

Staff Report
Board Meeting Date: March 26, 2026

DATE: March 6, 2026
TO: District Board of Health
FROM: Laurie Griffey, Admin Assist I/HR Rep
775-328-2403, lgriffey@washoecounty.gov
THROUGH: Devon Reese, DBOH Chair
SUBJECT: Review and Approval of Annual 360 Feedback Survey Questions, Process, List of Participants and Adjustments (addition of a second rating calculation to include a fourth (4th) group of participants) for the District Health Officer's Annual 360 Feedback Survey and Direct Staff to Conduct the Survey Utilizing the Microsoft Forms Survey Program.

SUMMARY

Section 8 of the current Employment Agreement between the District Board of Health and District Health Officer Dr. Chad Kingsley requires the District Board of Health to review and evaluate the employee's performance in accordance with the provisions of the Open Meeting Law within 30 days of the anniversary date of the contract, which is May 13, 2026. This item requests the District Board of Health review the 360-feedback survey questions, process, list of proposed survey participants, and adjustments (addition of a second rating calculation to include a fourth (4th) group of participants) and approve the use of the Microsoft Forms survey platform to conduct the 360-feedback survey. Survey results are provided to the Board, and a public hearing will be held during the Board of Health meeting on April 23, 2026, so the Board can conduct the District Health Officer's performance evaluation in an open meeting.

District Health Strategic Priorities supported by this item:

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

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

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PREVIOUS ACTION

On April 24, 2025, the District Board of Health conducted the District Health Officer's (Dr. Kingsley) annual performance evaluation in an open meeting, reviewing the results of the on-line 360-feedback survey conducted in March 2025. The Board accepted the 360 feedback survey results as presented. The District Board of Health approved a 5% merit increase for Dr. Kingsley, effective May 13, 2025.

On February 27, 2025, the District Board of Health approved the use of the electronic 360 feedback survey process to provide input for the District Health Officer's (Dr. Kingsley) 2025 Performance Evaluation, as well as the questions to be used and the list of individuals to be invited to participate in the District Health Officer's 360 feedback survey.

On March 28, 2024, the District Board of Health selected Dr. Chad Kingsley as the District Health Officer. An Employment Agreement for Dr. Kingsley was approved by the Board on April 11, 2024, with a term beginning on May 13, 2024, and ending on May 13, 2025, with automatic renewal on the anniversary date with approval of the board.

On October 26, 2023, the District Board of Health conducted the District Health Officer's (Mr. Dick) annual performance evaluation in an open meeting, reviewing the results of the on-line 360 survey conducted in September/October 2023. The Board accepted the 360 feedback survey results as presented. The District Board of Health approved a 5% merit increase for Mr. Dick retroactive to October 24, 2023.

On September 28, 2023, the District Board of Health approved the use of the electronic 360 feedback survey process to provide input for the District Health Officer's (Mr. Dick) 2023 Performance Evaluation, as well as the questions to be used and the list of individuals to be invited to participate in the District Health Officer's 360 feedback survey.

BACKGROUND

In accordance with NRS 241.033 and his Employment Agreement, the Board will conduct an annual performance evaluation of Dr. Kingsley.

During the Health Officers 2025 review process the Board approved and utilized a performance-based 360 feedback survey tool to provide input for Dr. Kingsley's evaluation. Washoe County Human Resources used the same process to review top management positions in 2024/2025 to ensure that the actions, decisions, and progress of the organization align positively with the success of the overall mission.

The original 360-feedback survey tool includes three (3) targeted groups with specific areas of input:

- Board of Health, Internal Leadership/Direct Reports and Community Stakeholders
 - Strategic Planning Outcomes weighted 50% of the final score
 - Board Relations weighted 20% of the final score
 - Internal Leadership/Direct Reports weighted 20% of the final score
 - Community Stakeholders Engagement weighted at 10% of the final score
 - Recommendations for Improvement non-weighted

- The 360 feedback survey results are graded by a rubric to assign the score for each item. The score is averaged by section, then multiplied by the category weight. Overall score assigned based on the rubric.
- Dr. Kingsley and DBOH Chair Reese agreed that the use of the same strategic objectives and 360 feedback survey processes used in 2025 would provide comparable data year over year.

Vice Chair Andriola requested we maintain the original process to provide comparable data (apples-to-apples) with Dr. Kingsley’s 2025 360 feedback survey results, but also requested we include a separate score/rating that contains a fourth (4) targeted group of participants. The additional group would be “NNPH Staff Who Supervise”.

The second (2nd) 360 feedback survey rating will include four (4) targeted groups with specific areas for input: Board of Health, Internal Leadership/Direct Reports, Community Stakeholders, and NNPH Staff Who Supervise.

- Strategic Planning Outcomes weighted 50% of the final score
- Board Relations weighted 20% of the final score
- Internal Leadership/Direct Reports weighted 10% of the final score
- Community Stakeholders Engagement weighted at 10% of the final score
- NNPH Staff Who Supervise weighted 10% of the final score
- Recommendations for Improvement non-weighted

This process will allow the first rating to be comparable to last year’s rating, while the 2nd rating will provide additional internal staff data for the board. The 2nd rating is not comparable to the 2025 results due to the addition of a new group of thirty-seven (37) additional participants.

- The survey is graded by a rubric to assign the score for each item. The score is averaged by section, then multiplied by the category weight. Overall score assigned based on the rubric.

Rating	Description
0	Participant has no basis for input
1	Minimally effective; partially met objective
2	Effective: met objective
3	Highly Effective:

The review receives an overall rating based on the weighted average scoring of all rating components.

1.0 – 1.99	Minimally effective
2.0 – 2.99	Effective
3	Highly Effective:

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Following approval of the 360-feedback survey tool, questions, and the participant list, the 360-feedback survey will be distributed via Microsoft Forms to gather feedback on Dr. Kingsley's performance. The results will be provided to the Board for the April 23, 2026, meeting.

FISCAL IMPACT

There is no fiscal impact from conducting the 360-feedback survey process

RECOMMENDATION

Staff recommends the Board approve the District Health Officer's annual 360-feedback survey questions, process, list of participants, and adjustments (addition of a second rating calculation to include a fourth (4th) group of participants) for the District Health Officer's Annual 360 Feedback Survey as presented and direct staff to conduct the survey utilizing the Microsoft Forms survey program.

POSSIBLE MOTION

Possible motions could be "Move to approve the Annual 360-Feedback Survey Questions, Process, List of Participants, and Adjustments (addition of a second rating calculation to include a fourth (4th) group of participants) for the District Health Officer's Annual 360-Feedback Survey and Direct Staff to Conduct the Survey Utilizing the Microsoft Forms Survey Program."

Or

"Move to approve the Annual 360-Feedback Survey Questions, Process, List of Participants, and Adjustments (addition of a second rating calculation to include a fourth (4th) group of participants) for the District Health Officer's Annual 360-Feedback Survey with the proposed changes [changes proposed] and Direct Staff to Conduct the Survey Utilizing the Microsoft Forms Survey Program."