

Memorandum

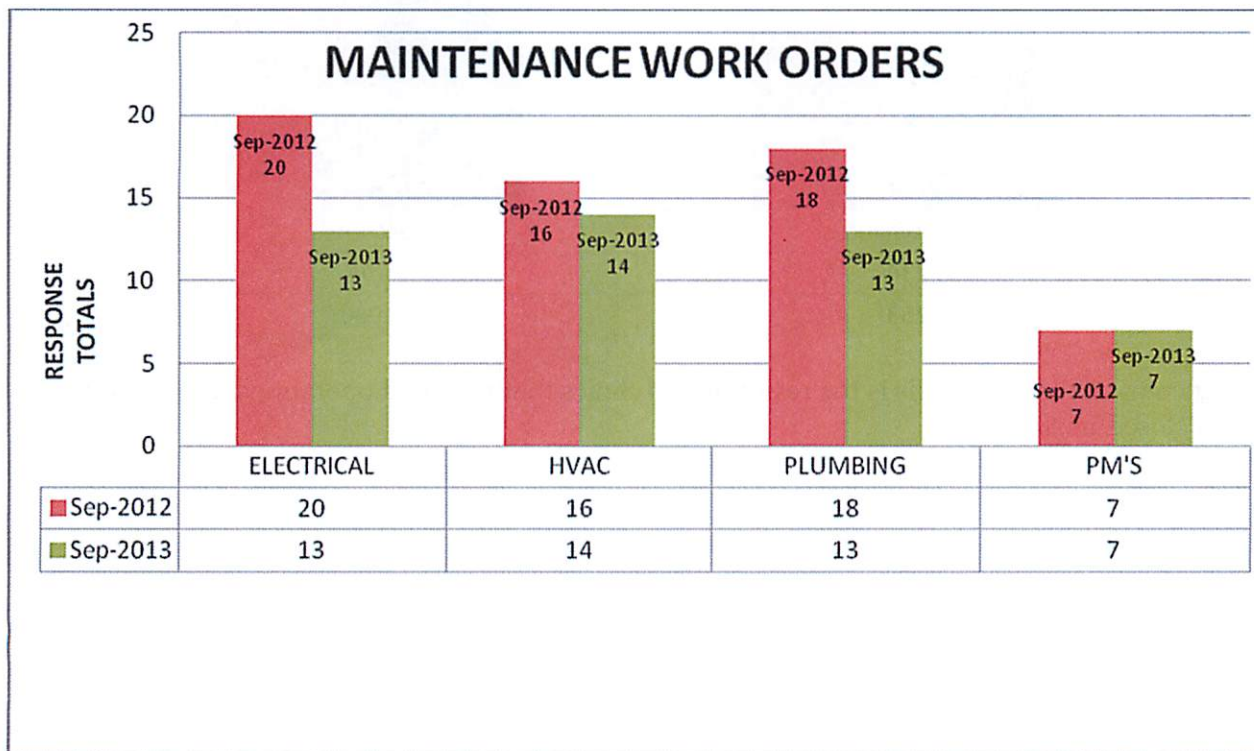
Date: October 10, 2013

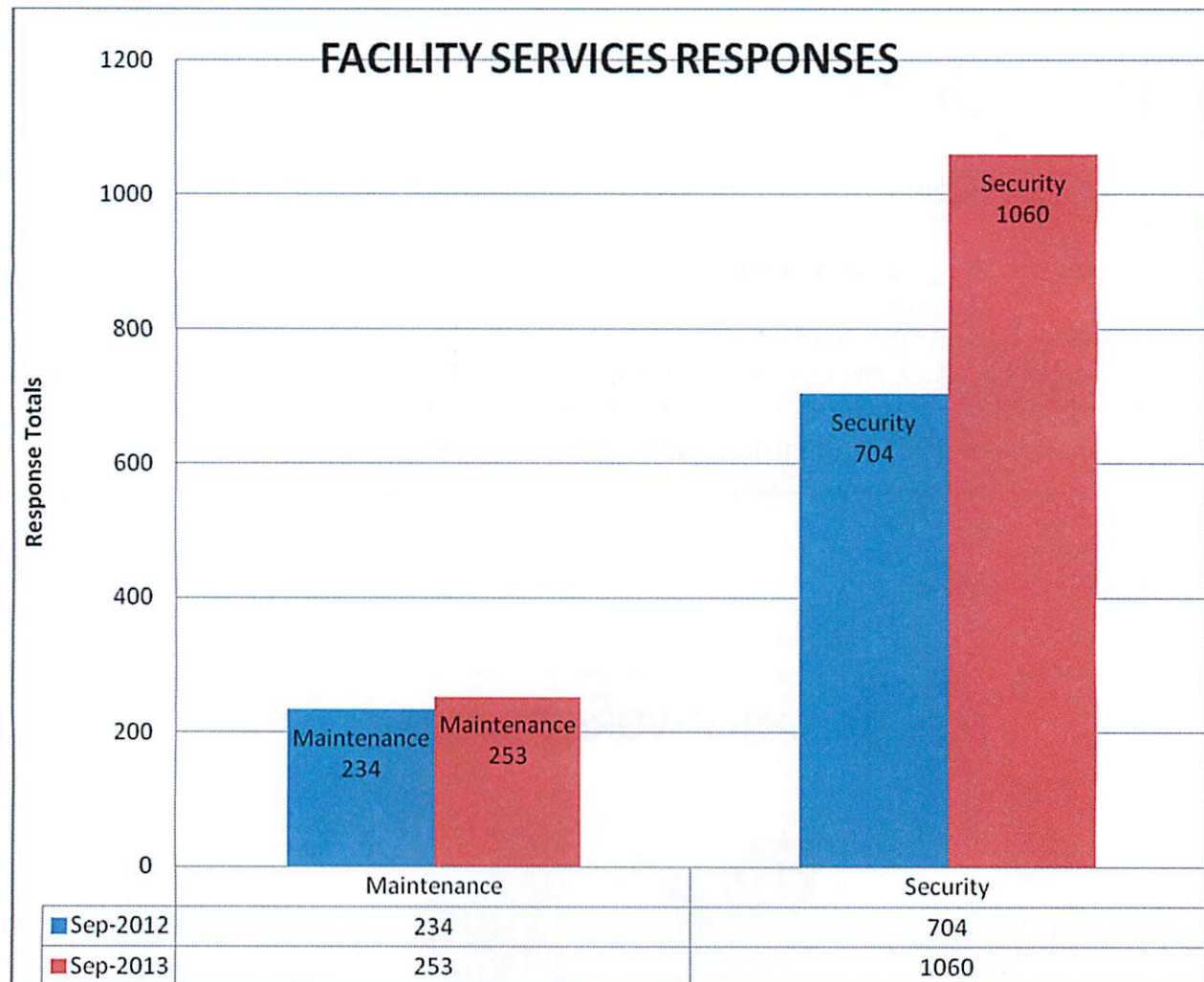
To: Southern Nevada District Board of Health

From: Elaine Glaser, *Director of Administration*
Joseph Iser, MD, DrPH, MSc, *Chief Health Officer* *JPI*

Subject: September 2013 Administration Monthly Activity Report

I. FACILITIES





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

October 10, 2013

II. HUMAN RESOURCES

RECRUITING	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Recruitments Opened	9	17	22	31
Recruitments Closed	3	4	12	13
Offer Letters Submitted	3	7	12	20
New / Revised Class Specifications	0	0	5	1

PAYROLL	September 2013	September 2012	YTD FY 2014	YTD FY 2013
New Hires Processed	7	4	12	10
Evaluations Processed	27	26	159	98

HR TRAINING	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Limited English Proficiency (On Line)	11	4	120	53
Harassment/Diversity (On Line)	6	3	111	56
Other Training	61	3	195	17
Other Training (HIPAA)	11	0	123	0

LABOR RELATIONS	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Separations Processed	5	9	17	21
Separation Rate	.009%	7.9	.03%	N/A
Grievances	0	0	2	2
New Disciplinary Appeals	0	0	0	3
Notices of either an EEOC/NERC/OSHA/ CIVIL complaint filing	0	1	3	2

III. INFORMATION TECHNOLOGY

SERVICE REQUESTS	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Service Requests Completed	364	484	1313	1558
Service Requests Opened	362	496	1283	1606
Service Requests Open Over 30 Days	74	34	212	100

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Total System	99.96%	99.90%	98.0%	99.95%

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Administration	118	138	367	415
Community Health	74	65	249	235
Environmental Health	88	117	294	391
Nursing	84	163	405	552

FIRST CALL RESOLUTION & LOCK-OUT CALLS	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Total number of calls received	364	483	1315	1593
Number of first call resolutions	65	131	185	499
Number of lock-out calls	4	12	13	59

IV. FINANCE

CONTRACT/PROCUREMENT & DISBURSEMENT	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Contracts Processed	8	12	27	35
Grants Processed	7	3	13	9
Purchase Orders Issued	174	197	564	632
Purchase Orders Paid	154	120	516	470
Payment Vouchers Paid	263	254	791	931
Checks Issued	247	281	767	916
Electronic Fund Transfers Processed	39	24	100	85

V. PUBLIC INFORMATION OFFICE (PIO)

MEDIA	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Print articles	14	15	76	66
Broadcast stories	34	52	122	107

COLLATERAL	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Advertising/Print products	21	20	75	72

COMMUNITY OUTREACH	September 2013	September 2012	YTD FY 2014	YTD FY 2013
Total volunteers	28	19	*	*
Volunteer hours	1446	1409	2981	4427

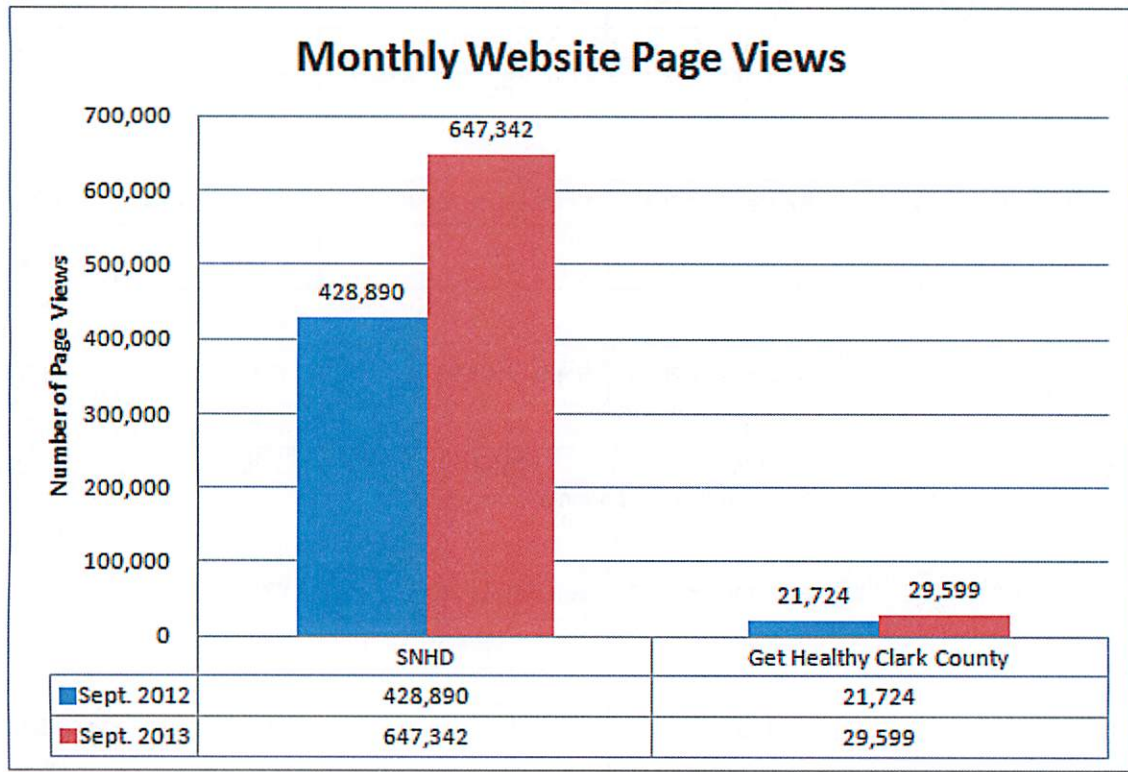
*Volunteer numbers fluctuate from month to month and are not cumulative.

SOCIAL MEDIA	September 2013	September 2012	YTD FY 2014	YTD FY 2013
SNHD Facebook followers	687	537	687	537
Get Healthy Clark County Facebook followers	479	407	479	407
EZ2Stop Facebook followers	151	85	151	85
EZ2Stop Twitter followers	229	149	229	149
SNHDflu Twitter followers	286	227	286	227
Get Healthy Clark County Twitter followers	111	89	111	89
SNHDinfo Twitter followers	696	450	696	450
TuSNHD Twitter followers	81	49	81	49
SNHD YouTube video views	32,664	8,326	273,577	18,927

Note: Twitter and Facebook follower numbers are not cumulative.

A. Website

Table 1 Southern Nevada Health District Web Page Views



EG: mg