

**Staff Report**  
**Board Meeting Date: April 11, 2024**

**DATE:** April 5, 2024  
**TO:** District Board of Health  
**FROM:** Kristopher Dahir, Chair, District Board of Health  
Erin Dixon, Deputy District Health Officer  
[edixon@nnph.org](mailto:edixon@nnph.org); 775-328-2240  
**SUBJECT:** Recommendation to approve an Employment Agreement for Chad Kingsley, MD, MBA to serve as District Health Officer, starting May 13, 2024, including provisions for an annual salary of \$190,008, benefits in the amount of \$79,608, duration and other provisions common to executive employment contracts including those of previous District Health Officers and to authorize reimbursement of moving expenses up to \$15,000.

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**SUMMARY**

On March 28, 2024, the District Board of Health conducted interviews of three candidates and selected Chad Kingsley, MD, MBA as its next District Health Officer; providing direction on the development of an employment contract to be submitted to the Board for consideration and possible approval.

**District Health Strategic Priorities supported by this item:**

- 1. Healthy Lives:** Improve the health of our community by empowering individuals to live healthier lives.
- 2. Healthy Environment:** Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.
- 3. Local Culture of Health:** Lead a transformation in our community's awareness, understanding, and appreciation of health resulting in direct action.
- 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.
- 6. Financial Stability:** Enable the Health District to make long-term commitments in areas that will positively impact the community's health by growing reliable sources of income.

**PREVIOUS ACTION**

On March 28, 2024, the District Board of Health conducted interviews for a new District Health Officer (DHO) and selected Chad Kingsley, MD, MBA for the position; providing direction to Chair Dahir to negotiate a contract.

On September 28, 2023, the District Board of Health accepted the District Health Officer's notice of retirement.

### **BACKGROUND**

Nevada Revised Statutes Chapter 439 provides the District Board of Health with the authority to appoint a District Health Officer. The part of the Statute that pertains to Health Districts serving a population of under 700,000 states:

#### **NRS 439.400 Appointment, qualifications, powers and compensation of district health officer; clinical programs requiring medical assessment must be supervised by a physician.**

1. The district board of health shall appoint a district health officer for the district.
2. The district health officer must be appointed on the basis of his or her graduate education in public health, training, experience and interest in public health and related programs.
3. The district health officer has full authority as a county health officer in the health district.
4. Any clinical program of a district board of health which requires medical assessment must be carried out under the direction of a physician.
5. The district health officer is entitled to receive a salary fixed by the district board of health and serves at the pleasure of that board.

The Interlocal Agreement Establishing the Health District Section 5 also addresses the appointment of a Health Officer:

Section 5.b. The Health Officer shall be appointed, and may only be removed, by a majority vote of the total membership of the Board. The Health Officer shall hold his position and serve at the pleasure of the Board. He shall reside within the boundaries of the Washoe County Health District.

Section 5.c. The Board may only appoint as Health Officer a person who possesses the qualifications set forth for that position.

Section 5. d. The salary of the Health Officer shall be established and approved in the manner specified in Chapter 439 of the Nevada Revised Statutes.

The recruitment for District Health Officer opened on January 8, 2024, with an application period that closed on February 5, 2024. There were 93 total applicants. Virtual interviews were conducted with eight candidates on February 27 and 28, 2024. The final three candidates were interviewed by the Board on March 28, 2024, and the Board selected Chad Kingsley, MD, MBA as its next District Health Officer.

Accordingly, Chair Dahir developed and negotiated on behalf of the Board the attached agreement with Chad Kingsley, MD, MBA which is presented for approval.

### **FISCAL IMPACT**

The District Health Officer position is included in the NNPH budget. The financial impact covered by the Health Fund would include an annual salary of \$190,008, benefits of approximately \$79,608 and moving expenses not to exceed \$15,000.

## **RECOMMENDATION**

Staff recommends the approval of an Employment Agreement for Chad Kingsley, MD, MBA to serve as District Health Officer, starting May 13, 2024, including provisions for an annual salary of \$190,008, benefits in the amount of \$79,608, duration and other provisions common to executive employment contracts including those of previous District Health Officers and to authorize reimbursement of moving expenses up to \$15,000.

## **POSSIBLE MOTION**

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

“Move to approve an Employment Agreement for Chad Kingsley, MD, MBA to serve as District Health Officer, starting May 13, 2024, including provisions for an annual salary of \$190,008, benefits in the amount of \$79,608, duration and other provisions common to executive employment contracts including those of previous District Health Officers and to authorize reimbursement of moving expenses up to \$15,000.”