

**Office of the District Health Officer
District Health Officer Staff Report
Board Meeting Date: March 26, 2026**

DATE: March 9, 2026
TO: District Board of Health
FROM: Dr. Chad Kingsley, District Health Officer
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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.nnpb.org.

Performance Measures Narrative Highlights for January & February 2026:

Effective Relationships

Community Engagement. The District Board of Health held its regular public meeting on January 22 in the Commission Chambers, which included a lengthy meeting for the REMSA Franchise Agreement. In February, the DBOH held its annual strategic retreat. Other Community engagement includes bi-annual presentations to Washoe County BCC and Spark City Council; NPHA; NPHF; NACCHO/SACCHO/NALHO meetings. I was interviewed several times by the media regarding Pertussis.

Effective Representation. I engaged the WCEA leadership to establish monthly meetings with Executive Board members, aligning on 30-minute sessions as an efficient cadence. I shared my Year-2 Annual Performance Executive Summary/Brief and 2025 metrics with the District Board of Health and requested structured 1:1 meetings with each Board member to gather guidance and align expectations. I updated and finalized the NNPH 2025 Oct–Dec Quarterly Report to the Nevada State Board of Health.

Strategic Decision-Making I directed and participated in the preparation of a prepared and documented our NNPH Financial Challenges and Budget Strategy for elected officials, outlining structural budget pressures (population growth with flat county funding, receding federal grants, rising overhead) and potential stabilization paths. I supported the Board’s Strategic Planning Retreat preparation and implementation.

Leadership I initiated a new series of 30-minute leadership training segments for our monthly all-leadership meetings and invited core leaders to present practical topics over the coming year.

DHO Activities I set aside dedicated time for focused office work, personal development, and morale activity coordination to strengthen one-on-one staff relationships and maintain team engagement. Our General Staff Meeting on January 14 provided a forum for operational updates and two-way communication with the District team at Washoe County Chambers. Meeting. We held a brief All Staff touchpoint on January 27 via Teams to align near-term priorities.

DHO Performance Measures January:

Performance Measure	Metric	Jan 2026 Total	Jan 2025 Total	
1. Effective Relationships	Number of strategic partnerships engaged	13	10	▲ 30%
2. Communication	Number of internal/external emailed (sent) communications	464	304	▲ 53%
3. Community Engagement	Number of community meetings/forums attended	12	14	▼ 14%
4. Effective Representation	Number of public health activities advocated or supported.	17	15	▲ 13%
5. Personal Development	Hours spent on professional development	7	7	0%
6. Leadership	Number of staff leadership or mentorship activities conducted	43	26	▲ 65%
7. Strategic Decision-Making	Number of engagement activities for strategic initiatives	18	9	▲ 100%
8. Crisis Management	Number of crisis response or emergency preparedness actions	1	1	0%
9. Policy/Program/Budget Implementation	Number of public health programs evaluated	31	8	▲ 288%
Standard Practices				
Monthly Work Week		152	200	
Total Hours Worked		196.5	160	▲ 23%
Excess Hours (hours over 40/week)		44.5	40	▲ 11%
PTO		0	32	
Sick-Time		0	0	

Holiday		8	8	
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DHO Performance Measures February:

Performance Measure	Metric	Feb 2026 Total	Feb 2025 Total	
1. Effective Relationships	Number of strategic partnerships engaged	19	11	▲ 73%
2. Communication	Number of internal/external emailed (sent) communications	438	232	▲ 89%
3. Community Engagement	Number of community meetings/forums attended	18	18	0%
4. Effective Representation	Number of public health activities advocated or supported.	21	14	▲ 50%
5. Personal Development	Hours spent on professional development	16	6	▲ 167%
6. Leadership	Number of staff leadership or mentorship activities conducted	32	31	▲ 3%
7. Strategic Decision-Making	Number of engagement activities for strategic initiatives	17	7	▲ 143%
8. Crisis Management	Number of crisis response or emergency preparedness actions	2	1	▲ 100%
9. Policy/Program/Budget Implementation	Number of public health programs evaluated	29	4	▲ 625%
Standard Practices				
Monthly Work Week		160	160	
Total Hours Worked		185.5	192	▼ 3%
Excess Hours (hours over 40/week)		33.5	40	▼ 16%
PTO		0	0	
Sick-Time		0	0	
Holiday		8	8	

Deputy District Health Officer Update:

The new Tuberculosis Clinic is in the final stages of construction, with the anticipated move-in date for staff of March 10th. Final inspections were anticipated before March 1; however, some have been delayed, resulting

in a small delay in staff being able to move in. Training sessions for staff regarding the updated technology, including the security system, nurses' call system, negative air pressure system, and the client access system, have been scheduled for late February and early March. The building is located on the southwest corner of 9th Street and Sutro Street.

The Deputy District Health Officer continues to collaborate with State and internal partners on the allocation of State Public Health Funds. The challenge of directing these funds to address the potential shortfall of other funding sources has led to multiple adjustments in plans and the scope of work. The flexibility of the public health funds to address ongoing challenges has been invaluable in meeting community needs.

Communications & Public Information

NNPH communications program managed high-volume media engagement across all major regional outlets and reported growth in social media following.

Comms assisted with extensive coverage on pertussis, influenza, respiratory illnesses, and restaurant inspections, and coordinated interviews and responses for NNPH leadership and subject-matter experts for pertussis with KOLO, KRNV, KOH, FOX11, KTVN, and others. We supported public messaging on newly announced inspections for Risk Level 3 food establishments, which generated significant interest from KRNV, KOLO, KRXI, Juan 101.7, and the RGJ.

Among the issued press releases are the pertussis advisory, the launch of announced inspections, and, because of hazardous weather, a high-importance closure of the birth and death records office and the postponement of an Air Quality public education event.

NNPH's social media channels maintained steady engagement, with modest follower growth on Facebook, Instagram, and LinkedIn across English and Spanish NNPH channels.

Lastly, we're wrapping up efforts to modernize the EHS website homepage based on a recent audit, with an expected completion date of March 16.

Financial Activities

Administrative Health Services (AHS) presented the FY2027 budget to the Board of Health at the February strategic planning meeting. Ongoing analysis continues for the FY2026 Estimates to Complete (ETC) and long-term department financial projections. During the reporting period, AHS also continued supporting grant and contract administration activities across divisions, including processing new grant awards and applications, coordinating contract execution and amendments, and monitoring program funding changes. Financial operations included the processing of 152 invoices, multiple employee and vendor payment vouchers, and 60 journal entries associated with routine and department-wide financial adjustments. In parallel, AHS continued advancing financial management functions related to travel system implementation, grant budgeting, and financial reporting improvements to support transparency, compliance, and informed decision-making for the department.

Fiscal

Environmental Health Services (EHS)

- Received the executed PFAS Sampling Subgrant Agreement, scheduled for consideration at the Washoe County Board of County Commissioners meeting on April 14, 2026.

Air Quality Management (AQM)

- Received a partial funding award for the Section 105 Base Grant, scheduled for presentation to the District Board of Health on March 26.

Epidemiology (Epi)

- Received the executed amendment for the ELC Base Grant and submitted the application for the FY27 grant cycle.

Community Health (CDIP)

- The SNAP-Ed grant was reduced by \$20,359.20 due to a correction in the original FFY25 carry-forward estimate.

Healthcare Preparedness (HPP)

- Submitted an application for the HPP H5N1 grant in the amount of \$580,869 to support equipment, supplies, contractual services, and training.

Contracts

Contract activity occurred across several divisions during the reporting period.

- AHS: No contract activity during the reporting period
- AQM:
 - One Right of Entry with the City of Reno
 - One contract for fee model assessment and development
- CCHS: Two contracts related to clinic exam room remodel work
- EHS: No contract activity during the reporting period
- ODHO: One amendment to an existing contract
- PHD:
 - Five contracts including an Interlocal Agreement with WCSD Nutrition Services under \$10,000
 - Two additional contracts including a senior falls prevention campaign
 - Four Memoranda of Understanding related to emergency planning activities with regional partners including the City of Sparks

Invoices

A total of 152 invoices were processed during the reporting period, in addition to two Employee Payment Vouchers and four Vendor Payment Vouchers.

- AQM: 6

- CCHS: 80 (including 3 credit memos)
- EHS: 8
- ODHO: 16
- PHD: 42

Journal Entries

AHS processed 60 journal entries, including recurring entries for copiers and Vonage services as well as multiple mass journal entries.

Travel

Concur Travel training was provided to designated travel coordinators to support travelers within their respective divisions. Training included guidance on the new search tools used to book flights, hotels, and rental vehicles in the Concur system.

Currently, AHS maintains one primary point-of-contact delegate and one backup delegate. At this time, only AHS delegates are authorized to create travel requests and submit expense reports within the new system.

The NNPH internal travel approval process remains unchanged and continues to require standard management approvals.

During the reporting period:

- Approximately 20 travel requests were processed for February and March travel
- Approximately 16 post-travel expense reports were submitted

Human Resources

Benefits and Employee Health

- New County health insurance cards were mailed to staff in January
- Staff were notified that 1095 tax forms were available through Employee Self-Service (ESS)
- W-2 forms were distributed and mailed to the remaining staff before the County mailing deadline
- Washoe County continues to exceed both regional and state influenza baselines; therefore, influenza masking requirements remain in effect for clinic staff who did not receive the flu vaccine this season
- Updated 2026 State and Federal labor law posters were purchased and posted in six major staff areas

Leave

- Employees who used fewer than 20 hours of sick leave during pay periods 13–26 of 2025 received their annual Personal Leave in Pay Period 3.
- Staff covered under the WCEA bargaining agreement received an additional 8 hours of Personal Leave for the annual day of mourning.
- FMLA notifications were sent to staff using three or more consecutive days of sick leave in accordance with County HR guidelines.

Employee Recognition

AHS and ODHO leadership recognized staff during Employee Appreciation Day on March 6.

Flexible Hybrid Work Agreements

Human Resources continues to work with staff to complete or update annual Flexible Hybrid Work Agreements to ensure current work schedules are on file and that employees working remotely remain properly covered by Workers' Compensation.

Compliance and Audits

- The fingerprint audit originally scheduled for January 21, 2026, by the Nevada Department of Public Safety was cancelled by the State and has not yet been rescheduled
- NNPH received fingerprint results for three new hires under the new electronic fingerprint program, along with the first invoice associated with the program
- AHS participated in a County HR meeting regarding the potential centralization of fingerprint services across departments
- NNPH organizational charts were updated with position counts and
 - posted to the NNPH SharePoint site

- provided to the County HR Manager
- provided to the District Board of Health Vice Chair

Staffing Activity

Separations

- January 10, 2026 — AQM: Brayden Sherbondy, Public Service Intern, resigned
- February 13, 2026 – ODHO: Joelle Gutman Dodson, Government Affairs Liaison, resigned

New Hires

- January 12, 2026 — CCHS: Maria Magaña hired as Intermittent Hourly Office Specialist
- January 26, 2026 — PHD: Arianna Tomasello hired as Public Health Investigator II
- February 23, 2026 — CCHS: Kathleen Patterson hired as full-time APRN

Transfers and Promotions

- February 9, 2026 — CCHS: Cynthia Arredondo transferred to PHD
- February 16, 2026 — EHS: Josh Philpott promoted to Senior Environmental Health Specialist
- February 23, 2026 — CCHS: Miriam Contreras reassigned from Intermittent Health Educator I to Intermittent Registered Nurse

Recruitments in Progress

- Public Health Informatics Specialist (PHD) – interviews currently underway
- Environmental Health Public Service Intern (Vector Control) – position posted on the County Job Board

Evaluations and Merits

- 21 performance evaluations completed during the reporting period
- 16 merit increases processed

Employee Medical Screenings

Medical documentation and results were processed for required employee health screenings, including:

- Two Hepatitis B titers
- One asbestos physical for AQM staff
- Two pulmonary function tests for clinic staff
- Six OSHA clearances
- Three TB tests for TB clinic staff
- Fourteen respirator fit tests for clinic staff

Training and Compliance

- Reminder notices were sent to employees with overdue Bridge training requirements
- NNPH achieved a 98.93% training completion rate during the final quarter of 2025.

- Title VI training was recorded in Bridge for staff attending the January all-staff session. A virtual training session is scheduled for April for staff who missed the in-person training.
- Bloodborne Pathogens training was assigned to 99 employees whose duties may involve exposure to blood or bodily fluids.

Technology Services

Service Activity

Technology Services processed 93 support tickets, providing technical assistance across divisions.

Projects and System Enhancements.

- Completed a walkthrough of the new TB clinic to assess technology needs and infrastructure requirements.
- Initiated discussions regarding the Moana WIC clinic relocation and evaluated networking capabilities for staff working at the Anthem Nevada Medicaid location at 294 E. Moana Lane.

Community Health Assessment

In partnership with Renown Health, a community forum was convened with more than 200 community partners to review and discuss the findings of the Community Health Assessment. The purpose of the forum was to align partners around shared data and indicators used to measure health outcomes and to identify priority areas for community investment and resource allocation as part of the 2026–2029 Community Health Improvement Plan (CHIP).

Based on partner input, the top four community health priorities identified were:

- Mental health
- Access to health care services
- Economic stability
- Maternal and child health

Partner priorities, along with primary and secondary data collected through the assessment process, will be analyzed to determine the final community health priority rankings. These results will be presented in June 2026.

Community Health Improvement Plan

5210 Healthy Washoe

Staff are collaborating with Donner Springs Elementary School to implement strategies aimed at improving the school environment, including increasing access to healthier food options and expanding opportunities for physical activity during the school day. Additional opportunities are being explored to expand these efforts to other elementary schools.

Acá Entre Nos

The Acá Entre Nos (AEN) working group completed a SWOT analysis to guide continued growth and build on the momentum generated in 2025. While many successes were identified, the analysis highlighted that partnerships with the Washoe County School District (WCSD) create valuable opportunities to reach Spanish-speaking families, particularly when families are already connected to school counselors or attending district transition events. The workgroup is exploring additional strategies to strengthen collaboration with WCSD and participate in more transition-related events. These efforts aim to ensure that Spanish-speaking families receive information about youth mental health and have access to culturally and linguistically responsive support from Spanish-speaking mental health professionals.