

Memorandum

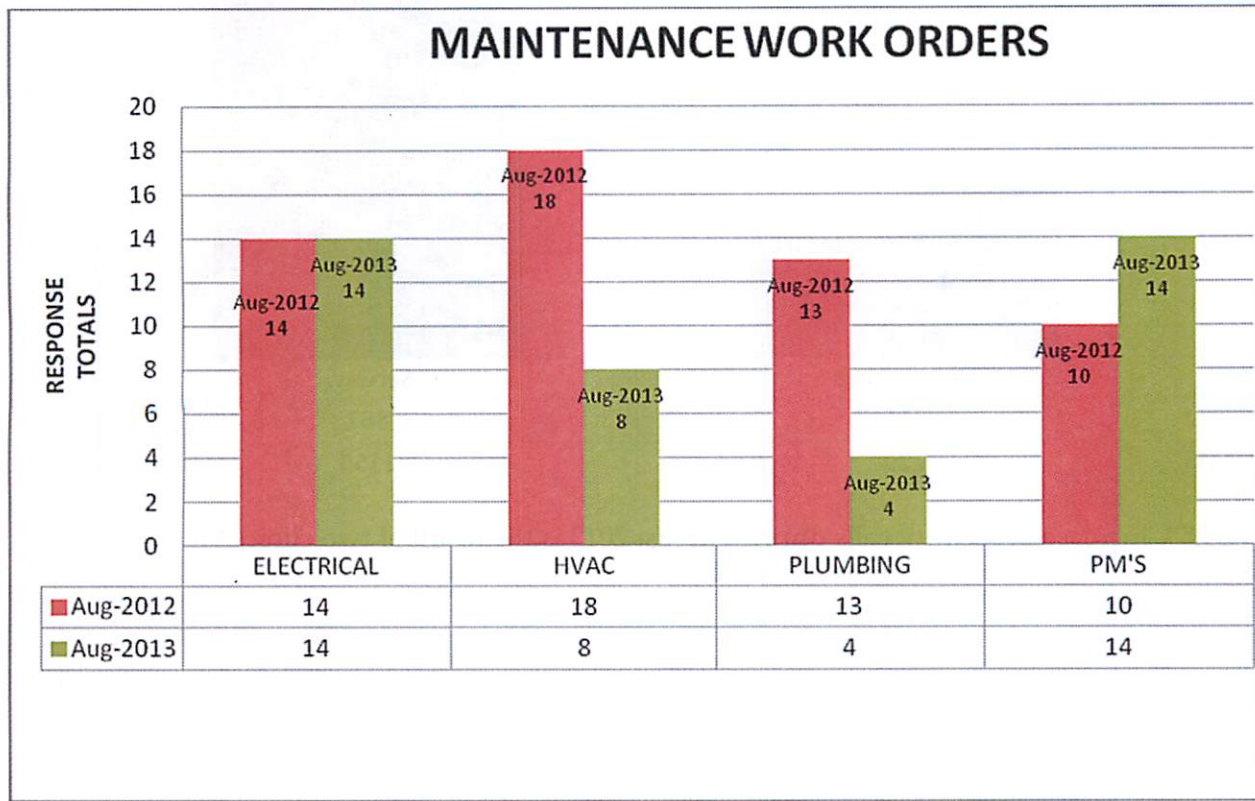
Date: September 12, 2013

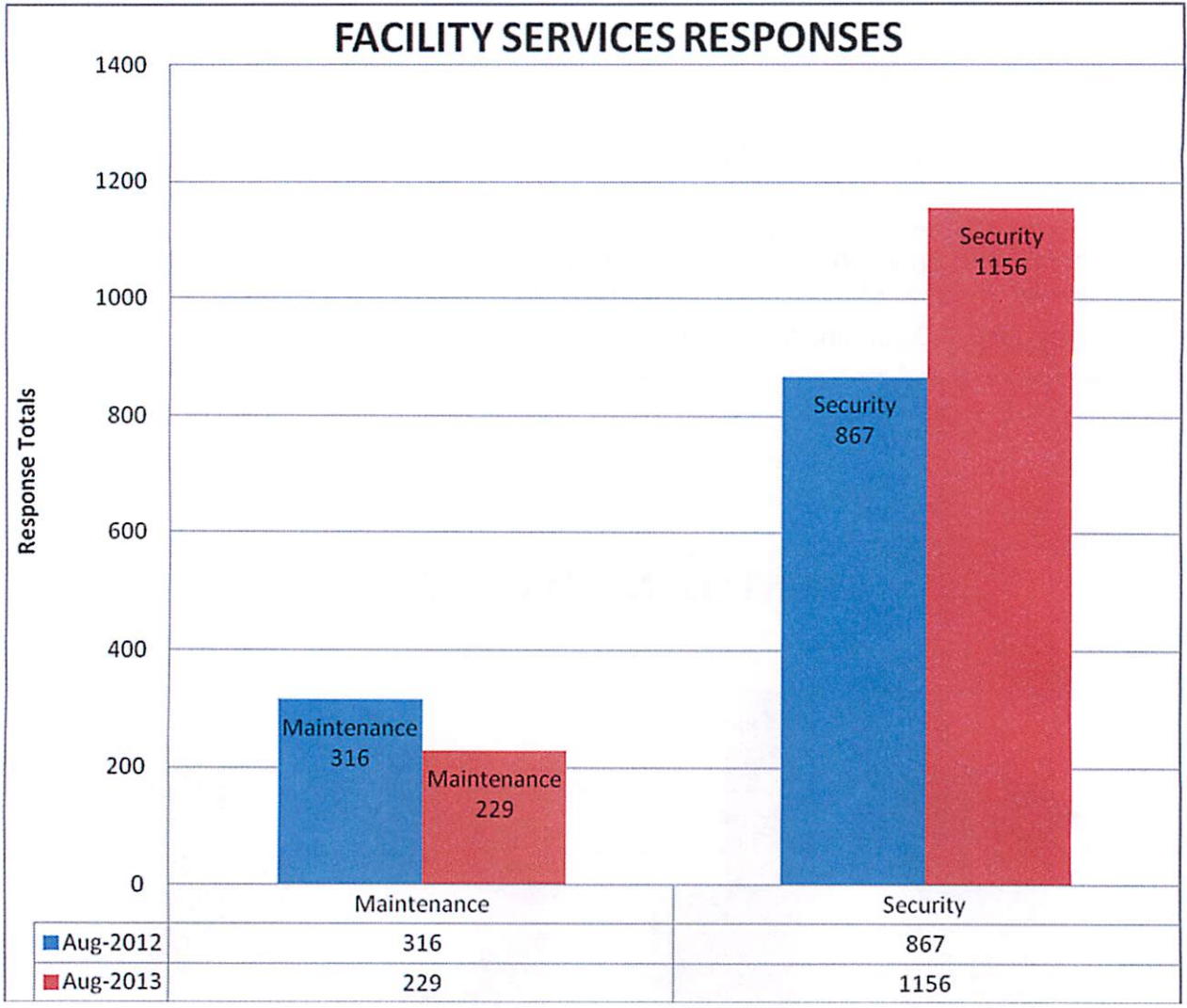
To: Southern Nevada District Board of Health

From: Elaine Glaser, Director of Administration *EG*
 Nancy Williams, MD, Acting Chief Health Officer *NW*

Subject: August 2013 Administration Monthly Activity Report

I. FACILITIES





Note: The 25% increase in security calls during August 2013 is the result of two clinics that resumed operations in 2013 after having been closed in 2012.

II. HUMAN RESOURCES

RECRUITING	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Recruitments Opened	9	9	13	14
Recruitments Closed	6	4	9	9
Offer Letters Submitted	4	6	9	13
New / Revised Class Specifications	3	1	5	2

PAYROLL	August 2013	August 2012	YTD FY 2014	YTD FY 2013
New Hires Processed	2	4	5	6
Evaluations Processed	22	32	132	72

HR TRAINING	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Limited English Proficiency (On Line)	14	24	109	49
Harassment/Diversity (On Line)	10	28	105	53
Other Training	32	6	134	14
Other Training (HIPAA)	112	N/A	112	N/A

LABOR RELATIONS	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Separations Processed	7	4	12	12
Separation Rate	1%	N/A	1%	N/A
Grievances	1	2	2	2
New Disciplinary Appeals	0	0	0	0
Notices of either an EEOC/NERC/OSHA/CIVIL complaint filing	2	1	3	2

III. INFORMATION TECHNOLOGY

SERVICE REQUESTS	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Service Requests Completed	442	591	949	1074
Service Requests Opened	427	602	921	1110
Service Requests Open Over 30 Days	75	36	138	66

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Total System	93.2%	99.9%	96.1%	100%

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Administration	114	149	249	368
Community Health	76	80	175	170
Environmental Health	92	132	206	274
Nursing	160	229	321	389

FIRST CALL RESOLUTION & LOCK-OUT CALLS	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Total number of calls received	442	590	951	1110
Number of first call resolutions	49	180	120	368
Number of lock-out calls	3	17	9	47

IV. FINANCE

CONTRACT/PROCUREMENT & DISBURSEMENT	August 2013	August 2012	YTD FY 2014	YTD FY 2013
Contracts Processed	5	11	22	23
Grants Processed	4	1	6	6
Purchase Orders Issued	186	236	390	435
Purchase Orders Paid	196	239	362	350
Payment Vouchers Paid	270	357	528	677
Checks Issued	272	371	520	635
Electronic Fund Transfers Processed	34	34	61	61

V. PUBLIC INFORMATION OFFICE (PIO)

A. Media - August 2013

- SNHD print articles: 26
- SNHD broadcast stories: 30

B. News Releases - August 2013

- August 6 - "Coleman withdraws CHO application"
- August 7 - "Still time to visit back-to-school clinics"
- August 8 - "Public Health Update: SWHO"
- August 30 - "Health District offers Certified Food Safety Manager Card"

C. Product and collateral Development - August 2013

- Twenty-six advertisements/general products completed

D. Community Outreach - August 2013

- Total volunteers: 28
- Volunteer hours: 1,405
- Fiscal Year-to-date total hours: 2,981

E. Social Media - August 2013

- SNHD Facebook: 687 fans; a YTD increase of 160
- Get Healthy Clark County Facebook: 479 fans; a YTD increase of 74
- EZ2Stop Facebook: 145 fans; a YTD increase of 63
- Twitter EZ2STOP: 226 followers
- Twitter SNHDflu: 280 followers
- Twitter GetHealthyCC: 108 followers
- Twitter SNHDinfo: 673 followers
- Twitter TuSNHD: 80 followers
- SNHD YouTube Channel: 43,603 video views

F. Website

Table 1 Southern Nevada Health District Web Page Views

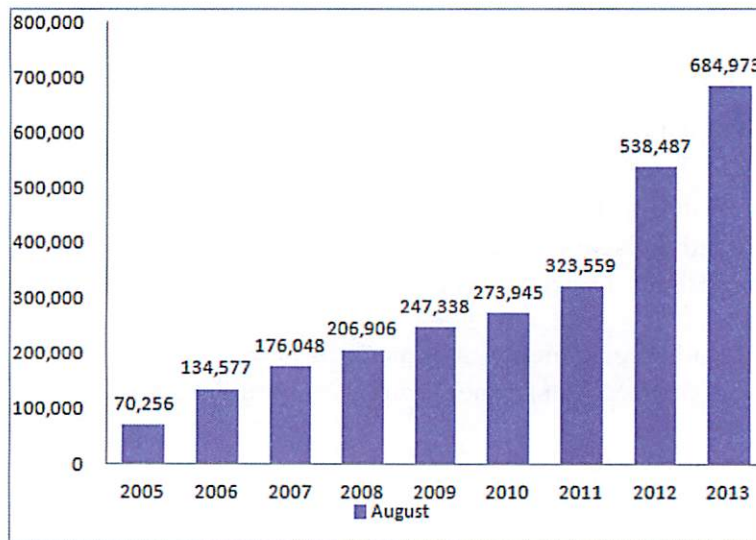
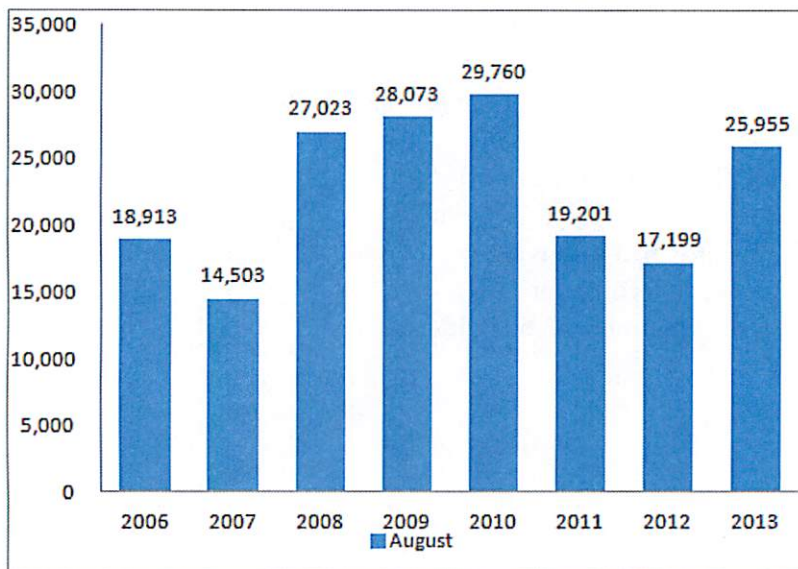


Table 2 Get Healthy Clark County Web Page Views



EG: mg