

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

**DATE:** September 19, 2024  
**TO:** District Board of Health  
**FROM:** Kristen Palmer, Fiscal Compliance Officer  
[kpalmer@nnph.org](mailto:kpalmer@nnph.org), 775-328-2419  
Andrea Esp, Preparedness and EMS Program Manager  
[aesp@nnph.org](mailto:aesp@nnph.org), 775-326-6042

**SUBJECT:** Approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$453,139.00 (\$45,313.90 cash match) retroactive to July 1, 2024 through June 30, 2025 in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; approve authorization to travel and travel reimbursements for non-County employees that are Inter-Hospital Coordinating Council (IHCC) Coalition members (to be designated by IHCC leadership) in an amount not exceed the FY25 travel budget to attend the Health Care Coalition Conferences (dates to be determined); and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies.

---

**SUMMARY**

Northern Nevada Public Health received the Notice of Subaward on September 5, 2024, from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in support of the Assistant Secretary for Preparedness and Response (ASPR) for Public Health Preparedness Program. The funding period is retroactive to July 1, 2024 through June 30, 2025. A copy of the Subaward is attached.

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

- 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.

**PREVIOUS ACTION**

No previous action taken this fiscal year.

## **BACKGROUND**

This Award supports the Epidemiology and Public Health Preparedness (EPHP) Division's mission to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of bioterrorism events or any public health emergency.

These funds support the IHCC, the completion of jurisdictional risk assessment (JRA), National Incident Management System (NIMS) trainings, PHP exercise(s) and resource assessments.

This item will also support any memorandum of understanding between the local government agencies such as local law enforcement, local fire departments, public and private schools, and the Northern Nevada Public Health as outlined in the scope of work by authorizing the District Health Officer to execute the MOU agreements with the partnering agencies.

## **FISCAL IMPACT**

Northern Nevada Public Health anticipated this award and included funding in the adopted FY25 budget. As such, there is no fiscal impact to the FY25 adopted budget should the Board approve the Notice of Subaward.

## **RECOMMENDATION**

It is recommended that the District Board of Health approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$453,139.00 (\$45,313.90 cash match) retroactive to July 1, 2024 through June 30, 2025 in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; approve authorization to travel and travel reimbursements for non-County employees that are Inter-Hospital Coordinating Council (IHCC) Coalition members (to be designated by IHCC leadership) in an amount not exceed the FY25 travel budget to attend the Health Care Coalition Conferences (dates to be determined); and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies.

## **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "Move to approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$453,139.00 (\$45,313.90 cash match) retroactive to July 1, 2024 through June 30, 2025 in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program; approve authorization to travel and travel reimbursements for non-County employees that are Inter-Hospital Coordinating Council (IHCC) Coalition members (to be designated by IHCC leadership) in an amount not to exceed the FY25 travel budget to attend the Health Care Coalition Conferences (dates to be determined); and authorize the District Health Officer to execute the Notice of Subaward, any future amendments and MOU agreements with partnering agencies."