

**Office of the District Health Officer
District Health Officer Staff Report
Board Meeting Date: July 23, 2026**

DATE: July 10, 2026
TO: District Board of Health
FROM: Dr. Chad Kingsley, District Health Officer
775-328-2416; ckingsley@nnph.org
SUBJECT: **District Health Officer Report** - Northern Nevada Public Health Communications Update, Accreditation, Quality Improvement, Workforce Development, Community Health Improvement Program, Equity Projects/Collaborations, Community Events, Public Communications and Outreach.

DHO Overview

Current Update:

Due to the nature of public health, the District Health Officer may provide updates on subject matter that affects local, state, and national interests regarding issues deemed important to NNPH and the DBOH. The scope of NNPH Public Health can be located here www.nnph.org.

DHO FEE AUTHORIZATION:

Per DBOH 02.22.18 Agenda Item, Authorize the District Health Officer to approve changes to the Washoe County Health District Fee Schedule, specific to the Community and Clinical Health Services (CCHS) Division, to reflect new pharmaceuticals or laboratory procedures for existing services provided. The motion was approved with the provision that the DHO report any approval made in their monthly report to the District Board of Health."

Approval was made to adjust fees specific to CCHS as follows:

- The vaccine administration fee for CPT codes 90471 and 90472 be reduced from \$22.57 to \$22.00.

Performance Measures Narrative Highlights:

June focused on tight coordination with local partners, leadership alignment, and pre- work for July governance and conference activities. I prioritized EMS system planning, labor relations, board preparation, and internal leadership development. Several initiatives advanced: EMSAB coordination and ILA revisions, DBOH agenda sequencing, WIC site transition communications, and workforce compliance monitoring. I also prepared for July's NACCHO360 and SACCHO Council engagement to amplify NNPH's state and national voice.

Effective Relationships

I engaged municipal partners (Sparks), regional EMS stakeholders, and statewide/national networks to ensure NNPH is aligned on service delivery and advocacy. Notably, I convened and participated in EMS advisory work and checked in with Sparks city leadership to maintain momentum on joint priorities. (EMSAB, WCEA Monthly Coordination; SACCHO Council, REMSA)

Communication

I maintained targeted internal/external communications to advance decisions and share updates. This included forwarding funding opportunities to program leads, reviewing board highlights, and supporting agency messaging on facility and program moves. Drove timely program decisions (apply/coordinate), ensured board awareness, and supported consistent public messaging.

Community Engagement

I participated in public-facing and cross-agency forums, including EMS system planning and city liaison touchpoints. Strengthened community readiness and stakeholder alignment on EMS and labor topics. (EMSAB, Sparks City leadership check-in; WRBHP; UNR-SPH, Title X; NV State BOH; NACCHO/SACCHO; NALHO)

Effective Representation

I represented NNPH in regional/state/national venues, ensuring NNPH perspectives inform policy and practice. Elevated NNPH's voice in statewide and national networks; kept governance processes on schedule.

Personal Development

I engaged with national learning networks (webinar) and prepared for NACCHO360. Informed July conference selections (AI in Public Health, climate/health risk assessments) and external advocacy planning.

Leadership

I held multiple leader 1:1s, ran core leadership meetings, and supported agency-wide leadership development (case study; "From Me to We"). Advanced decisions on contracts workflow, retention analytics, room nomenclature; reinforced a consistent leadership cadence and culture.

Strategic Decision-Making

I led and participated in planning sessions on EMSAB ILA revisions, DBOH July posting timelines, data modernization, and contract cycle transparency. Clarified July governance sequencing (reports due, approvals, posting), set expectations for contracts/retention, and queued operational policy improvements.

Crisis Management

I monitored national outbreak updates (Ebola, Hantavirus) and maintained EMS coordination to ensure readiness and participated in a tabletop exercise. Maintained situational awareness and reinforced local EMS planning for potential impacts.

Policy / Program / Budget Implementation

I progressed board agenda items, tracked division evaluation compliance, and supported program transitions and agreements. Kept workforce compliance on track, ensured smooth program communications, and prepared governance actions.

DHO Performance Measures:

Performance Measure	Metric	June 2026 Total	June 2025 Total	
1. Effective Relationships	Number of strategic partnerships engaged	17	5	▲240%
2. Communication	Number of internal/external emailed (sent) communications	276	142	▲94%
3. Community Engagement	Number of community meetings/forums attended	10	4	▲150%
4. Effective Representation	Number of public health activities advocated or supported.	26	4	▲550%
5. Personal Development	Hours spent on professional development	8	9	▼11%
6. Leadership	Number of staff leadership or mentorship activities conducted	34	14	▲143%
7. Strategic Decision-Making	Number of engagement activities for strategic initiatives	22	3	▲633%
8. Crisis Management	Number of crisis response or emergency preparedness actions	2	2	0%
9. Policy/Program/Budget Implementation	Number of public health programs evaluated	20	2	▲900%
Standard Practices				
Monthly Work Week		160	160	▲0.00%
Total Hours Worked		120.5	96	▲26%
Excess Hours (hours over 40/week)		8.5	0	
PTO		40	56	▼29%
Sick-Time			0	
Holiday		8	8	

Deputy District Health Officer:

The modernization of the NNPH 9th street spaces is beginning to fall into place. Permits have been secured and quotes for services have been secured. The construction bid will close on July 2nd and construction is anticipated to begin in mid to late July.

The Deputy District Health Officer continues to coordinate with Statewide partners on the upcoming legislative session. Discussions have included the impact of tobacco tax on public health and the funding of mandated services. The DDHO continues to monitor all interim session meetings for areas that will impact public health. The DDHO virtually attended the APHA 2026 Policy Conference to collaborate with national partners on public health topics and the potential impact for Nevada and Washoe County.

Communications & Public Information:

In June, the NNPH Communications Team managed a high volume of media engagement on topics including cryptosporidium, restaurant inspection, tuberculosis, Juneteenth closures and the Screenagers – Under the Influence Documentary in partnership with Renown Health.

The team coordinated numerous earned media interviews and provided data and responses to local outlets such as the RGJ, KTVN 2 News, KRNV/KRXI and KUNR public radio.

Several press releases were issued throughout the month, covering food establishment regulations, the Screenagers – Under the Influence documentary, the WIC clinic transition from Moana Lane to 9th Street, an air quality public notice and the promotion of the Food Safety Inspection Boot Camp, which generated widespread TV coverage with NNPH staff member Olivia Alexander-Leeder being interviewed.

Social media engagement on NNPH channels grew steadily as we have surpassed 14,700 followers on all of our channels, reflecting continued public-facing communication efforts. Lastly, while the U.S. Department of Justice delayed the deadline for digital accessibility for local governments, we continue to make our content accessible on our digital platforms to help all residents access our information.

Financial Activities:

Invoices

A total of 82 invoices were processed for payment during the reporting period, in addition to 13 Vendor Payment Vouchers.

Invoice activity by division:

- AQM: 4
- CCHS: 48
- EHS: 4
- ODHO: 8
- PHD: 18

Journal Entries

AHS processed 35 journal entries, including recurring entries for copiers and Vonage services, as well as multiple mass journal entries.

Contracts

All Contracts ending on 6/30/26 have been either closed or amended to extend the end date. The following new contracts were processed in June:

- AQM: none to report
- CCHS: none to report
- EHS: None to report
- ODHO: 1 PSA with Madison AI in support of the Strategic Planning cycle
- PHD: 1 Amendment with Renown STD program to extend contract for a year

Human Resources

Benefits and Employee Health

County Human Resources has processed the COLA (Cost of Living Adjustment) for all WCNA and WCEA covered positions. The COLA for FY27 is 3.50% and became effective as of July 1, 2026.

Leave

FMLA information was sent to multiple staff who either let us know they were going to need time off or who missed multiple days of work. 4 new FMLA requests were submitted to County HR during June 2026.

Flexible Hybrid Work Agreements

Human Resources continues to work with staff to complete/update annual Flexible Hybrid Work Agreements to ensure current work schedules are on file. This helps ensure employees are appropriately covered by Workers' Compensation when authorized to work remotely.

Compliance and Audits

An invoice for the latest new hire's fingerprints was received, routed and submitted for payment on July 6, 2026.

The fingerprint audit with Nevada Dept of Public Safety (NDPS) has been rescheduled for Wednesday August 5th at 1:30pm. The NDPS staff are verifying whether we can use the same data we provided for the January 2026 audit, which was canceled by them.

Staffing Activity

1- New hires for June – Evan Rasner – Int Hrly Public Service Intern Vector 6/1/26

Termed(resigned): Linda Gabor – Int Hrly RN 6/30/26

Termed (Retired): Sunita Monga – Registered Dietitian Nutritionist – CCHS WIC Program 7/7/2026

Termed (resigned): Sheila McCoy – Advanced Practice Registered Nurse – CCHS – 7/16/2026

Promotion: Daniel Timmons from EHS Trainee to Environmental Health Specialist 6/17/2026

Years of service: No Years of Service in June 2026

Sahara Cruz-Ramirez: 5 years hired 7/6/2021

Recruitments in Progress

- Intermittent Hourly APRN – Recruitment posted on County Job Board end of June – will remain posted until filled _ hard position to fill.
- Intermittent Hourly Public Health Investigator I – hiring Jamie Morales on 7/13/2026 to fill this position in the PHD Division.
- All other vacant positions are on hold at this time.

Evaluations and Merits

Five performance evaluations were completed between March 1, 2026, and April 1, 2026.

Twenty Merit increases were processed on June 1st – July 1, 2026.

Now that the FY27 COLA has been processed by County HR, we will start processing the Merits for all staff whose wage was adjusted on Aug 14, 2023, due to Korn Ferry adjustments. There are about 34 merits due by August 14, 2026.

Employee Medical Screenings

Medical documentation and results were received and processed during June for the following required medical screenings:

- One Pulmonary Function Tests for clinic staff
- Two OSHA clearance for clinic staff
- Three TB tests (1 for TB clinic staff annual clearance and 2 for a new hire in Vector)
- Paperwork has been sent to two AQM employees who need to complete their annual Asbestos physical.

Training and Compliance

Reminder notices were sent on June 10, 2026, to ten employees overdue on one or more required Bridge training courses.

As of July 7, 2026, NNPH achieved a 93.84% training completion rate, which indicates our current methods of ongoing reminders were successful.

Technology Services

Service Activity

Technology Services processed 89 support tickets during the reporting period, providing technical assistance across divisions.

Projects and System Enhancements

Participated in Continuity of Operations tabletop exercise that focused on computer system and network outages.

Assisted with the move of WIC's Moana clinic to 9th Street.