



Memorandum

Date: November 20, 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 *LS*

Subject: Mid-October to Mid-November 2008 Administration Monthly Activity Report

NEW FACILITY - replacement of main campus 625 Shadow Lane, Las Vegas, NV 89127

The replacement facility committee met on October 29, 2008 and discussed initial plans and the necessity of a new facility. A follow-up meeting was held on November 19th to discuss the space study and the logistics of the plan.

ADMINISTRATION

The repairs approved for the main campus by the Board of Health were initiated on November 11, 2008 by Ninyo & Moore (Contractor) who completed the core drilling to allow the engineer to complete the plans. Once plans are completed and permitted, the plans will be put out for bid. The project is expected to be completed by March 1, 2009.

Union contract negotiations are on hold while the union negotiator is on vacation. Currently 33 articles have tentative approval by both parties. Nine articles and five appendices remain open. No new articles have been added.

The Health Insurance Selection Committee met on November 6, 2008. During the meeting we discussed the objectives, ground rules and time line. The Committee had a follow-up meeting on November 13, 2008 and started to review the Clark County Insurance Plan along with PEBP. The goal is to obtain the most appropriate plan for the employees and the District and make a joint recommendation to the Board of Health.

FACILITIES

1. In October, the Maintenance Department continued work on the Alternate Emergency Operation Center at the Henderson facility. The scheduled completion date is the end of November 2008.

HEALTH CARDS/VITAL RECORDS

1. Health card volume in October 2008 is down 28.33% compared to October 2007. In October 2008, 9,322 cards were issued compared to 13,006 in October 2007. Health Card volume YTD through October is down 20.26%.
2. In October 2008, 1,641 births were recorded and 4,206 birth certificates were issued. This is a 14.52% increase in births and a 7.16% decrease in birth certificates issued compared to October 2007.
3. In October 2008, 769 deaths were recorded and 5,936 death certificates were issued. This is a 10.80% increase in deaths and an 8.35% decrease in death certificates issued as compared to October 2007.

INFORMATION TECHNOLOGY

1. In October 2008 the IT Steering Committee (ITSC) was created. The new ITSC is for the Health District to track projects, prioritize projects and perform cost analysis prior to approving a project.
2. The VAX committee has completed all the off-site visits and will make their recommendation to the Manager of Information Technology in November 2008.

HUMAN RESOURCES

1. In October 2008, 5 recruitments were opened and 7 were closed. Eight new hires were processed and 8 offer letters were issued.
2. In October 2008, 3 separations were processed and 34 evaluations were completed.
3. In October 2008, 11 new FMLA requests were received and 5 employees returned to work.
4. In October 2008, 1 new workers compensation claim was opened and 2 were closed. Seven claims remain open.

FINANCE

1. The Board of Health Audit Committee is scheduled to meet on November 17, 2008 to receive the preliminary report and make recommendation to the Board of Health. The final report will be presented to the Board of Health at its November 20th meeting. Based on preliminary findings there are no significant adjustments or findings.
2. The District has started the FY 2010 budget process that will be submitted to the Board in March 2009

SW:mtc

Attachments: Statistical Section

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

APPLICANTS				
TABLE 1				
	October-08	October-07	YTD 2009	YTD 2008
New Applicants	4,116	5,610	18,773	22,351
Total Renewal Applicants	4,400	6,482	18,304	24,999
Non-Food	28	20	107	50
X-ray Only	12	15	90	89
Skin Test Only	219	228	1,340	1,322
Duplicate Card	547	651	2,230	2,409
TOTAL	9,322	13,006	40,844	51,220

TRAINING PREFERENCE				
TABLE 2				
	October-08	October-07	YTD 2009	YTD 2008
English	6,463	8,957	28,574	36,172
Spanish	1,501	2,072	5,745	7,420
Chinese	63	39	234	202
TOTAL	8,027	11,068	34,553	43,794

APPLICANTS BY LOCATION				
TABLE 3				
	October-08	October-07	YTD 2009	YTD 2008
Main	4,171	6,054	14,170	17,823
East Las Vegas	1,921	2,837	6,639	8,312
Cambridge	1,720	2,140	5,137	6,406
Henderson	1,292	1,534	4,913	4,586
Laughlin	140	353	430	775
Mesquite	78	88	233	312
TOTAL	9,322	13,006	31,522	38,214

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

APPLICANT PROCESSING

TABLE 4

	October-08	October-07	YTD 2009	YTD 2008
Applicants Per Day	424	591	469	589
Applicants Per Hour	53	74	59	74
Applicants Per Minute	0.88	1.23	0.97	1.22

FACILITIES

RESPONSES

TABLE 5

	October-08	October-07	YTD 2009	YTD 2008
Maintenance Responses	184	366	1,286	1,647
Security Responses	510	437	2,190	2,011

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

SERVICE REQUESTS

TABLE 6

	October-08	October-07	YTD 2009	YTD 2008
Service Requests Completed	259	82	1,081	306
Service Requests Opened	365	111	1,154	85
Service Requests Open Over 30 Days	7	6	32	42

INFORMATION SERVICES SYSTEM AVAILABILITY 24X7

TABLE 7

	October-08	October-07	YTD 2009	YTD 2008
Total System	99.5%	93.7%	98.7%	92.3%

STAFFING

TABLE 8

	October-08	October-07	YTD 2009	YTD 2008
Staff Retained	100.0%	93.8%	95.2%	92.3%

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

RECRUITING

TABLE 9

	October-08	October-07	YTD 2009	YTD 2008
Recruitments Opened	5	11	37	34
Recruitments Closed	7	7	39	27
New Hires	8	8	38	30
Class Specifications Prepared	0	0	3	7

PAYROLL

TABLE 10

	October-08	October-07	YTD 2009	YTD 2008
Separations Processed	3	7	23	24
Evaluations Processed	34	32	162	161
Payrolls Completed	2	2	9	9

EMPLOYEE RELATIONS

TABLE 11

	October-08	October-07	YTD 2009	YTD 2008
Supervisory Encounters (Hours)	55	55	322	219
Employee Encounters (Hours)	20	29	152	84

HR TRAINING - Number of Employees Trained

TABLE 12

	October-08	October-07	YTD 2009	YTD 2008
Leadership	0	0	0	0
Supervisory	0	0	1	0
Harassment/Diversity	20	29	69	78
Orientation	21	0	173	0

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

MONTHLY SUMMARY

TABLE 13

	October-08	October-07	YTD 2009	YTD 2008
Purchase Orders Processed	312	200	1,110	1,048
Payment Vouchers Processed	337	301	1,271	1,196
Accounts Payable Checks Issued	499	336	1,721	1,537
Total Payments	\$2,708,159.67	\$2,697,349.91	\$10,779,397.11	10,688,816.23

VITAL RECORDS

BIRTHS AND DEATHS

TABLE 14

	October-08	October-07	YTD 2009	YTD 2008
Births	1,641	1,433	7,866	7,182
Deaths	769	694	3,369	3,104

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DOCUMENTS ISSUED

TABLE 15

	October-08	October-07	YTD 2009	YTD 2008
Birth Certificates	4,206	4,528	18,183	19,586
Death Certificates	5,936	6,477	22,846	24,272
Birth Cards	163	152	502	639
Burial Permits	16	18	33	41