



# Memorandum

**Date:** October 25, 2007

**To:** Southern Nevada District Board of Health

**From:** Michael Walsh, *Director of Administration*  
Lawrence Sands, D.O., M.P.H., *Chief Health Officer*

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**Subject:** Mid-September to Mid-October 2007 Administration Monthly Activity Report

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## FACILITIES

1. The following offices were renovated to accommodate new functions:
  - a. The Volunteer program offices were relocated from nursing to the area in the back of Health Cards. This move allows for more space for volunteer activities. It also frees up space for nursing expansion and to accommodate a representative from the CDC, who has been assigned to the District.
  - b. A new office was created for our Grants Research and Development Specialist (a newly budgeted position.) This office is located in the Administration wing.
  - c. The office formerly occupied by the Public Information Manager was expanded for the Information Systems Supervisor.
2. Permanent office site in Laughlin was completed and Environmental Health (EH) staff were moved from Henderson to the new location. The one EH employee housed in county facilities in Laughlin was also relocated to the new site.
3. New video conferencing equipment was installed at 400 Shadow Lane for the Epidemiology department (Suite 205-206).

## HEALTH CARDS/VITAL RECORDS

1. Work continues on the design of the new Health Card production and "Point of Sale" systems, planned for installation in January-February, 2008. The new system will improve workflow and provide enhancements to the cards which will make them difficult and expensive to forge.
2. In September, 11,506 health cards were issued. This is a 17.8% decline over the previous month. Year-to-date 38,214 cards have been issued, a 3.3% decline over the previous year.
3. In September, 1,989 births were recorded and 3,914 birth certificates were issued. Year-to-date, 5,749 births have been recorded and 15,058 birth certificates were issued.

4. In September, 517 deaths were recorded and 4,883 death certificates were issued. Year-to-date, 2,025 deaths were recorded and 17,795 death certificates were issued.

### **INFORMATION TECHNOLOGY**

1. A new software process is in the final stages of development which will allow for the electronic transmission of Division and Departmental financial reports to managers via e-mail. This will ensure that the timely receipt of an important management tool is accomplished on a regular basis and will no longer require managers to access the reports by ordering special printing directly from the USL system.
2. A special form was created for the patient vaccination administration record through Crystal Reports which eliminates the need for our nurses to manually compile histories through interviews. This change has sped up the health card process thus reducing waiting times.
3. An electronic data interchange between the Long Beach Public Health Lab and SNHD went live in August. The interchange will be used for reproductive health Chlamydia and gonorrhea lab tests.
4. The Employee Self Service Web Portal is ready for roll out. In the near future employees will be able to access important personal human resource and medical information on-line through this feature. A roll out action plan is being developed.

### **HUMAN RESOURCES**

1. In September eight recruitments were opened, six were closed, three new hires were processed and two separations were processed.
2. In September two new workers compensation claims were filed and none closed. There are currently 17 claims open.
3. In September nine new FMLA requests were filed and five were returned to work. Year-to-date 21 claims have been filed and eight were returned to work. There are 59 active FMLA authorizations.
4. In September nine offer letters were issued to prospective employees and two exit interviews were conducted.

### **FINANCE**

1. A draft of the audited financial statements for fiscal year 2006/2007 was received from Stewart Archibald and Barney CPAs. No findings were noted for either the financial or single audits. We will be working closely with the auditors to prepare the consolidated annual financial report, which will be presented to the board at its November 2007 meeting.
2. The position of Purchasing Agent was approved in the 2008 budget. The position will be filled effective October 29, 2007. This position will allow for the consolidation of district-wide procurement and consistency in the bid and RFP processes.

**Mid-September to Mid-October 2007  
Administration Monthly Activity Report  
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Attachments: Statistical Section

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – SEPTEMBER 2007  
HEALTH CARDS**

<b>APPLICANTS</b>				
<b>TABLE 1</b>				
	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
New Applicants	4,819	6,381	16,741	19,437
Total Renewal Applicants	5,852	5,368	18,517	17,133
Non-Food	1	11	30	62
X-ray Only	23	41	74	79
Skin Test Only	312	275	1,094	833
Duplicate Card	499	647	1,758	1,973
<b>TOTAL</b>	<b>11,506</b>	<b>12,723</b>	<b>38,214</b>	<b>39,517</b>

<b>TRAINING PREFERENCE</b>				
<b>TABLE 2</b>				
	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
English	8,058	8,376	27,215	27,597
Spanish	1,704	1,698	5,348	5,325
Chinese	64	66	163	147
<b>TOTAL</b>	<b>9,826</b>	<b>10,140</b>	<b>32,726</b>	<b>33,069</b>

<b>APPLICANTS BY LOCATION</b>				
<b>TABLE 3</b>				
	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Main	5,160	6,539	17,823	20,254
East Las Vegas	2,556	3,330	8,312	10,400
Cambridge	1,997	2,519	6,406	7,723
Henderson	1,470	0	4,586	0
Laughlin	225	235	775	858
Mesquite	98	100	312	282
<b>TOTAL</b>	<b>11,506</b>	<b>12,723</b>	<b>38,214</b>	<b>39,517</b>

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – SEPTEMBER 2007  
HEALTH CARDS (Cont'd)**

**APPLICANT PROCESSING**

**TABLE 4**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Applicants Per Day	606	636	607	627
Applicants Per Hour	76	80	76	78
Applicants Per Minute	1.26	1.32	1.26	1.30

**FACILITIES**

**RESPONSES**

**TABLE 5**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Maintenance Responses	343	225	1,281	929
Security Responses	471	519	1,574	2,223

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – SEPTEMBER 2007  
INFORMATION TECHNOLOGY**

**SERVICE REQUESTS**

**TABLE 6**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Service Requests Completed	88	151	224	353
Service Requests Open	22	11	62	48
Service Requests Open Over 30 Days	9	10	36	36

**INFORMATION SERVICES SYSTEM AVAILABILITY 24X7**

**TABLE 7**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Total System	98.7%	90.0%	97.8%	95.7%

**STAFFING**

**TABLE 8**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Staff Retained	93.8%	97.0%	91.8%	91..7%

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – SEPTEMBER 2007  
HUMAN RESOURCES**

**RECRUITING**

**TABLE 9**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Recruitments Opened	8	1	23	10
Recruitments Closed	6	4	20	12
New Hires	3	16	22	36
Class Specifications Prepared	4	2	7	2

**PAYROLL**

**TABLE 10**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Separations Processed	2	8	17	21
Evaluations Processed	25	19	129	104
Payrolls Completed	2	3	7	7

**EMPLOYEE RELATIONS**

**TABLE 11**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Supervisory Encounters (Hours)	76	0	164	1
Employee Encounters (Hours)	25	4	55	15

**HR TRAINING**

**TABLE 12**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Leadership	15	1	15	3
Supervisory	20	1	25	3
Harassment/Diversity	43	1	43	1
Orientation	17	16	49	45

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – SEPTEMBER 2007  
FINANCE**

**MONTHLY SUMMARY**

**TABLE 13**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Purchase Orders Processed	255	352	848	809
Payment Vouchers Processed	302	352	895	938
Accounts Payable Checks Issued	398	490	1,201	1,229
Total Payments	\$3,449,383	\$3,175,674	\$7,991,466	\$7,528,880

**VITAL RECORDS**

**BIRTHS AND DEATHS**

**TABLE 14**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Births	1,989	1,961	5,749	6,298
Deaths	517	801	2,025	2,696

**DOCUMENTS ISSUED**

**TABLE 15**

	<b>September-07</b>	<b>September-06</b>	<b>YTD 2008</b>	<b>YTD 2007</b>
Birth Certificates	3,914	4,560	15,058	15,569
Death Certificates	4,883	6,528	17,795	20,550
Birth Cards	135	195	487	607
Burial Permits	6	7	23	19