

Staff Report
Board Meeting Date: March 06, 2025

DATE: February 28, 2025
TO: District Board of Health
FROM: Jack Zenteno, Administrative Health Services Officer
775-328-2417, jzenteno@nnph.org
THROUGH: Chad Kingsley, District Health Officer
775-328-2416
SUBJECT: Update, discussion, and possible direction regarding the FY26 Northern Nevada Public Health Budget, including revenues, expenditures, and projections.

SUMMARY

Presented in this Staff Report is the Northern Nevada Public Health (NNPH) proposed budget for Fiscal Year 2026 (July 1, 2025-June 30, 2026). The budget includes the anticipated revenues and expenditures for twenty-two programs within NNPH and 201.74 Full-Time Equivalent (FTE) positions authorized to provide services. The total revenues and County General Fund Transfer are \$35,436,906 including \$5,753,214 in Federal funding for the new TB building that is expected to be completed in spring of 2026. Total FY 26 proposed expenditures are \$41,426,992 (\$35,673,778 in department activity and \$5,753,214 transfer to Public Works for the new TB Clinic).

The following above-base requests are included in the FY26 recommended budget:

- The addition of \$1 million in general fund transfer to compensate for increased salary and benefits costs to the Department
- Reclassification Title Changes for two Community Organizers to Community Health Educators (No fiscal impact)
- Reclassification title change for one Health Equity Coordinator to Community Health Coordinator (No fiscal impact)

District Health Strategic Priority supported by this item:

- 6. Financial Stability:** Enable the Health District to make long-term commitments in areas that will positively impact the community's health by growing reliable sources of income.

PREVIOUS ACTION

On February 22, 2024 the Board of Health Approved the FY 2025 Budget

BACKGROUND

Health District Mission

- To improve and protect our community's quality of life and increase equitable opportunities for better health.

Health District Recent Accomplishments

- Completed a 5-year revision of the Air Monitoring Quality Assurance Project Plan, Quality Management Plan, and all monitoring SOPs.
- Achieved an over 95% average data-capture rate for all parameters at all ambient air monitoring stations.
- Provided two outreach events, five 2-day ASIST (Applied Suicide Intervention Skills Training) sessions with outreach to 120 local firearm license dealers.
- Created and implemented a new Tuberculosis LTBI (latent Tuberculosis Infection) Prioritization Tool to help identify clients who need to be seen by the TB clinic and those that can be referred to other providers.
- Convened a Syphilis Community Taskforce with healthcare providers, Medicaid Managed Care Organizations, and other stakeholders, to meet quarterly and develop an action plan to continue addressing syphilis, including congenital syphilis in our community.
- The Fetal Infant Mortality Review Team obtained a grant to promote the Count the Kicks Program to Obstetric providers in Washoe County. Count the Kicks is an easy, free and reliable way for healthcare providers and expectant parents to monitor the well-being of the baby.
- Held an inaugural food business resource fair to support local food entrepreneurs by offering them comprehensive information and resources to streamline the process of starting or expanding their food business.
- Launched the Active Managerial Control (AMC) Toolbox in English and Spanish on our website. The toolbox provides food establishment operators with resources to control foodborne illness risk factors including instructional training videos, AMC policy templates and sample language, guidance documents, and posters.
- The Waste Management program continued to work with KTMB to provide waste reduction in the community. This long-standing relationship resulted in over 30,000 pounds of trash and 75,000 pounds of green waste being removed from the community. The team also supported the Great Sun Valley Clean Up, an initiative championed by Board of Health member Mariluz Garcia.
- The Safe Drinking Water program assisted the EPA in a PFAS sampling program to determine the scope and potential impact of PFAS in the community.
- The Safe Drinking Water program completed the first phase of the new Lead and Copper rule revision. This included obtaining inventories of all lead lines in public water systems within Washoe County.
- Developed and implemented the Early Aberration Reporting Methodology and Calibration alert system.
- The School Absenteeism Data Tool for school outbreak monitoring was updated and distributed to support outbreak detection.
- Successfully led and coordinated several large exercises with community partners, including a chemical full-scale exercise that included hospital decontamination a CHEMPACK full-scale exercise, a mass casualty incident full-scale exercise, and an alternate care site tabletop exercise.
- Completed a total of 52,406 services and requests in vital statistics.

- Began implementing NNPH's Quality Improvement plan to better foster a culture of innovation and continuous improvement to address public health needs effectively and efficiently.
- Finalized the second year of the 22-25 Community Health Improvement Plan with 82% of activities successfully accomplished in collaboration with local stakeholders to improve mental health, social determinants of health, access to health care and preventative health behaviors.
- Revised the FY 24-26 Strategic Plan, including hosted a strategic planning retreat and implemented the Department's performance management system to inform data driven decision making.

***Northern Nevada Public Health Emerging and Strategic Considerations for the Future
Emerging and Strategic Considerations***

- Preparing for delays and uncertainty related to Federal budget and policy changes
- Mitigating the politicization of public health and the need to address misinformation
- Enhancing and ensuring transparency in public health actions and accountability to the public
- Documenting and communicating the successes and impacts of public health
- Identifying and leveraging consensus and common ground across political ideologies
- Addressing inadequacies in the public health workforce through greater emphasis on training including resilience, communication, and systems thinking
- Ensuring the safety of public health staff and developing reporting systems for the incidence of violence against public health workers
- Supporting the harmonization of data sets and study repositories to enhance capacity in data sciences
- Development and enhancement of real-time surveillance systems that detect and monitor public health threats
- Development and enhancement of community resources to leverage and enhance public health capacity
- Integration of artificial intelligence systems to enhance and streamline public health operations and data sets

Interlocal Agreement Establishing Northern Nevada Public Health

As outlined in the Health District Interlocal Agreement, Northern Nevada Public Health is a Special Revenue Fund within Washoe County. The Special Revenue Funds account for revenue sources that are legally restricted for specified purposes. All revenues and expenditures associated with the health function of Northern Nevada Public Health are accounted and budgeted for within the Health Fund.

The Interlocal Agreement concerning Northern Nevada Public Health requires the Board of County Commissioners to adopt a final budget for NNPH, which must be prepared using the same timeframes and format used by other County departments. The Interlocal Agreement requires a preliminary budget to be transmitted to the Managers of the City of Reno, City of Sparks, and Washoe County for their review and comment. The meeting with the Managers will be conducted prior to the Board meeting in March. The District Health Officer will present the Managers' comments to the District Board of Health at the regularly scheduled meeting in March 2025.

The Division Directors and program staff met with Health Administration to review projected revenues and expenditures for the remainder of FY25 and identify budget requirements for FY26. The proposed budget reflects the discussion of the Program Managers, Division Directors, and direction from the District Health Officer.

Fiscal Year 2026 Proposed Budget

The FY26 proposed budget includes anticipated revenues and expenditures for all services provided by NNPH as outlined below.

**Northern Nevada Public Health
Office of the District Health Officer**

Administrative Health Services

Air Quality Management Division

Permitting/Compliance
Monitoring/Planning

Community and Clinical Health Services Division

Chronic Disease Prevention Program
Community and Clinical Health Administration and Client Billing Program
Family Planning Program
Immunizations Program
Maternal, Child, and Adolescent Health Program
Sexual Health -HIV Program
Sexual Health STD Program
Tuberculosis Program
Women, Infants, and Children Program

Environmental Health Services Division

General Environmental Program
Food Safety Program
Institutions/Facilities Program
Plan Review Program
Waste Management Program
Vector Borne Diseases Control Program

Epidemiology and Public Health Preparedness Division

Emergency Medical Services Program
Epidemiological Surveillance and Disease Investigation Program
Public Health Preparedness Program
Vital Statistics Program

The Office of the District Health Officer, Administrative Health Services, and the Division budgets are summarized below. A history of Fiscal Years 2018-2024 can be found in Appendix A. An organizational Chart for NNPH can be found in Appendix B. Proposed budgets by Program can be found in Appendix C.

Office of the District Health Officer

The District Board of Health, the District Health Officer, and NNPH are organized under Chapter 439 of the Nevada Revised Statutes as the public health authority for Washoe County. The Office of the District

Health Officer provides administrative direction for NNPH and provides a variety of public health activities based on the needs of Washoe County.

Total Program Full-Time Equivalents:	14
Total FY 26 Program Revenues:	\$1,223,354
Total FY 26 TB Clinic Revenues:	\$5,753,214
Total FY 26 Program Expenditures	\$3,894,991
Total TB Clinic transfer to Public Works	\$5,753,214

Above base requests for FY26

- Reclassification Title Changes for two Community Organizers to Community Health Educators (No fiscal impact)
- Reclassification title change for one Health Equity Coordinator to Community Health Coordinator (No fiscal impact)

Administrative Health Services

Administrative Health Services provides administrative guidance and oversight for financial activities, human resources, payroll, and technology services for NNPH.

Total Program Full-Time Equivalents	10
Total FY26 Program Revenues	\$0
Total FY26 Program Expenditures	\$1,975,076
Total Department Indirect Cost Allocation	\$2,463,221

Above base requests for FY26

- The addition of \$1 million in general fund transfer to compensate for increased salary and benefits costs to the Department

Air Quality Management Division

The Air Quality Management Division implements clean air solutions that protect the quality of life for citizens of Washoe County through community partnerships along with programs and services such as air monitoring, permitting and enforcement, planning, and public education.

Total program Full-Time Equivalents:	22.4
Total FY26 Division Revenues:	\$4,383,261
Total FY26 Division Expenditures:	\$4,009,497

Community and Clinical Health Services

The Community and Clinical Health Services Division provides clinical services, community and individual health education, and partners with other community organizations and health care providers to improve the health of our community.

Total program full-time equivalents:	80.95
Total FY26 Division Revenues:	\$4,661,039
Total FY26 Division Expenditures:	\$11,047,440

Environmental Health Services

The Environmental Health Services (EHS) Division leads the team that ensures compliance with local, State, and Federal laws regulating food, water, vector, and other areas of public health in Washoe County. The many programs under the EHS umbrella have an emphasis on regulation and enforcement, with a strong educational component, promoting a collaborative approach with industry to meet local and national public health goals.

Total program Full-Time Equivalents:	48.39
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Total FY26 Division Revenues:	\$6,685,784
Total FY26 Division Expenditures:	\$8,444,629

Epidemiology and Public Health Preparedness

The Epidemiology and Public Health Preparedness Division conducts surveillance on reportable diseases and conditions; analyzes communicable and chronic disease data to identify risk factors; disease control strategies; investigates disease outbreaks; serves as the local registrar for births and deaths; and develops departmental capabilities for response to biological terrorism and other public health emergencies; and oversees the Emergency Medical Services Program.

Total program Full-Time Equivalents:	26
Total FY26 Division Revenues:	\$2,213,399
Total FY26 Division Expenditures:	\$3,687,156

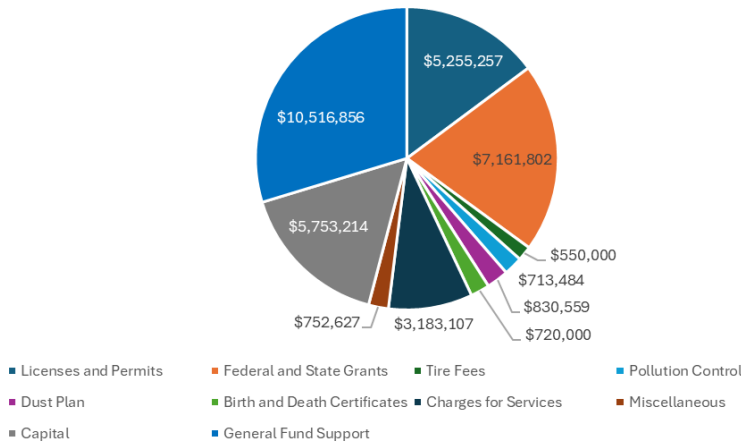
Total NNPH revenues are budgeted to be \$35,436,906 and the expenditures are budgeted at \$41,426,992. The expenditures exceed the revenues by \$5,990,086 but still provide a fund balance of \$7,547,585 which is 18.2% of budgeted expenditures. The total full-time equivalents (FTE) for NNPH are budgeted at 201.74.

Total budgeted revenues:

- Licenses and Permits – \$5,255,257
- Federal and State Grants – \$7,161,802
- Tire Fees - \$550,000
- Pollution Control - \$713,484
- Dust Plan - \$830,559
- Birth and Death Certificates - \$720,000
- Charges for Services – \$3,183,107
- Miscellaneous Revenue – \$752,627
- Capital – \$5,753,214
- County General Fund Support – \$10,516,856

This represents an increase in the General Fund support of \$1,000,000 to address increased costs for Salaries and benefits.

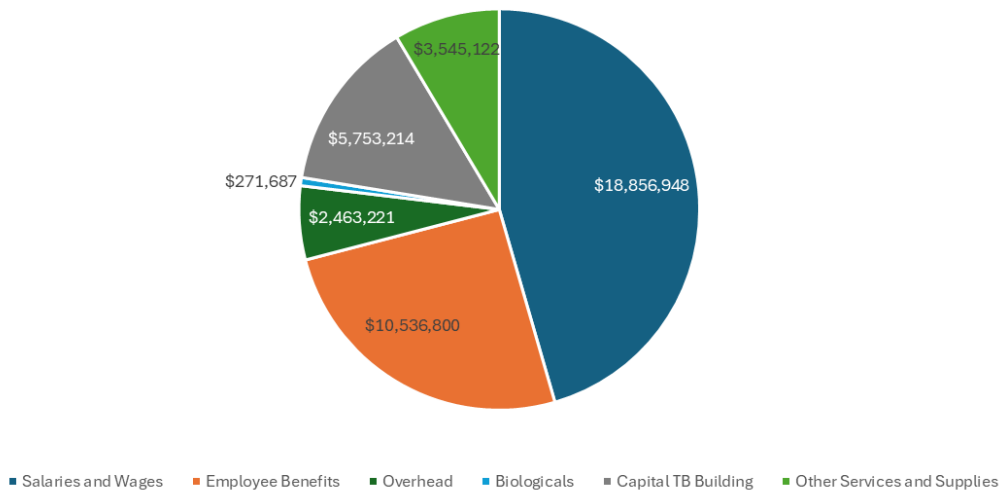
NNPH FY26 Budgeted Revenues \$35,436,906
 (excludes opening Fund Balance)



Total budgeted expenditures are \$41,426,992 (\$35,673,778 departmental expenditures and \$5,753,214 TB clinic).

Calculating fund balance from FY25 of \$13,573,671 and combining the anticipated sources and uses for fiscal year 2026 the ending fund balance for FY26 is projected to be \$7,547,585 which will be available for the budget in FY27 and includes operating budget for NNPH’s twenty-two programs including the additional \$1,000,000 in additional General Fund support and continuing to allocate \$500,000 for one-time and community public health projects. The total sources and uses for FY26 are projected to result in a fund balance of \$7,547,585 or 18.2% of expenditures, which is above guidelines of a 10-17% fund balance for special revenue funds.

NNPH FY26 Budgeted Expenditures



The detail of the sources and uses are as follows:

Northern Nevada Public Health, Actual FY24, Estimates FY25, Proposed and Above Base FY26

	ETC		Proposed	Proposed w/ATB	Projected Based on Historical Trends	
	FY24	FY25	FY26	FY26	FY27	FY28
FUND SUMMARY:						
SOURCES OF FUNDS:						
Opening Fund Balance	18,874,975	16,020,681	13,537,671	13,537,671	7,547,585	
Revenues:						
Licenses and Permits	4,443,826	4,391,532	5,255,257	5,255,257	5,360,362	5,467,569
Federal & State Grants	14,426,919	11,979,860	12,332,373	12,332,373	6,579,159	6,579,159
Federal & State Indirect Rev.	1,508,492	859,573	582,644	582,644	582,644	582,644
Tire Fees (NRS 444A.090)	605,908	550,000	550,000	550,000	555,500	561,055
Pollution Control (NRS 445B.830)	469,273	700,277	713,484	713,484	720,618	727,825
Dust Plan	693,372	680,521	830,559	830,559	838,865	847,254
Birth & Death Certificates	702,427	720,000	720,000	720,000	730,800	741,762
Other Charges for Services	2,442,071	4,544,100	3,183,107	3,183,107	3,246,769	3,311,705
Miscellaneous	202,985	2,652,915	752,626	752,626	760,153	767,754
Total Revenues	25,495,273	27,078,778	24,920,050	24,920,050	19,374,870	19,586,726
Total General Fund transfer	9,516,856	9,516,856	9,516,856	10,516,856	11,516,856	12,516,856
Total Revenues & General Fund t	35,012,129	36,595,634	34,436,906	35,436,906	30,891,726	32,103,582
Total Sources of Funds	53,887,104	52,616,315	47,974,577	48,974,577	38,439,311	32,103,582
USES OF FUNDS:						
Expenditures:						
Salaries & Wages	15,942,676	17,902,468	18,856,948	18,856,948	20,158,078	21,548,985
Group Insurance	1,810,830	2,417,902	2,563,402	2,563,402	2,614,670	2,663,888
OPEB Contribution	955,124	848,332	848,332	848,332	849,254	857,746
Retirement	5,087,396	5,663,450	6,687,409	6,687,409	6,899,973	7,389,872
Other Employee Benefits	601,861	308,838	437,657	437,657	429,331	433,548
Professional/Other agencies	1,694,657	1,498,640	1,055,769	1,055,769	1,055,769	1,055,769
Chemical Supplies	232,544	237,000	237,000	237,000	237,000	237,000
Biologicals	334,404	455,217	271,687	271,687	271,687	271,687
Fleet Management billings	247,321	248,298	254,532	254,532	259,622	264,815
Workforce training & development	354,570	318,268	256,802	256,802	256,802	256,802
Other Services and Supplies	6,068,993	2,534,534	1,447,810	1,447,810	1,461,641	1,461,641
Indirect cost allocation	2,141,931	2,463,221	2,463,221	2,463,221	2,832,704	3,257,610
Capital	2,394,116	4,182,477	6,046,422	6,046,422	293,208	293,208
Total Expenditures	37,866,423	39,078,644	41,426,992	\$41,426,992	37,619,739	39,992,570
Net Change in Fund Balance	(2,854,294)	(2,483,010)	(6,990,086)	(5,990,086)	(6,728,013)	(7,888,988)
Ending Fund Balance (FB)	16,020,681	13,537,671	6,547,585	\$ 7,547,585	\$ (180,428)	\$ (8,069,417)
FB as a percent of Uses of Fund	42.3%	0	15.8%	18.2%	-0.5%	-20.2%

Appendix C 1 of 19

Next Steps

- **March 6th**
 - District Health Officer delivers FY26 budget to the County Manager and City Managers
 - DBOH update on the Managers meeting for FY26 Budget
- **April**
 - BCC meeting, County Manager’s recommendations for FY26 budget, general Fund support should be finalized.
- **May**
 - BCC Public Hearing and possible adoption of the FY26 Budget
- **June 1st**
 - County delivers final budget to the Department of Taxation

FISCAL IMPACT

Approval of the FY26 proposed budget will provide an expenditure budget of \$41,426,992. Resources include \$24,920,050 in NNPH revenues, and \$10,516,856 transfer from the County General Fund. The fund balance anticipated at year-end for FY26 is \$7,547,585 which is 18.2% of the total expenditures. Approval of this budget does not prevent adjustments that may be necessary prior to the final adoption of the budget by the

Board of County Commissioners in May of 2025. Any material changes by the County will be reported to the District Board of Health.

RECOMMENDATION

Staff recommends that the District Board of Health approve the Fiscal Year 2026 (July 1, 2025 – June 30, 2026) budget.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve Northern Nevada Public Health's Fiscal Year 2026 budget as outlined by staff."

Should the Board amend staff's recommendation, a possible motion would be: "Move to approve Northern Nevada Public Health's Fiscal Year 2026 budget as outlined by staff with the following adjustments..."

ATTACHMENTS:

Appendix A – FY-18 FY24 History

Appendix B – Northern Nevada Public Health Organizational Chart

Appendix C – NNPH Actual FY24, Estimates FY25, Proposed and Above Base FY26 by Program