

**Staff Report**  
**Board Meeting Date: September 26, 2024**

**DATE:** September 19, 2024  
**TO:** District Board of Health  
**FROM:** Irene Dominguez, Fiscal Compliance Officer  
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Lisa Lottritz, Division Director, Community and Clinical Health Services  
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**SUBJECT:** Approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to July 1, 2024 through June 30, 2025 in the total amount of \$292,935.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Immunization Program and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.

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**SUMMARY**

The Community and Clinical Health Services Division received a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health on August 22, 2024 to support the Immunization Program. A copy of the Notice of Subaward is attached.

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

- 1. Healthy Lives:** Improve the health of our community by empowering individuals to live healthier lives.

**PREVIOUS ACTION**

There has been no previous action this fiscal year.

**BACKGROUND**

This Award supports the Immunization Program mission to improve public health by reducing vaccine-preventable disease through immunization in collaboration and cooperation with community partners. The scope of work includes conducting Vaccine for Children (VFC) compliance visits, performing Assessment, Feedback, Incentives and Exchanges (AFIX) visits, perinatal Hepatitis B prevention, Childhood catch-up, special project activities, and support of community seasonal influenza vaccination activities.

The Subgrant provides funding for personnel, travel, operating, and indirect expenditures.

This item is retroactive due to the Notice of Subaward being issued on August 22, 2024, and is being brought for approval at the nearest scheduled District Board of Health meeting.

**FISCAL IMPACT**

The District anticipated this award and included funding in the adopted FY25 budget. A budget adjustment in the amount of \$261,530.01 (\$26,632.00 indirect expenses) will be made to move the authority from IO 12240 to the new IO 12383.

Should the Board approve this subaward, a request will be made to the Board of County Commissioners to amend the adopted FY25 budget, increasing it by \$31,404.99 in the following accounts to match the notice of subaward:

<u>Account Number</u>	<u>General Ledger</u>	<u>Description</u>	<u>Amount of Increase</u>
2002 - IO12383	-431100	Federal Grants	\$ 31,404.99
		<b>Total Revenue:</b>	\$ 31,404.99
2002 - IO12383	-701412	Salary Adjustment	\$ 23,104.99
2002 - IO12383	-711210	Travel	\$ 1,439.00
2002 - IO12383	-710350	Office Supplies	\$ 2,661.00
2002 - IO12383	-710507	Network & Data Lines	\$ 1,200.00
2002 - IO12383	-710500	Other Expense	\$ 3,000.00
		<b>Total Expenditures:</b>	\$ 31,404.99

**RECOMMENDATION**

It is recommended that the District Board of Health approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to July 1, 2024 through June 30, 2025 in the total amount of \$292,935.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Immunization Program and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.

**POSSIBLE MOTION**

Should the Board agree with the staff’s recommendation, a possible motion would be: “Move to approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to July 1, 2024 through June 30, 2025 in the total amount of \$292,935.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Immunization Program and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.”