

SNHD
Southern Nevada Health District
Memorandum

Date: June 25, 2009

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-May 2009 to Mid-June 2009 Administration Monthly Activity Report

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

District staff continue to meet with County's Real Property Management team to finalize the budget. The next meeting is scheduled for Friday, June 26, 2009.

ADMINISTRATION

District staff continue to work with the Clark County Self-Funded (CCSP) plan representatives to finalize conditions required to enter CCSP. The effective date of the transfer is on August 1, 2009. Meetings were held to inform Health District employees on the process and requirements needed to transfer to CCSP. Employees have submitted documentation required to transfer to CCSP.

FACILITIES

1. Facility staff completed work for the new Mesquite location. On June 1, 2009 there was a soft opening of the facility.
2. As a result of the H1N1 epidemic, additional hand sanitizers were installed at strategic locations at the Health District.
3. Participated in the EMS fair on May 16, 2009 by providing security and janitorial services to clients and personnel.
4. R2H Engineering, Inc. was contracted to complete on-going inspections of the area of concern. On May 22, 2009 inspection, it is noted "the masonry wall appears unchanged since the previous review."

HEALTH CARDS/VITAL RECORDS

1. Health card volume in May 2009 is down 6.95% compared to May 2008. In May 2009, 9,330 cards were issued compared to 10,027 in May 2008. Health Card volume YTD through May 2009 is down 18.15% as compared to YTD through May 2008.
2. In May 2009, 1,718 births were recorded and 4,033 birth certificates were issued. This is a 26.98% increase in births and a 7.35% decrease in birth certificates issued compared to May 2008.

3. In May 2009, 953 deaths were recorded and 6,133 death certificates were issued. This is a 55.72% increase in deaths and a 10.79% decrease in death certificates issued as compared to May 2008.

INFORMATION TECHNOLOGY

1. System availability for the month of May 2009 was approximately 98.9%.
2. Office 2007 upgrade is complete and all Windows 2000 machines have been replaced.
3. Accent, Decade and SNHD are currently underway for contract negotiations for the VAX replacement. Business case and negotiated contracts will be presented to the Board of Health meeting for approval.
4. IT is working on the WebIZ upgrade. Scripts have been received to upgrade the source code of the application.

HUMAN RESOURCES

1. In May 2009 there were no recruitments opened and none were closed. One new hire was processed and no offer letters were issued.
2. In May 2009, one separation was processed and 54 evaluations were completed.
3. As of May 2009 the vacancy rate is 6.3% with a total of 35.50 positions vacant.

FINANCE

1. Financial Services Department was the recipient of the Certificate of Achievement in Excellence on Financial Reporting (CAEFR) for 2008. They have been the recipient of this award for the past six (6) years.
2. On May 22, 2009 a meeting was held with AON and SNHD to start actuarial studies relating to GASB 45 requirements.
3. Prepared Health District policy on ergonomics in the workplace, policy on record retention and proposal for printers.
4. On June 10, 2009, the Financial Services team attended a training seminar on New Manager's Assimilation conducted by the Health District's Human Resources department.

SW:mtc

Attachment: Statistical Section

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – May 2009
HEALTH CARDS**

APPLICANTS

TABLE 1

	May-09	May-08	YTD 2009	YTD 2008
New Applicants	3,481	4,790	41,721	58,595
Total Renewal Applicants	5,124	4,272	53,174	58,095
Non-Food	17	41	260	500
X-ray Only	18	18	224	213
Skin Test Only	278	287	3,228	3,583
Duplicate Card	412	619	5,386	6,073
TOTAL	9,330	10,027	103,993	127,059

TRAINING PREFERENCE

TABLE 2

	May-09	May-08	YTD 2009	YTD 2008
English	6,459	6,799	71,893	87,508
Spanish	1,461	1,484	15,656	19,044
Chinese	112	75	673	682
TOTAL	8,032	8,358	88,222	107,234

APPLICANTS BY LOCATION

TABLE 3

	May-09	May-08	YTD 2009	YTD 2008
Main	4,094	4,611	46,798	58,428
East Las Vegas	1,905	1,981	21,393	26,848
Cambridge	1,646	1,843	18,077	21,916
Henderson	1,459	1,385	15,518	16,175
Laughlin	160	145	1,511	2,604
Mesquite	66	62	696	1,088
TOTAL	9,330	10,027	103,993	127,059

ADMINISTRATION DIVISION – PROGRAM ACTIVITY – May 2009
HEALTH CARDS (Cont'd)

APPLICANT PROCESSING

TABLE 4

	May-09	May-08	YTD 2009	YTD 2008
Applicants Per Day	444.28	477.47	452.36	561.66
Applicants Per Hour	55.53	59.68	56.54	70.20
Applicants Per Minute	0.92	0.99	0.94	1.17

FACILITIES

RESPONSES

TABLE 5

	May-09	May-08	YTD 2009	YTD 2008
Maintenance Responses	761	383	6,019	4,578
Security Responses	1,132	485	10,314	5,207

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – May 2009
INFORMATION TECHNOLOGY**

SERVICE REQUESTS

TABLE 6

	May-09	May-08	YTD 2009	YTD 2008
Service Requests Completed	448	204	5,347	1,697
Service Requests Opened	440	203	5,165	1,259
Service Requests Open Over 30 Days	19	9	129	61

INFORMATION SERVICES SYSTEM AVAILABILITY 24X7

TABLE 7

	May-09	May-08	YTD 2009	YTD 2008
Total System	98.9%	96.2%	98.8%	94.9%

STAFFING

TABLE 8

	May-09	May-08	YTD 2009	YTD 2008
Staff Retained	98.0%	99.0%	98.0%	90.4%

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – May 2009
HUMAN RESOURCES**

RECRUITING

TABLE 9

	May-09	May-08	YTD 2009	YTD 2008
Recruitments Opened	0	7	57	91
Recruitments Closed	0	12	49	82
New Hires	1	3	54	67
Class Specifications Prepared	1	4	11	22

PAYROLL

TABLE 10

	May-09	May-08	YTD 2009	YTD 2008
Separations Processed	1	3	36	43
Evaluations Processed	54	38	474	393
Payrolls Completed				

EMPLOYEE RELATIONS

TABLE 11

	May-09	May-08	YTD 2009	YTD 2008
Supervisory Encounters (Hours)	40	48	793	586
Employee Encounters (Hours)	38	34	544	277.50

HR TRAINING - Number of Employees Trained

TABLE 12

	May-09	May-08	YTD 2009	YTD 2008
Leadership	0	0	14	0
Supervisory	14	0	33	0
Harassment/Diversity	0	0	108	78
Orientation	0	0	244	0

**ADMINISTRATION DIVISION – PROGRAM ACTIVITY – May 2009
FINANCE**

MONTHLY SUMMARY

TABLE 13

	May-09	May-08	YTD 2009	YTD 2008
Purchase Orders Processed	289	301	2,845	2,971
Payment Vouchers Processed	314	330	3,282	3,318
Accounts Payable Checks Issued	420	431	4,372	4,286
Total Payments	\$3,050,152.81	\$2,684,670.26	\$28,784,935.26	\$27,181,082.91

VITAL RECORDS

BIRTHS AND DEATHS

TABLE 14

	May-09	May-08	YTD 2009	YTD 2008
Births	1,718	1,353	18,675	18,866
Deaths	953	612	9,598	8,081

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DOCUMENTS ISSUED

TABLE 15

	May-09	May-08	YTD 2009	YTD 2008
Birth Certificates	4,033	4,353	46,903	51,334
Death Certificates	6,133	6,875	66,466	71,108
Birth Cards	112	95	1,248	1,373
Burial Permits	7	5	75	125

Nevada State Medical Association

President's Award

For Outstanding Service To
Organized Medicine In Nevada

Lawrence K. Sands, DO

May 2009

Litchfield Park, Arizona

DINA TITUS
THIRD DISTRICT, NEVADA



United States Congress
House of Representatives

Dear Dr. Sands,

Thank you so much for attending our H.I.W. briefing. Your information was most helpful and reassuring. Please call on me if I can be of any assistance.

Regards,

[Redacted signature]

RECEIVED
MAY 11 2009
CHIEF HEALTH OFFICER

DEBBIE SMITH

ASSEMBLYWOMAN

District No. 30

ASSISTANT MAJORITY WHIP

COMMITTEES:

Chairman

Health and Human Services

Member

Elections, Procedures, Ethics, and

Constitutional Amendments

Ways and Means



State of Nevada
Assembly

Seventy-Fifth Session

DISTRICT OFFICE:

RECEIVED
MAY 21 2009
CHIEF HEALTH OFFICER

230 Wima Drive
Carson City, Nevada 89431-1173
Office: (775) 331-0837
Fax No.: (775) 331-9064
Email: dsmit@asmn.state.nv.us

LEGISLATIVE BUILDING:

1000 Carson Street
Carson City, Nevada 89701-4747
Office: (775) 684-8941
Fax No.: (775) 684-8533
www.leg.state.nv.us

May 14, 2009

Lawrence K. Sands, Chief Health Officer
Southern Nevada Health District
P.O. Box 3902
625 Shadow Lane
Las Vegas, NV 89127

Dear Dr. Sands:

On behalf of the Assembly Committee on Health and Human Services, I would like to thank you for presenting information on the Hepatitis C Investigation Update at our committee meeting in February. You provided an excellent overview of issues that affect families across the State.

The Committee always welcomes the opportunity to learn about the needs of Nevada's residents. The information you presented has helped us make decisions about the future of our State's public programs and services.

Thank you again for taking the time out of your busy schedule to help the Legislature gain a better understanding of Nevada's health and social services issues. We look forward to your continued participation in the legislative process.

Sincerely,

A black rectangular redaction box covering the signature of Debbie Smith.

Debbie Smith, Chair
Assembly Committee on Health and Human Services

BOARD OF SCHOOL TRUSTEES

Terri Janison, President
Carolyn Edwards, Vice President
Sheila Moulton, Clerk
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Dr. Linda E. Young, Member

Dr. Walt Rulffes, Superintendent

May 14, 2009

Dr. Lawrence K. Sands
Chief Health Officer
Southern Nevada Health District
P.O. Box 3902
Las Vegas, Nevada 89127

Dear Dr. Sands:

On behalf of the Clark County School District Board of Trustees and school district staff, please accept my gratitude for your collaboration and assistance in dealing with the H1N1 outbreak. Your guidance in addressing the matter with students, families, and the media helped us convey appropriate messages as the situation unfolded. It is important to us to have a reliable partner in the Health District, and we truly appreciate the responsiveness and professionalism we experienced every step of the way. Please extend our appreciation to your staff, as well.

Again, many thanks.

Sincerely,



Walt Rulffes
Superintendent

cc: Board of School Trustees
Charlene Green
Lauren Kohut-Rost
Diana Taylor

RECEIVED
MAY 20 2009
CHIEF HEALTH OFFICER



**Western
Technologies
Inc.**
The Quality People
Since 1955

6633 West Post Road
Las Vegas, Nevada 89118
(702) 798-8050 • fax 798-7664

RECEIVED
JUN 03 2009
CHIEF HEALTH OFFICER

May 29, 2009

Southern Nevada Health District
400 Shadow Lane
Las Vegas, NV 89127

Attn: Lawrence K. Sands, D.O., M.P.H.

Western Technologies Inc. prepared an application for Restaurant Technologies Inc. to operate a recycling facility in North Las Vegas. The process, although cumbersome at times, was made easier by your staff. These people included Mr. Walter Ross and Mr. Dante Merriweather. Mr. Ross provided guidance through the process and Mr. Merriweather performed the facility inspection and wrote the site descriptions necessary for the permit application to be approved at your meeting on May 28, 2009.

They should be recognized for their hard work.

Sincerely,
WESTERN TECHNOLOGIES INC.


Christopher L. White, P.E., C.E.M.
Managing Director

San Francisco Bay Area Federal Executive Board

RECEIVED
JUN 15 2009
CHIEF HEALTH OFFICER



June 9, 2009

Lawrence Sands, O.D., Chief Health Officer
Southern Nevada Health District
P.O. Box 3902
Las Vegas, NV 89127

Dear Dr. Sands:

On behalf of the San Francisco and Los Angeles Federal Executive Boards and the Leadership Edge Conference, we want to THANK YOU for participating in the "Emergency Preparedness Issues for Federal Executives" panel."

The FEB relies on the support and leadership of government agencies such as the Southern Nevada Health District. And I believe you are one of those influential individuals, as evidenced by your participation, who knows the demands of high position and who appreciates the difference between verbal encouragement and hearty endorsements.

We look forward to your continued support of the Federal Executive Boards.

Sincerely,



Dianna Louie
Executive Director

cc: Kathrene Hansen, LA FEB