




Memorandum

Date: September 25, 2008

To: Southern Nevada District Board of Health

From: Scott Weiss, *Director of Administration* ^{SW}
Lawrence Sands, D.O., M.P.H., *Chief Health Officer* 

Subject: Mid-August to Mid-September 2008 Administration Monthly Activity Report

NEW FACILITY

1. We received the developer's proposal for 94,000 rentable square feet. They provided two options. Both options provided for the District to have 50 percent ownership after 15 years in exchange for a 15 year lease.

Option A with no cash investment, the net effective annual rent expense is \$3,159,340.

Option B with a \$3,000,000 cash equity investment, the net effective annual rent expense is \$2,767,360.

ADMINISTRATION

1. In discussions with the structural engineer engaged to evaluate the integrity of the outside walls of the Ravenholt building, they stated that work will be required to shore up the walls. Based on the report there is no imminent risks.

They have been asked to provide an estimate of the potential project cost for a short term (5-7 years) and long term (15 year) solution. The short term solution will cost \$73,291. The long-term project costs are projected to be \$3,001,538. We also have a quote for \$500 per visit every four months to monitor the affected areas.

2. Union contract negotiations continue. Currently 27 of 40 articles have tentative approval by both parties. Thirteen remain open and two new articles were proposed by both parties. Progress is being made and the mood is very constructive.

FACILITIES

1. Coordinated with Nursing to insure a smooth and safe flow of our clients during Back to

**Mid-August to Mid-September 2008
Administration Monthly Activity Report
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School Vaccinations.

2. Worked with OPHP on the Mobile Command trailer in preparation for the upcoming State exercise.

HEALTH CARDS/VITAL RECORDS

1. Health card volume in August is down 24.69% compared to August 2007. In August, 10,552 cards were issued compared to 13,990 in August 2007.
2. In August, 1,786 births were recorded and 5,153 birth certificates were issued. This is a 9.75% decrease in births and a 15.4% decrease in birth certificates compared to August 2007.
3. In August, 891 deaths were recorded and 5,293 death certificates were issued. This is a 7.7% increase in deaths and a 19.8% decrease in death certificates.

INFORMATION TECHNOLOGY

1. Finalists in the VAX replacement project have completed their onsite demonstrations. The internal team will now review the scoring and select the best software package. Currently the team is scheduling off-site visits to the top three vendors so negotiations can begin.

HUMAN RESOURCES

1. August 14 recruitments were opened and five were closed. Nine new hires were processed and seven offer letters were issued.
2. In August, nine separations were processed and 67 evaluations were completed. Six exit interviews were conducted.
3. In August nine new FMLA requests were received and one employee returned to work.
4. In August, three new workers compensation claims were opened and two were closed. Fourteen claims remain open.

FINANCE

1. The Board of Health Audit Committee is scheduled to meet on October 23, 2008 to receive the final report. An update will be presented to the full Board of Health at its November 20th meeting. Based on preliminary findings there are no significant adjustments or findings.

SW/mtc

Attachments: Statistical Section

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – AUGUST 2008
HEALTH CARDS**

APPLICANTS				
TABLE 1				
	August-08	August-07	YTD 2009	YTD 2008
New Applicants	4,719	6,022	9,582	11,922
Total Renewal Applicants	4,779	6,863	9,450	12,665
Non-Food	29	1	55	29
X-ray Only	24	26	53	51
Skin Test Only	431	393	788	782
Duplicate Card	570	685	1155	1259
TOTAL	10,552	13,990	21,083	26,708

TRAINING PREFERENCE				
TABLE 2				
	August-08	August-07	YTD 2009	YTD 2008
English	6,992	9,657	14,603	19,157
Spanish	1,262	1,946	2,767	3,644
Chinese	46	48	107	99
TOTAL	8,300	11,651	17,477	22,900

APPLICANTS BY LOCATION				
TABLE 3				
	August-08	August-07	YTD 2009	YTD 2008
Main	4,774	6,538	9,574	12,663
East Las Vegas	2,163	3,015	4,337	5,756
Cambridge	1,689	2,362	3,406	4,409
Henderson	1,705	1,635	3,320	3,116
Laughlin	156	319	302	550
Mesquite	65	122	144	214
TOTAL	10,552	13,991	21,083	26,708

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – AUGUST 2008
HEALTH CARDS (Cont'd)**

APPLICANT PROCESSING

TABLE 4

	August-08	August-07	YTD 2009	YTD 2008
Applicants Per Day	502	608	502	621
Applicants Per Hour	63	76	63	78
Applicants Per Minute	1.04	1.26	1.04	1.29

FACILITIES

RESPONSES

TABLE 5

	August-08	August-07	YTD 2009	YTD 2008
Maintenance Responses	404	513	837	938
Security Responses	589	604	1,232	1,103

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – AUGUST 2008
INFORMATION TECHNOLOGY**

SERVICE REQUESTS

TABLE 6

	August-08	August-07	YTD 2009	YTD 2008
Service Requests Completed	230	121	547	136
Service Requests Opened	233	29	512	46
Service Requests Open Over 30 Days	3	13	14	27

INFORMATION SERVICES SYSTEM AVAILABILITY 24X7

TABLE 7

	August-08	August-07	YTD 2009	YTD 2008
Total System	98.2%	97.7%	98.1%	97.7%

STAFFING

TABLE 8

	August-08	August-07	YTD 2009	YTD 2008
Staff Retained	90.5%	87.5%	90.5%	87.5%

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – AUGUST 2008
HUMAN RESOURCES**

RECRUITING

TABLE 9

	August-08	August-07	YTD 2009	YTD 2008
Recruitments Opened	14	8	19	15
Recruitments Closed	5	10	16	14
New Hires	9	15	15	19
Class Specifications Prepared	3	1	3	3

PAYROLL

TABLE 10

	August-08	August-07	YTD 2009	YTD 2008
Separations Processed	5	8	14	15
Evaluations Processed	67	56	106	104
Payrolls Completed	3	3	5	5

EMPLOYEE RELATIONS

TABLE 11

	August-08	August-07	YTD 2009	YTD 2008
Supervisory Encounters (Hours)	82	28	185	88
Employee Encounters (Hours)	41	15	81	30

HR TRAINING

TABLE 12

	August-08	August-07	YTD 2009	YTD 2008
Leadership	0	0	0	0
Supervisory	0	0	1	0
Harassment/Diversity	0	0	29	0
Orientation	76	0	121	19

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – AUGUST 2008
FINANCE**

MONTHLY SUMMARY

TABLE 13

	August-08	August-07	YTD 2009	YTD 2008
Purchase Orders Processed	292	358	581	593
Payment Vouchers Processed	351	361	637	593
Accounts Payable Checks Issued	443	487	846	803
Total Payments	\$2,620,753	\$2,787,295	\$5,383,801	\$4,542,083

VITAL RECORDS

BIRTHS AND DEATHS

TABLE 14

	August-08	August-07	YTD 2009	YTD 2008
Births	1,786	1,979	4,187	3,760
Deaths	891	827	1,842	1,893

DOCUMENTS ISSUED

TABLE 15

	August-08	August-07	YTD 2009	YTD 2008
Birth Certificates	5,153	6,090	9,740	11,144
Death Certificates	5,293	6,601	11,347	12,912
Birth Cards	81	197	182	352
Burial Permits	6	8	14	17