

**Office of the District Health Officer
District Health Officer Staff Report
Board Meeting Date: January 22, 2026**

DATE: January 13, 2026
TO: District Board of Health
FROM: Dr. Chad Kingsley, District Health Officer
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SUBJECT: **District Health Officer Report** - Northern Nevada Public Health Communications Update, Accreditation, Quality Improvement, Workforce Development, Community Health Improvement Program, Equity Projects/Collaborations, Community Events, Public Communications and Outreach.

DHO Overview

Current Update:

Due to the nature of public health, the District Health Officer may provide updates on subject matter that affects local, state, and national interests regarding issues deemed important to NNPH and the DBOH. The scope of NNPH Public Health can be located here www.nnph.org.

Performance Measures Narrative Highlights:

Effective Relationships: I continued to strengthen partnerships with internal and external stakeholders. Early in the month, I worked closely with HR on work culture and positive alignment. Externally, I worked with the City of Reno on two different matters, one for solid waste and another for a restaurant. I ensured NNPH's role was clear and maintained open communication to support a coordinated response.

Communication: I continued transparent communication with NNPH staff regarding internal policies and procedures, as well as the establishment of 2026 all staff 1:1 with the DHO. This communication reinforced trust and appreciation for cross-departmental support. I encouraged staff to submit abstracts for the Nevada Public Health Association (NPHA) annual conference, promoting engagement and visibility for NNPH initiatives.

Community Engagement: I participated in several community meetings that maintain NNPH's active participation to impact the health of our community.

Effective Representation: I supported NNPH's visibility in statewide public health advocacy by encouraging staff to submit abstracts for the NPHA annual conference. This initiative promotes practice-based representation and ensures NNPH's contributions are recognized alongside

academic partners. Additionally, I submitted and presented NNPH's quarterly report to the State Board of Health.

Strategic Decision-Making: I allocated time for reviewing authorizations, media, and policy implementation during scheduled leadership blocks. These reviews ensured operational priorities remained aligned with NNPH's strategic objectives and Board expectations.

Leadership: I consistently conducted one-on-one meetings with my direct reports and directors. In addition, I held 1:1s with EHS Seniors to identify opportunities for improved culture and workplace. These sessions focused on aligning program goals and reinforcing NNPH's culture of collaboration and accountability.

Policy/Program/Budget Implementation: I coordinated ongoing discussions with County Finance to align budget priorities, ensuring alignment with NNPH's strategic goals. Additionally, I supported HR processes related to personnel matters, reinforcing compliance and organizational integrity.

DHO Performance Measures:

Performance Measure	Metric	DEC 2025 Total
1. Effective Relationships	Number of strategic partnerships engaged	15
2. Communication	Number of internal/external emailed (sent) communications	346
3. Community Engagement	Number of community meetings/forums attended	13
4. Effective Representation	Number of public health activities advocated or supported.	17
5. Personal Development	Hours spent on professional development	6
6. Leadership	Number of staff leadership or mentorship activities conducted	49
7. Strategic Decision-Making	Number of engagement activities for strategic initiatives	20
8. Crisis Management	Number of crisis response or emergency preparedness actions	3
9. Policy/Program/Budget Implementation	Number of public health programs evaluated	24
Standard Practices		
Total Hours		144
Excess Hours (>160)		0
PTO		0
Sick-Time		0
Holiday		16

Deputy District Health Officer Update:

Public Health Funding was agendized by the Interim Finance Committee on December 18. The Deputy District Health Officer was present to address inquiries; however, the annual report was accepted without further questioning. While projects are progressing with minor adjustments, Public Health Funds are increasingly being utilized to offset reductions in other grant revenue. This strategy presents a long-term sustainability risk, as this funding source is currently only authorized through June 2027.

The new Tuberculosis Clinic is progressing rapidly with flooring, fixtures, blinds, and security systems installed in December. Furniture such as office desks and cubicle walls is planned for installation in the middle of January. The siding is almost complete and is one of the final exterior tasks, as the parking, landscaping, and sidewalks have been completed. The building is located on the southwest corner of 9th Street and Sutro Street and will be completed before April 1st.

Financial Activities

Administrative Health Services (AHS) continued analysis of FY 2026 Estimates to Complete (ETCs) while initiating development of the FY 2027 base budget. Work also began on preparing the financial materials for the Department's February Strategic Planning session, including development of budget presentation content.

Ongoing analysis continues for projected year-end fund balance and long-term financial forecasts. In parallel, AHS is advancing efforts to modernize financial reporting by developing more detailed and structured financial reports to enhance transparency, strengthen compliance, and support informed decision-making in future fiscal years.

Contracts

Contract activity continued across multiple divisions during the reporting period:

- AHS: One contract with the Nevada Department of Public Safety to utilize the Civil Fingerprint-Based Background Check Program for Human Resources.
- AQM: Five contracts, including Right of Entry agreements with the Washoe County School District and the City of Reno to support access to air quality sensors.
- CCHS: Two Memoranda of Understanding with the Washoe County School District in support of the Family School Partnership and Safe Routes to School programs.
- EHS: No contract activity during the reporting period.
- ODHO: Two amendments to existing contracts.
- PHD: Six contracts, several of which were Memoranda of Understanding related to emergency planning activities.

Invoices

A total of 69 invoices were processed for payment during the reporting period, in addition to one Employee Payment Voucher and two Vendor Payment Vouchers.

Invoice activity by division:

- AQM: 2
- CCHS: 46

- EHS: 3
- ODHO: 3
- PHD: 15

Journal Entries

AHS processed 45 journal entries, including recurring entries for copiers and Vonage services, as well as multiple mass journal entries.

Travel

The new travel system, Concur, went live in September 2025. Since implementation, AHS has identified system issues and worked collaboratively with the Comptroller's Office and Concur to resolve them. Training has been provided to staff on account setup, travel requests, and expense reporting. One staff member has been fully cross-trained to serve as a backup for travel processing, with training underway for a second backup. Staff are now processing travel requests and expense reports in the new system while continuing to follow NNPH's established internal approval processes.

Inventory

AHS continues to update inventory records in SAP using information from the annual inventory reports to ensure accuracy and compliance.

Human Resources

Benefits and Employee Health

Health benefit elections made during Open Enrollment became effective January 1, 2026. Washoe County exceeded both regional and state influenza baselines for two consecutive weeks during the reporting period. On December 30, the Human Resources Representative worked with the District Health Officer to finalize and distribute the annual influenza masking requirement memorandum. Eight employees either submitted a flu vaccination declination or have not yet provided vaccination documentation. In accordance with policy, all clinic and WIC staff who work directly with clients and patients are required to receive an annual flu vaccination or wear a mask during flu season. Supervisors were notified and instructed to ensure appropriate masking supplies are available.

Leave Balances

Human Resources continued outreach to staff regarding "use-it-or-lose-it" leave deadlines. Employees were reminded to use personal leave by December 14, 2025, and to reduce vacation balances exceeding the 240-hour cap by January 11, 2026, in accordance with policy.

Flexible Hybrid Work Agreements

Human Resources continues to work with staff to complete and update annual Flexible Hybrid Work Agreements to ensure current work schedules are documented and that employees are appropriately covered by Workers' Compensation when authorized to work remotely.

Compliance and Audits

NNPH has been scheduled for a fingerprint audit by the Nevada Department of Public Safety. Required documentation and questionnaires were completed and submitted, and staff are scheduled to participate in the virtual audit on January 21, 2026.

Staffing Activity

New Hires

- December: 0
- January: 1 intermittent hourly Office Specialist (Maria Magaña), hired January 12, 2026

Recruitments in Progress

- Senior Environmental Health Specialist (EHS)
- Health Investigator (PHD)
- Office Specialist (PHD)
- Advanced Practice Registered Nurse (CCHS)

Separations

- Tyler Henderson, EHS Specialist (resigned December 13, 2025)
- Niko Mastick, AQM PSI (resigned December 18, 2025)
- James English, EHS Supervisor (retired January 8, 2026, after more than 25 years of service)

Performance and Promotions

Thirteen performance evaluations were completed between November 10 and December 31, 2025. One progressive promotion was processed: Timothy Rosario advanced from AQM Trainee to AQM Specialist effective January 2, 2026.

Fourteen merit increases were processed in December.

Employee Medical Screenings

Authorizations were issued for required medical screenings, including:

- One asbestos physical for AQM staff
- Three OSHA clearance and TB tests for TB clinic staff
- Eleven OSHA clearance and respirator fit tests for clinic staff

Training and Compliance

Reminder notices were sent on January 5, 2026, to nine employees overdue on one or more required Bridge trainings. A follow-up reminder was sent on January 8, 2026, to seven employees overdue on ICS refresher training.

The Human Resources Representative is currently updating the Training Tracking Spreadsheet for quarterly ClearPoint reporting. NNPH achieved a 98.93% training completion rate for the prior quarter, reflecting the effectiveness of ongoing reminders and coordination between HR staff.

Technology Services

Service Activity

Technology Services processed 84 support tickets during the reporting period, providing technical assistance across divisions.

Projects and System Enhancements

EHS After-Hours Phone System

Technology Services configured and initiated testing of a Vonage-based solution to replace the Environmental Health Services after-hours cellular phone. The proposed solution is expected to reduce costs while improving reliability, flexibility, and call-handling efficiency.

Patagonia Schedule of Fees

Technology Services implemented the FY 2026 clinical fee schedule within the Patagonia Electronic Health Records system to ensure accurate billing and alignment with approved fee structures.

Communications & Public Information

NNPH communications had two newsworthy events in late December, which is atypical of recent years. The team worked late on Friday, Dec. 26, to distribute a press release about the first measles case in Washoe County since 2018. Dr. Kingsley and Epidemiology Program Supervisor Kellie Watkins fielded media requests the following week.

Mixed in that response was media interest in a recent EHS division evaluation that recommended announced inspections instead of unannounced. It started as one media request from Ben Margiott of KRNV, but after that story ran, we had six other media requests based on that story. We issued a press release and are continuing to educate the public and media on the matter.

Community Health Assessment (CHS) Updates

2026 Washoe County Community Health Assessment (CHA) Community Forum

Staff are actively planning the 2026 Washoe County Community Health Assessment (CHA) Community Forum in partnership with Renown Health. The forum will take place on Tuesday, January 27, 2026, from 9:00 a.m. to 12:00 noon at the National Automobile Museum and will serve as a key milestone for sharing CHA findings, including community input and health outcome data, with cross-sector partners.

During the forum, participants will engage in facilitated discussions to review results and collaboratively prioritize the next set of focus areas for the Community Health Improvement Plan (CHIP). These priorities will guide coordinated strategies, investments, and actions over the next three to five years.

This partnership with Renown Health supports alignment between Northern Nevada Public Health's Community Health Improvement Plan and Renown's Community Implementation Plan, creating a shared framework for addressing community-identified needs. Convening partners through the CHA forum is a critical public health strategy to ensure transparency, shared ownership, and equitable prioritization of resources to improve health outcomes across Washoe County.

Workforce Development

Data from the 2025 Public Health Workforce Interests and Needs Survey (PH WINS) is currently being analyzed to inform the development of an updated Workforce Development Plan. The plan will focus on fostering a positive, productive, and resilient workforce capable of meeting the evolving needs of the community. Survey findings will be shared with leadership and the Board at the strategic planning retreat. Investing in workforce development is essential to sustaining effective public health services and ensuring staff are supported, engaged, and prepared to address complex public health challenges.

CHIP

Aca Entre Nos

Staff have engaged in ongoing conversations with the project team to identify opportunities to strengthen the intervention in the upcoming calendar year. A key strength of the program is its multidisciplinary working group, which includes a dedicated therapist, a physician, program development staff, and mental health professionals who reflect and represent the Spanish-speaking community. This culturally responsive approach has contributed to meaningful outcomes for participating families, including reduced stigma around mental health and increased engagement in conversations related to emotional well-being.

Despite these successes, challenges remain in outreach and recruitment, particularly in overcoming stigma and encouraging initial participation. The team has observed increased attendance when sessions are offered in conjunction with existing school events, allowing staff to connect with families in familiar and trusted settings. To expand reach and impact, the work group

is partnering with WCSD to participate in “transition events” for students entering middle school. These events provide an important opportunity to engage families during a critical developmental transition and promote early prevention and support. A calendar of events is currently being finalized, with additional details forthcoming.

5210 Healthy Washoe

Staff developed and began implementing a plan to expand 5210 Healthy Washoe into additional areas of the community, with the goal of reaching at least three new schools during the current fiscal year. Lemelson Elementary School has expressed interest and initiated an environmental assessment, adding a new school site to the initiative. Donner Springs Elementary is also actively implementing strategies identified in collaboration with staff to create a healthier school environment.

School staff identified several priority strategies, including a whole-school family engagement newsletter, increased physical activity through a weekly “Walking Wednesday” initiative at morning drop-off, a family engagement class, and classroom implementation of the CDIP SNAP-Ed Color Me Healthy program.

Additional support has been provided to the Chronic Disease and Injury Prevention team implementing the Color Me Healthy program with sites that aren’t yet 5210 schools, including translation of materials and assistance engaging Spanish-speaking families. Both NNPH teams have committed to continued collaboration by sharing resources and aligning efforts to expand nutrition and physical activity opportunities at school sites.

Reducing Health Disparities

BARHII Assessment

The Committee is developing a comprehensive action plan for leadership and Board consideration focused on implementing strategies to reduce health disparities across the district. The assessment identified five key themes critical to advancing equitable public health practice: strengthening the organization’s use of data, modernizing hiring processes, reinforcing the organizational commitment to health equity, expanding workforce training, and ensuring long-term sustainability.

A draft multi-year action plan will be presented at the upcoming retreat and will outline strategies to be implemented from 2025–2029. These efforts are foundational to improving population health outcomes, as they align organizational infrastructure, workforce capacity, and decision-making processes with evidence-based approaches to addressing inequities that disproportionately impact priority populations.

Quality Improvement

The Quality Improvement Committee is actively exploring strategies to strengthen the organization's capacity to operate as a data-driven and data-informed public health agency. While performance management is an established strength, findings from the BARHII assessment and a review of current practices indicate opportunities to improve how data are consistently used to inform programs, services, and organizational decision-making.

Several programs demonstrate strong data utilization practices, and staff are researching best practices to expand these approaches across all teams. As the organization continues to collect and access more consistent data, it is well positioned to advance toward its vision of being a data-led organization.