

Staff Report
Board Meeting Date: February 27, 2025

DATE: February 10, 2025
TO: District Board of Health
FROM: Rayona LaVoie, Director of Programs and Projects
775-328-2404, rlavoie@nnph.org
THROUGH: Devon Reese, DBOH Chair
SUBJECT: Review and Approval of Annual Performance Evaluation Questions and List of Participants for the District Health Officer's Annual 360 Evaluation and Direct Staff to Conduct the Evaluation Utilizing an On-line Survey Program.

SUMMARY

Section 8 of the current Employment Agreement between Washoe County 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 of the commencement date of the contract, which is May 13, 2025. This item requests the District Board of Health reviews the performance evaluation tool, the list of proposed evaluation participants and Microsoft Teams, the survey platform utilized to conduct the performance evaluation. Evaluation results are provided to the Board, and a public hearing will be held during the Board of Health meeting April 24, 2025 to conduct the District Health Officer's performance evaluation.

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.

PREVIOUS ACTION

Dr. Chad Kingsley has served as the District Health Officer since May 13, 2024.

On March. 28, 2024, the Board selected Chad Kingsley as the District Health Officer. An Employment Agreement for Mr. Kingsley was approved by the Board on April 11, 2024, with a term beginning on May 13, 2024, and ending on May 13, 2025.

BACKGROUND

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

Washoe County Human Resources is utilizing a performance-based evaluation tool to evaluate appointed-unclassified positions to ensure that the actions, decisions, and progress of an organization aligns positively to the success of the overall mission.

The evaluation tool includes three (3) targeted groups with specific areas of evaluation:

- Board of Health, Direct Reports and Community Stakeholders
 - Strategic Planning Outcomes weighted at 50% of final score
 - Board Relations weighted at 20% of final score
 - Internal Leadership weighted at 20% of final score
 - Community Stakeholder Engagement weighted at 10% of final score
 - Recommendations For Improvement non-weighted
- The evaluation is graded by a rubric to assign the score for each item. The score is averaged by section and then multiplied by the weight for the category. Overall score assigned based on rubric

Rating	Description
1	Minimally effective: partially met objective
2	Effective: met objective
3	Highly Effective: exceeded objective

Review receives an overall rating based on weighted, average scoring of all rated components.

1.0 – 1.99	Minimally effective
2.0 – 2.99	Effective
3.0+	Highly Effective

Mr. Kingsley and the Chair agreed upon the strategic objectives that Mr. Kingsley will be evaluated on, and the stakeholders to be invited to participate in the Performance Feedback Surveys.

The board will review the list of proposed evaluation participants to determine if the list of participants is acceptable; or if revisions need to be made to the list.

Following the approval of the evaluation tool and the evaluation participant list, the performance evaluation will be distributed using Microsoft Forms to secure feedback on Mr. Kingsley's performance.

The results will be provided to the Board April 24, 2025.

FISCAL IMPACT

There is no fiscal impact from conducting the evaluation process

RECOMMENDATION

Staff recommends the Board approve the District Health Officer's annual performance evaluation tool, the list of survey participants as presented, and authorize NNPH's Staff Representative to conduct the District Health Officer's annual 360 evaluation through Microsoft Forms.

POSSIBLE MOTION

Possible motions could be "Move to approve the District Health Officer's annual performance evaluation tool, the list of survey participants as presented, and authorize NNPH's Staff Representative to conduct the District Health Officer's annual 360 evaluation through Microsoft Forms."

Or

"Move to approve the District Health Officer's annual performance evaluation tool, the list of survey participants as presented, and authorize NNPH's Staff Representative to conduct the District Health Officer's annual 360 evaluation through Microsoft Forms with the proposed changes [changes proposed]."