per contractor; over \$100,000 would require the approval of the Board.

District Health Strategic Priority supported by this item:

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

PREVIOUS ACTION

No previous action this fiscal year.

BACKGROUND

Washoe County joins with the State of Nevada in a multi-year contract for temporary employment services with a number of agencies.

The Health District's FY25 purchase order supports two temporary positions of our COVID-19 response efforts (administrative and testing), support of current Influenza vaccination events and future COVID-19 vaccination events. Utilizing temporary employment services has proven to be an efficient and effective method of providing surge staffing in several programs.

FISCAL IMPACT

Should the Board approve the purchase order, there will be no additional impact to the adopted FY25 budget, as the amounts were anticipated and budgeted in the following Internal Orders:

- 12237-COVID IZ Rd 4
- 12235-COVID IZ Rd 3
- 12496-COVID IZ Rd 4 Carryover
- 12495-COVID IZ Rd 3 Carryover
- 12357-Immunization Bridge Program

RECOMMENDATION

It is recommended that the District Board of Health retroactively approve FY25 purchases in an amount not to exceed \$160,000 from Acro Service Corp for temporary surge staffing in support of COVID-19 response efforts and Influenza and/or COVID-19 vaccination events on behalf of the Community and Clinical Health Services Division in Washoe County.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "to retroactively approve FY25 purchases in an amount not to exceed \$160,000 from Acro Service Corp for temporary surge staffing in support of COVID-19 response efforts and Influenza and/or COVID-19 vaccination events on behalf of the Community and Clinical Health Services Division in Washoe County."