





Memorandum

Date: July 23, 2009

To: Southern Nevada District Board of Health

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

Subject: Mid-June 2009 to Mid-July 2009 Administration Monthly Activity Report

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

On June 19, 2009 Clark County Real Property Management sent correspondence to County Management that they are in agreement with the revised budget of approximately \$87,000,000. The revised budget was submitted to the County Comptroller to complete the proposed financing information.

ADMINISTRATION

The District continues to work with staff and community stakeholders on the impact of the reduction of SNHD's county allocation of property taxes. As part of our cost reduction plan, District Management and SEIU leadership are working together to develop systems to promote the greatest amount of efficiencies and cost savings. The utilization of Alternate Work Schedules (AWS), Alternate Work Weeks (AWW) will assist in overtime control.

On August 1, 2009 our employees will transition to the County Insurance Plan.

FACILITIES

For the month of June there were 67 HVAC calls for maintenance. All preventive maintenance is current on all HVACs. District facility staff will continue to monitor the number of calls and the cost of the repairs for each unit.

HEALTH CARDS/VITAL RECORDS

1. Health card volume in June 2009 is down 7.25% compared to June 2008. In June 2009, 10,398 cards were issued compared to 11,211 in June 2008. Health Card volume YTD through June 2009 is down 17.27% as compared to YTD through June 2008.
2. In June 2009, 1,414 births were recorded and 4,693 birth certificates were issued. This is a 30% decrease in births and a 5.48% increase in birth certificates issued compared to June 2008.

3. In June 2009, 801 deaths were recorded and 5,474 death certificates were issued. This is a 10.10% decrease in deaths and a 7.88% decrease in death certificates issued as compared to June 2008.

INFORMATION TECHNOLOGY

1. System availability for the month of June 2009 was approximately 98.5%.
2. WebIZ upgrade is now in the testing phase and will be completed by the end of July 2009.
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 for approval.

HUMAN RESOURCES

1. In June 2009 there was one recruitment opened and none were closed. There was no new hire processed and no offer letters were issued.
2. In June 2009, three separations were processed and 35 evaluations were completed.
3. As of June 2009 the vacancy rate is 7.1% with a total of 42.50 positions vacant.

FINANCE

1. All departments are now using the Web-mileage system and we have received very positive feedback. This system reduces paperwork and improves efficiencies.
2. As part of the year end process for FY09 annual physical inventory of fixed assets was completed on June 30, 2009.
3. Financial Services is working with several sections on the integration to electronic purchase requisition(s). This will improve the District's efficiencies.

SW:mtc

Attachment: Statistical Section

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

APPLICANTS				
TABLE 1				
	June-09	June-08	YTD 2009	YTD 2008
New Applicants	3,771	5,693	45,492	64,288
Total Renewal Applicants	5,775	4,509	58,949	62,604
Non-Food	30	408	290	908
X-ray Only	16	11	240	224
Skin Test Only	361	590	3,589	4,173
Duplicate Card	445	0	5,831	6,073
TOTAL	10,398	11,211	114,391	138,270

TRAINING PREFERENCE				
TABLE 2				
	June-09	June-08	YTD 2009	YTD 2008
English	7,615	7,648	79,508	95,156
Spanish	1,665	1,381	17,321	20,425
Chinese	45	45	718	727
TOTAL	9,325	9,074	97,547	116,308

APPLICANTS BY LOCATION				
TABLE 3				
	June-09	June-08	YTD 2009	YTD 2008
Main	4,781	5,019	51,579	63,447
East Las Vegas	2,098	2,230	23,491	29,078
Cambridge	1,760	1,911	19,837	23,827
Henderson	1,621	1,768	17,139	17,943
Laughlin	80	204	1,591	2,808
Mesquite	58	79	754	1,167
TOTAL	10,398	11,211	114,391	138,270

ADMINISTRATION DIVISION – PROGRAM ACTIVITY – June 2009

HEALTH CARDS (Cont'd)

APPLICANT PROCESSING

TABLE 4

	June-09	June-08	YTD 2009	YTD 2008
Applicants Per Day	472.63	533.85	493.06	598.57
Applicants Per Hour	59.07	66.73	56.54	70.20
Applicants Per Minute	0.90	1.11	0.94	1.17

FACILITIES

RESPONSES

TABLE 5

	June-09	June-08	YTD 2009	YTD 2008
Maintenance Responses	601	420	6,620	4,998
Security Responses	1,266	423	11,580	5,630

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

SERVICE REQUESTS

TABLE 6

	June-09	June-08	YTD 2009	YTD 2008
Service Requests Completed	471	317	5,818	1,929
Service Requests Opened	481	279	5,646	1,525
Service Requests Open Over 30 Days	29	18	158	158

INFORMATION SERVICES SYSTEM AVAILABILITY 24X7

TABLE 7

	June-09	June-08	YTD 2009	YTD 2008
Total System	98.5%	98.2%	98.7%	95.2%

STAFFING

TABLE 8

	June-09	June-08	YTD 2009	YTD 2008
Staff Retained	98.0%	99.0%	98.0%	98.0%

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

RECRUITING

TABLE 9

	June-09	June-08	YTD 2009	YTD 2008
Recruitments Opened	1	15	58	106
Recruitments Closed	0	12	49	94
New Hires	0	14	54	81
Class Specifications Prepared	0	1	11	23

PAYROLL

TABLE 10

	June-09	June-08	YTD 2009	YTD 2008
Separations Processed	3	5	39	48
Evaluations Processed	35	41	509	434
Payrolls Completed	2	2	26	25

EMPLOYEE RELATIONS

TABLE 11

	June-09	June-08	YTD 2009	YTD 2008
Supervisory Encounters (Hours)	72	48	865	634
Employee Encounters (Hours)	55	51	598.50	328.50

HR TRAINING - Number of Employees Trained

TABLE 12

	June-09	June-08	YTD 2009	YTD 2008
Leadership	0	N/A	14	N/A
Supervisory	0	N/A	33	N/A
Harassment/Diversity	0	0	108	78
Orientation	1	N/A	245	N/A

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

MONTHLY SUMMARY

TABLE 13

	June-09	June-08	YTD 2009	YTD 2008
Purchase Orders Processed	270	149	3,115	3,120
Payment Vouchers Processed	248	188	3,530	3,506
Accounts Payable Checks Issued	360	245	4,732	4,531
Total Payments	\$3,923,035.26	\$1,443,038.75	\$32,707,970.52	28,624,121.66

VITAL RECORDS

BIRTHS AND DEATHS

TABLE 14

	June-09	June-08	YTD 2009	YTD 2008
Births	1,414	2,020	19,860	20,886
Deaths	801	891	10,399	8,972

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DOCUMENTS ISSUED

TABLE 15

	June-09	June-08	YTD 2009	YTD 2008
Birth Certificates	4,693		51,596	55,783
Death Certificates	5,474	4,449	71,940	77,050
Birth Cards	111	100	1,359	1,473
Burial Permits	1	2	76	127