



# Memorandum

**Date:** August 23, 2018  
**To:** Southern Nevada District Board of Health  
**From:** **Andrew J. Glass, FACHE, MS,** *Director of Administration*  
**Joseph Iser, MD, DrPH, MSc,** *Chief Health Officer*

**RE:** Administration Division Monthly Report – July 2018

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	July 2017	July 2018		YTD FY18	YTD FY19	
Maintenance Responses	129	171	↑	129	171	↑
Electrical Work Orders	2	8	↑	2	8	↑
HVAC Work Orders	11	21	↑	11	21	↑
Plumbing Work Orders	4	7	↑	4	7	↑
Preventive Maintenance	16	7	↓	16	7	↓
Security Responses	567	531	↓	567	531	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	July 2017	July 2018		YTD FY18	YTD FY19	
Service Requests Completed	433	448	↑	433	448	↑
Service Requests Opened	416	502	↑	416	502	↑
Service Requests Open over 30 days	134	65	↓	134	65	↓

### Information Services System Availability 24/7

	July 2017	July 2018		YTD FY18	YTD FY19	
Total System	99.92	99.07	↓	99.92	99.07	↓

### Total Monthly Work Orders by Department

	July 2017	July 2018		YTD FY18	YTD FY19	
Administration	131	163	↑	131	163	↑
Community Health	68	69	↑	68	69	↑
Environmental Health	103	100	↓	103	100	↓
Clinical Services	131	116	↓	131	116	↓

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>July 2017</b>	<b>July 2018</b>		<b>YTD FY18</b>	<b>YTD FY19</b>	
Total number of calls received	416	502	↑	416	502	↑
Number of first call resolutions	5	4	↓	5	4	↓
Number of Lock-out calls	0	9	↑	0	9	↑

**ADMINISTRATION Finance - Fiscal Year Data**

<b>Total Monthly Work Orders by Department</b>	<b>July 2017</b>	<b>July 2018</b>		<b>YTD FY18</b>	<b>YTD FY19</b>	
Contracts Processed	32	6	↓	242	6	↓
Grants Pending – Pre Award*	3	2	↓	32	2	↑
Grants in Progress – Post Award**	11	4	↓	106	4	↑
Purchase Orders Issued	191	177	↑	1962	177	↑

\* Grant application was created and submitted to agency

\*\* Grant application was approved – is being routed for signature

**Academic Affairs- Internships**

**July 2018**

Internships-Total Interns <sup>1</sup>	25
Internship Hours <sup>2</sup>	646

<sup>1</sup> Total number of monthly interns includes 7 semester-long students (May-August 2018).

<sup>2</sup> Number of approximate hours interns spent applying academic knowledge to a public health setting.

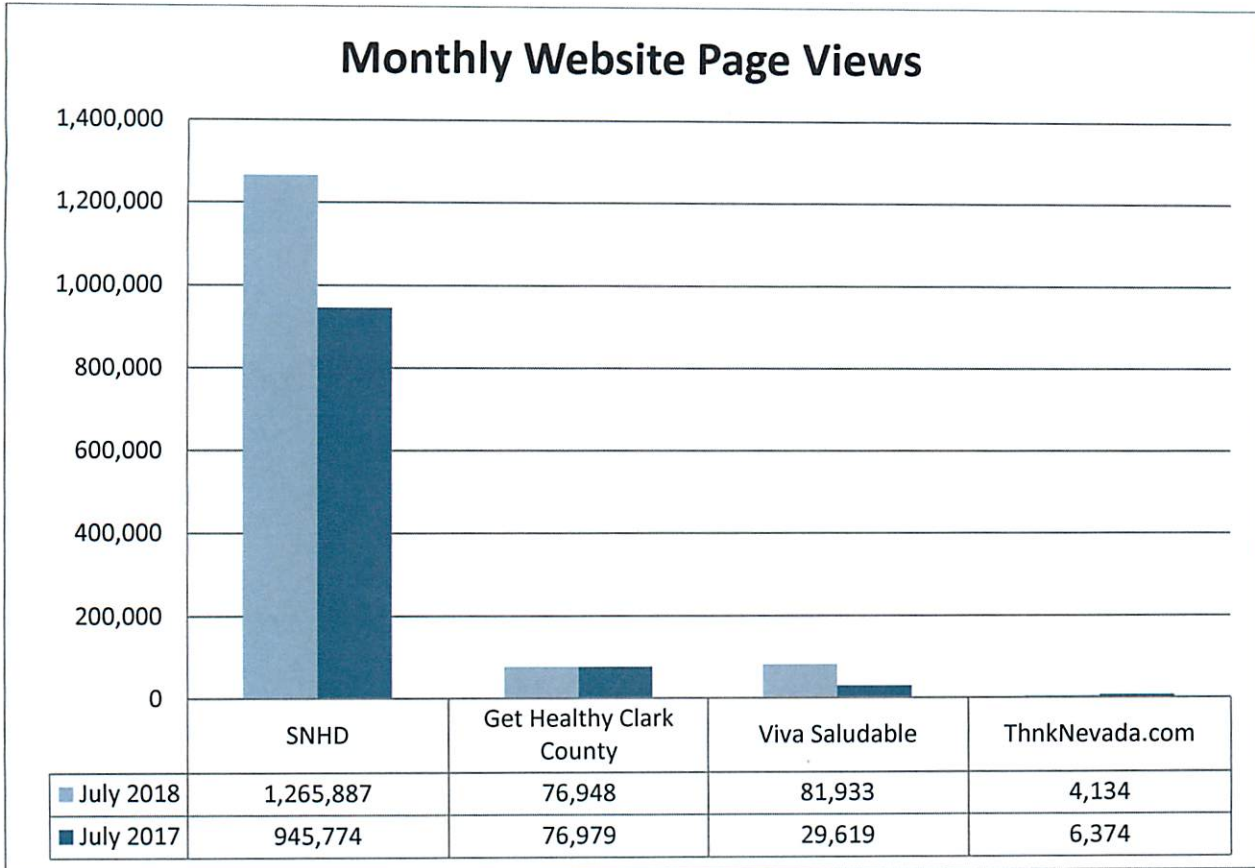
**ADMINISTRATION Public Information Office - Fiscal Year Data**

<b>Media, Collateral and Community Outreach Services</b>	<b>July 2017</b>	<b>July 2018</b>		<b>YTD FY18</b>	<b>YTD FY19</b>	
Media - Print Articles	24	56	↑	24	56	↑
Media - Broadcast stories	8	20	↑	8	20	↑
Collateral - Advertising/Marketing Products	23	20	↓	23	20	↓
Community Outreach - Total Volunteers <sup>1</sup>	14	28	↑			
Community Outreach - Volunteer Hours	940	1,350	↑	940	1,350	↑

<sup>1</sup>Total volunteer numbers fluctuate from month to month and are not cumulative.

Social Media Services		July 2017	July 2018		YTD FY18	YTD FY19
*Facebook SNHD	Likes	3,595	3,823	↑	3,595	3,823
*Facebook Henderson PHC	Likes	1,480	1,462	↓	1,480	1,462
*Facebook Mesquite PHC	Likes	464	456	↓	464	456
*Facebook GHCC	Likes	5,303	5,597	↑	5,303	5,597
*Facebook SHC	Likes	1,842	1,789	↓	1,842	1,789
*Facebook THNK/UseCondomSense	Likes	6,208	6,150	↓	6,208	6,150
*Facebook SNHD THINK Project	Likes	36	42	↑	36	42
*Facebook FamCam	Likes	26	36	↑	26	36
Facebook Food Safety	Likes	N/A	22	↑	N/A	22
*Instagram SNHD	Followers	28	295	↑	28	295
*Instagram Food Safety	Followers	N/A	190	↑	N/A	190
*Twitter EZ2Stop	Followers	405	415	↑	405	415
*Twitter SNHDflu	Followers	777	849	↑	777	849
*Twitter Food Safety	Followers	N/A	41	↑	N/A	41
*Twitter GetHealthyCC	Followers	318	327	↑	318	327
*Twitter SNHDinfo	Followers	2,393	2,708	↑	2,393	2,708
*Twitter TuSNHD	Followers	223	226	↑	223	226
*Twitter THINK/ UseCondomSense	Followers	676	726	↑	676	726
*Twitter SoNVTraumaSyst	Followers	77	108	↑	77	108
YouTube SNHD	Views	41,474	9,057	↓	41,474	9,057
YouTube THNK/UseCondomSense	Views	109	132	↑	109	132

\*Twitter, Instagram and Facebook numbers are not cumulative



## HUMAN RESOURCES MONTHLY REPORT JULY 2018

### Employment/Recruitment:

- 16 New Hires
- 514 active employees as of July 31, 2018
- 4 Terminations, including 0 retirements
- 3 Promotions, including 0 Flex-reclasses
- 1 Lateral Transfer
- 1 Demotion
- 33 Interviews
- Turnover rates
  - Administration – 0.90%
  - Clinical Services – 1.67%
  - Community Health – 0.83%
  - Environmental Health – 0.00%
- 20 Other Personnel Change forms processed
- 44 Evaluations processed

**Worker's Compensation (PACT)**

- Number of Workers Comp cases for the month: 0 (non-OSHA recordable)
- Number of Open Cases: 0

**Risk Management (POOL)**

- Number of new Risk Management cases for the month: 0
- Number of open cases: 0

**FMLA**

- FMLA hours used for July: 543.25
- FMLA leave requests
  - New: 12
  - Recertification: 0
  - Return to Work: 8
  - Meetings to discuss FMLA: 11
- Number of donated leave requests/paperwork processed: 6

**Employee Benefits**

- **Trainings/benefits offered:**
  - One-on-one Social Security meetings: 27 employees
  - Estate Planning & Probate: 34 employees
  - Mass Mutual one-on-one meetings: 10 employees
- **Orientations conducted:**
  - Benefit Orientation/Public Health 101: 8 employees
  - Workers' Comp/Safety New Hire Orientation: 16 new hires
  - SEIU Union Orientation: 7 employees
- **Mass Mutual/Deferred Compensation Plan:**
  - Open new accounts: 8
  - Processed withdrawals/rollovers/purchase of service credit: 11
- **Other meetings:**
  - Processed terminations for benefits: 4
  - One-on-one retirement meetings, including 457(b) and PERS pension/advice and counsel: 15
  - One-on-one health insurance meetings: 11

**Employee/Labor Relations**

- 1 Written Reprimand, 1 Suspension, 0 Probationary Release
- 2 Grievances
- 25 hours of Labor Meetings (with Union)
- 80 hours Investigatory Meetings
- 9 Investigations
- 10 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 2

**Employee Health Nurse**

Respirator Fit test: 36

Staff TB tests: 5

New Hire Bloodborne Pathogen class training: 2

Employee Vaccinations: 13

Post Hep B titer blood draws: 3

**Other Activities for Employee Health Nurse:**

- Presented BBP training for OEDS "HIV 101" class
- 1<sup>st</sup> meeting with IT to discuss eClinical module for Employee Health
- All PAPRs and supplies moved to 700 Martin Luther King as arranged by OPHP Supervisor. All 99 charged. Inventory of emergency stocked N95 masks completed.
- Investigating and evaluating new N95 masks.
- Initiated offering of Fit testing to active MRC volunteers
- Requested review of MRC volunteers Hep B status by MRC coordinator. Review is in progress
- Drafting revision of Exposure control plan for 2018
- Initiating draft separation of SNHD Employee Respiratory protection needs from OPHP Respiratory Protection plan for emergency preparedness.
- Reviewing reports of annual trainings.

**Trainings Attended by Staff:**

- Legionella Summit (Karen Atkins)
- Anthrax Lunch/Learn (Karen Atkins)

**Projects in Progress/Other items**

- Met with Capstone Brokerage in detail for new FSA Administrator InfiniSource (Susan Damitz)
- Clark County Health Insurance & Grievance Committee Meeting (Susan Damitz)
- Organize Customer Service Training with POOL/PACT for August training date (Susan Damitz)
- Prepare for Health/Wellness Fair scheduled for September (Susan Damitz)
- Set up open enrollment for Western Insurance Specialties for October 4<sup>th</sup> (Susan Damitz)
- Contact OptumCare regarding billing issues on HPN for some employees (Susan Damitz)

## Grants Expired and Awarded

July 2018

<b>Grants Expired</b>					
<b>Project Name</b>	<b>Grantor</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
Epidemiology & Laboratory Capacity Program - Ebola Supplement (elceb18)	P-CDC	7/31/2018	\$ 23,081.00	end of performance period	0.10
Office of Public Health Informatics and Epidemiology - Epidemiology & Laboratory Capacity Program Continuation (elcont18)	P-CDC	7/31/2018	\$ 326,300.00	end of budget period	4.28
Office of Public Health Informatics and Epidemiology - Epidemiology & Laboratory Capacity Program Zika Pregnancy Registry (zikapr17)	P-CDC	7/31/2018	\$ 35,175.97	end of performance period	0.20

<b>Grants Awarded</b>							
<b>Project Name</b>	<b>Grantor</b>	<b>Received</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
Maternal and Child Health Program (mch_19)	P-MCH and NV General Fund	7/10/2018	7/1/2018	6/30/2019	\$ 87,030.00	renewal	0.90
Ryan White Part A, Amendment #3 to contract for Clinical Quality Management category (rwacqm)	P-HRSA	7/10/2018	5/15/2017	2/22/2022	\$ -	Report requirement change	0.00
Office of Public Health Informatics and Epidemiology - Epidemiology & Laboratory Capacity Program Continuation, Amendment #1 (elcont18)	P-CDC	7/17/2018	8/1/2017	7/31/2018	\$ -	Budget redirect	-0.98

## Grants Expired and Awarded

Sexual Transmitted Disease Prevention and Control, Amendment #1 (std_18)	P-CDC	7/18/2018	1/1/2018	12/31/2018	\$ 1,000.00	increase funding	0.00
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Funding Opportunity

	Title of Opportunity	Funding Agency	Comments	Actual Due Date	DIV	Description/Info	Project Manager	Point of Contact	Request Amount	Est. Start	End	Sub Date	Date Awarded	Notes
1	Public Health Associate Program (PHAP)	F-CDC		1/18/18	Admin CH	Quality Improvement Performance Measurement drowning prevention	Andy G. Maria A.	Jim O. Nicole B.	\$ -	10/1/18	9/30/20	1/16/18		Uploaded 1/16 at 9 am .75 application moving to phase 2 - 4/26/18, phase 3 - 5/23/18, final decision tbd, 6/26/18 .25 application
2	EMS First Responders non-competing application year 2 emsfr_19	F-SAMHSA		1/23/18	CH	EMS First Responders - NARCAN	John H.	Laura P.	\$ 490,058.00	9/30/18	9/29/19	1/18/18		Uploaded 1/18/18
3	Ryan White HIV/AIDS Part C Capacity Development Program rwcap_19 hrsa-18-051	F-HRSA		3/9/18	CH	\$150,000 for one yr	Sony V.	Lourdes Y.	\$ 150,000.00	9/1/18	8/31/19	3/2/18		Uploaded 3/2/18 at 11 am 5/1/18-Screening Review
4	fdill_19 non-competing application	F-CDC	Application due in eRA Commons via RPPR-Research Performance Progress Report	4/15/18	EH	food illness social media monitoring	Lauren P.	Healthier H.	\$ 192,500.00	9/30/18	9/29/19	4/12/18		GD Meeting - 3/29/18 done
5	ELC Continuation non-competing application for FY2019	P-CDC	Application due to State NV	4/27/18 to State NV	CH EH		Lei Z.	Emily E	tbd	8/1/18	tbd	4/20/18		Each dept need to submit final compy to Emily by 4/20/18. No GD meeting Emily submitted to State NV by email.
6	national center for chronic disease prevention and health promotion PL Key TBD	F-CDC	LOI due by 3/22/18 Application due to State NV Bruce-GW	5/4/18	CS	school sealant program - oral health	tbd	tbd	tbd	9/1/18	8/31/21	5/4/18		3 year project, No GD meeting SNHD moving forward with participation in State NV application, PL Key TBD Final application parts emailed to State NV from Emily
7	Title X Family Planning Program, FP_19 pa-fph-18-001	F-OASH	LOI due by 4/9/18 Lynda-GW	5/24/2018 upload 5/22/18	CS	Family Planning 3 years	Dr. Leguen	Bernie M.	tbd	9/1/18	8/31/21	5/22/18		GD Meeting on 3/9/18 Webinar on 3/22/18 2nd meeting 3/26/18-done Update meeting - 5/2/18 CH Needs all parts by 5/21/18
8	Funds for Phase I Replicating Programs (Tier 1) Effective in the Promotion of Healthy Adolescence and the Reduction of Teenage Pregnancy and Associated Risk Behaviors AH-TP1-18-001	F-OASH	LOI due by 5/21/18 Charlene-GW	6/29/2018 upload 6/20/18	CS	TPP - phase I - 2 yrs project. Ceiling \$500,000 per yr phase II - 2 yrs \$1,000,000 per yr phase II competing app	Margarita D.	Xavier F.	\$ 1,000,000.00	9/1/18	8/31/20	6/20/18 6/21/18		No matching required. Submission grants.gov GD meeting - 5/14/18 - done applying for tier 1 only - replicate and scale up program
9	tpp_19 non-competing application year 4	F-OASH		7/2/18	CS	1 budget period	Margarita D.	Xavier F.	\$ 749,999.00	7/1/18	6/30/19	6/29/18		submitted in grantsolutions.gov 6/29/18
10	Racial and Ethnic Approaches to Community Health (REACH) cdc-rfa-dp18-1813	F-CDC	LOI due by 6/11/18 Emailed on 5/18/18 Bruce-GW	7/16/2018 upload 7/12/2018	CH	5 yr grant. \$900,000 ceiling per yr	Maria A.	Nicole B.	\$ 4,500,000.00	9/29/18	9/28/23	7/12/18		GD Meeting on 5/24/18 Submission grants.gov
11	EMSFR_19 - Technical Assistance additional funding	F-SAMHSA		emailed 6/29/18	CH	additional funds to receive technical assistance	John H.	Laura P.	\$ 25,000.00	tbd	tbd	6/29/18		Send response by 7/6/18 - done responded with no further action needed. Will send a NOA based on availability of funds 20180731

Funding Opportunity

	Title of Opportunity	Funding Agency	Comments	Actual Due Date	DIV	Description/Info	Project Manager	Point of Contact	Request Amount	Est. Start	End	Sub Date	Date Awarded	Notes
1	Childhood Lead Poisoning Prevention Projects CDC-RFA-EH18-1806	F-CDC		8/9/2018 (8/8/18)	CH	ceiling per yr: \$500,000 2 yr project	Marlo T.	Arthur M.	\$1,000,000	9/30/18	9/29/20			initial meeting 7/23/18 follow-up meeting 7/30/18

**PAYROLL EARNINGS SUMMARY**

**July 14 to July 27, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 339,659.20	\$ 5,314,616.58	\$ 686,781.19	\$10,285,494.00	7%
ENVIRONMENTAL HEALTH	\$ 407,785.19	\$ 6,436,480.72	\$ 807,237.62	\$11,396,176.00	7%
COMMUNITY HEALTH	\$ 348,784.43	\$ 5,261,482.85	\$ 706,177.57	\$9,689,098.00	7%
ADMINISTRATION	\$ 286,248.74	\$ 4,651,256.09	\$ 574,888.11	\$8,433,999.00	7%
TOTAL	<u>\$1,382,477.56</u>	<u>\$21,663,836.24</u>	<u>\$2,775,084.49</u>	<u>\$39,804,767.00</u>	<u>7%</u>
FTE	513				
Regular Pay	\$ 1,191,752.21	\$ 17,519,902.05	\$ 2,238,192.61		
Training	\$ 6,978.52	\$ 190,319.71	\$ 10,481.93		
Final Payouts	\$ 2,752.64	\$ 433,378.40	\$ 14,383.85		
OT Pay	\$ 1,835.74	\$ 66,848.65	\$ 4,734.24		
Leave Pay	\$ 162,553.36	\$ 3,028,874.12	\$ 469,895.62		
Other Earnings	\$ 16,605.09	\$ 424,513.31	\$ 37,396.24		
	<u>\$ 1,382,477.56</u>	<u>\$ 21,663,836.24</u>	<u>\$ 2,775,084.49</u>		



CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**July 14 to July 27, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

**ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
HASSELBAUER, FORREST L	3.00	\$146.94	MAUGHAN, ERIKA	1.50	\$26.55
TERRIQUEZ, ARTURO	5.00	\$139.63	DUNN, STEPHANIE L	7.50	\$162.87
RUESGA, LEONARD	8.00	\$235.38	BERRY, KAREN	2.25	\$66.40
VUKSANOVIC, DAN	1.00	\$27.93	POOLE, STEPHENIE	2.25	\$59.95
ZIELINSKI, LYNDA S	2.00	\$114.29			
BOJORQUEZ, IBETH	2.00	\$88.54			
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Total Administration	<b>21.00</b>	<b>\$752.71</b>		<b>13.50</b>	<b>\$315.78</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
HERRERA, REYNA A	3.50	\$132.93	HANSEN, DANIELLE K	6.00	\$147.95
SHINGU, MICHELE	4.00	\$177.07			
CONSTANTIN, MELISSA	1.25	\$62.82			
MONTGOMERY, JOSHUA M	8.00	\$344.94			
HARMON, JENNIFER J	1.00	\$57.14			
HANSEN, DANIELLE K	0.00	\$0.00			
ADELMAN, ELIZABETH A	2.00	\$117.22			
WAGNER, SCOTT E	5.50	\$231.25			
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Total Community Health	<b>25.25</b>	<b>\$1,123.37</b>		<b>6.00</b>	<b>\$147.95</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
CHONGTAI, LORIZA R	0.25	\$15.82	ARIAS DE LUJAN, MARIA	0.38	\$15.03
MATTESON, KIMBERLY A	1.00	\$32.57	CASTILLO, JOCELYN	0.38	\$16.66
			SPRANCE GROGAN, CAROLYN S	2.25	\$73.47
			WOODS, ROSANNA	1.13	\$41.73
			VILLANUEVA, MICHELLE	0.75	\$30.07
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Total Clinical Services	<b>1.25</b>	<b>\$48.39</b>		<b>4.88</b>	<b>\$176.97</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**July 14 to July 27, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>					
<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Amount</u></b>	<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Value</u></b>
EDWARDS, TARA A	1.25	\$58.21	PONTIUS, KEVIN	2.25	\$64.68
			RAMIREZ LUNA, BIANCA	3.00	\$88.54
Total Environmental Health	<u>1.25</u>	<u>\$58.21</u>		<u>5.25</u>	<u>\$153.21</u>
<b>Combined Total</b>	<b><u>48.75</u></b>	<b><u>\$1,982.68</u></b>		<b><u>29.63</u></b>	<b><u>\$793.91</u></b>