



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.gov

STAFF REPORT

BOARD MEETING DATE: March 10, 2026

DATE: January 23, 2026

TO: Board of County Commissioners

FROM: Kristen Palmer, Fiscal Compliance Officer, 775-328-2419,
kpalmer@nnph.org

THROUGH: Jack Zenteno, Administrative Health Services Officer, 775-328-2417,
jzenteno@nnph.org

SUBJECT: Recommendation to approve budget amendments totaling an increase of [\$155,037.52; \$47,171.30 in county match] in both revenue and expense to the FY25 HPP / ASPR FY26 Subaward, retroactive to July 1, 2025, through June 30, 2026, for the Population Health (PHD) Division to support demonstration of achievement in the program domains and capabilities according to the Hospital Preparedness Program (HPP) cooperative agreement, and direct Finance to make the appropriate budget amendments. (All Commission Districts.)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct Finance to make the appropriate budget amendments.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On December 23, 2025, the District Health Officer executed this subaward in the total amount of \$471,713 for the period of July 1, 2025, through June 30, 2026.

BACKGROUND

This Award supports the Population Health (PHD) 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.

The Subaward provides funding for personnel, travel, office supplies, operating, and equipment purchases.

GRANT AWARD SUMMARY

Project/Program Name: Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness Program NCE

Scope of the Project: The Subgrant Award scope of work addresses the following capabilities: Support IHCC, identify essential functions for Health Care Delivery,

develop and coordinate health care organization and health care coalition response plans, PHP exercise(s), and plan for medical surge.

Benefit to Washoe County Residents: This Award supports the Epidemiology and Public Health Preparedness (EPHP) Division's ongoing activities in the Public Health Preparedness Program to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of any public health emergency.

On-Going Program Support: These funds support and strengthen surge management, PHP exercise (s), and resource assessments.

Award Amount: Total award is \$471,713 (\$436,287 direct/\$35,416 indirect)

Grant Period: July 1, 2025 – June 30, 2026

Funding Source: (HPP) Hospital Preparedness Program (BHPP)

Pass Through Entity: State of Nevada, Department of Health and Human Services

Division of Public & Behavioral Health

CFDA Number: 93.889

Grant ID Number 5 U3REP240774-02-00

Match Amount and Type: 10% match is required and is met through Shared Services

Sub-Awards and Contracts: No Sub-Awards are anticipated.

This Award supports the Epidemiology and 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.

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 \$281,259.48 funding in the adopted FY25 budget. As such, a budget adjustment in the amount of \$155,037.52 in revenue and expenditures is necessary to bring the Notice of Subaward into alignment with the program budget. No amendment is necessary for the indirect revenue. Adjustments will be as followed:

<u>Account Number</u>		<u>Description</u>		<u>Amount of Increase/(Decrease)</u>
2002-IO-12553	-431100	Federal Revenue	\$	155,037.52
		Total Revenue	\$	155,037.52
2002-IO-12553	-701412	Salary Adjustment	\$	1,134.31
2002-IO-12553	-705360	Benefit Adjustment	\$	756.21
2002-IO-12553	-710100	Professional Services	\$	7,185.00
2002-IO-12553	-710205	Repairs and Maintenance	\$	156.00
2002-IO-12553	-710300	Operating Supplies	\$	5,489.00
2002-IO-12553	-710334	Copier charges	\$	352.00
2002-IO-12553	-710350	Office Supplies	\$	250.00
2002-IO-12553	-710360	Postage	\$	12.00
2002-IO-12553	-710509	Seminars and Meetings	\$	11,690.00
2002-IO-12553	-710512	Auto Expense	\$	342.00
2002-IO-12553	-710518	Telephone Subscription	\$	311.00
2002-IO-12553	-710872	Food Purchases	\$	3,000.00
2002-IO-12553	-711210	Travel	\$	31,860.00
2002-IO-12553	-781004	Equipment Capital	\$	92,500.00
		Total Expenditures	\$	155,037.52

No budget amendment is necessary for the indirect revenue. The County’s match totaling \$47,171.30 is included in the FY26 budget in Public Health Preparedness (172801).

As this award funds personnel, if the funding is reduced or eliminated, the position hours will be reduced and/or the positions abolished accordingly, unless additional funding is secured.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve budget amendments totaling an increase [\$155,037.52; \$47,171.30 in county match] in both revenue and expense to the FY25 HPP / ASPR FY26 Subaward, retroactive to July 1, 2025, through June 30, 2026, for the Population Health (PHD) Division to support demonstration of achievement in the program domains and capabilities according to the Hospital Preparedness Program (HPP) cooperative agreement, and direct Finance to make the appropriate budget amendments.

POSSIBLE MOTION

Should the Board agree with the staff's recommendation, a possible motion would be:
"Move to approve budget amendments totaling an increase of [\$155,037.52; \$47,171.30 in county match] in both revenue and expense to the FY25 HPP / ASPR FY26 Subaward, retroactive to July 1, 2025, through June 30, 2026, for the Population Health (PHD) Division to support demonstration of achievement in the program domains and capabilities according to the Hospital Preparedness Program (HPP) cooperative agreement, and direct Finance to make the appropriate budget amendments."