

# Memorandum

**Date:** November 12, 2013

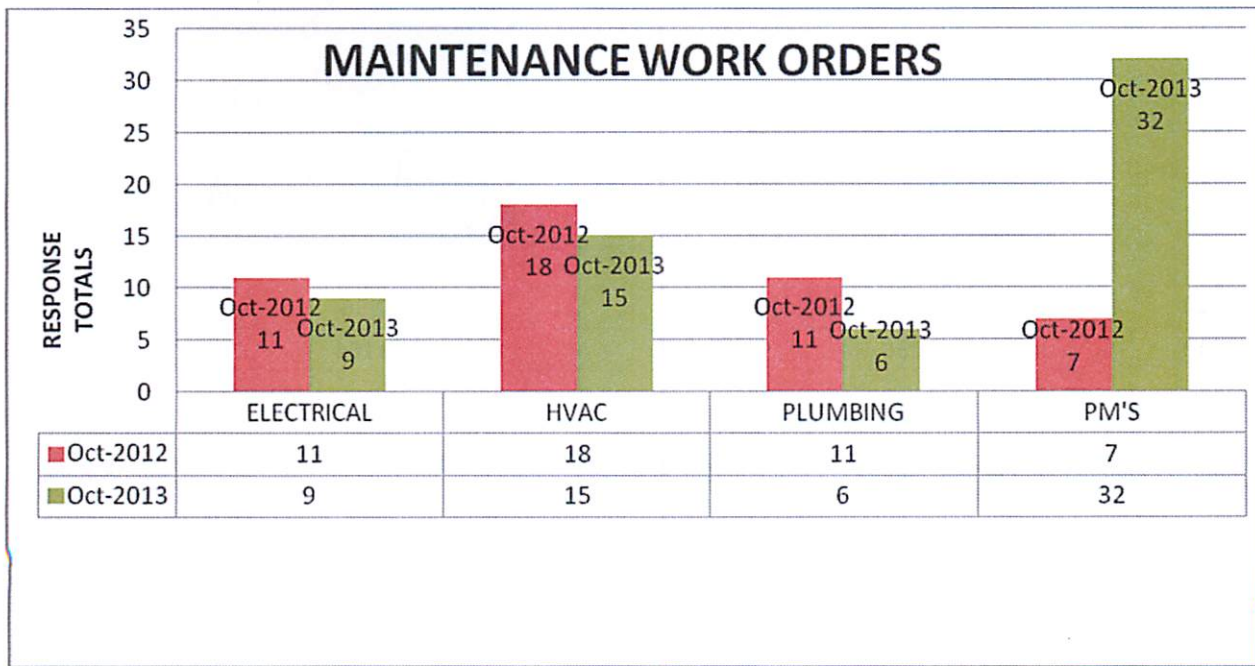
**To:** Southern Nevada District Board of Health

**From:** Joseph Iser, MD, DrPH, MSc, Chief Health Officer

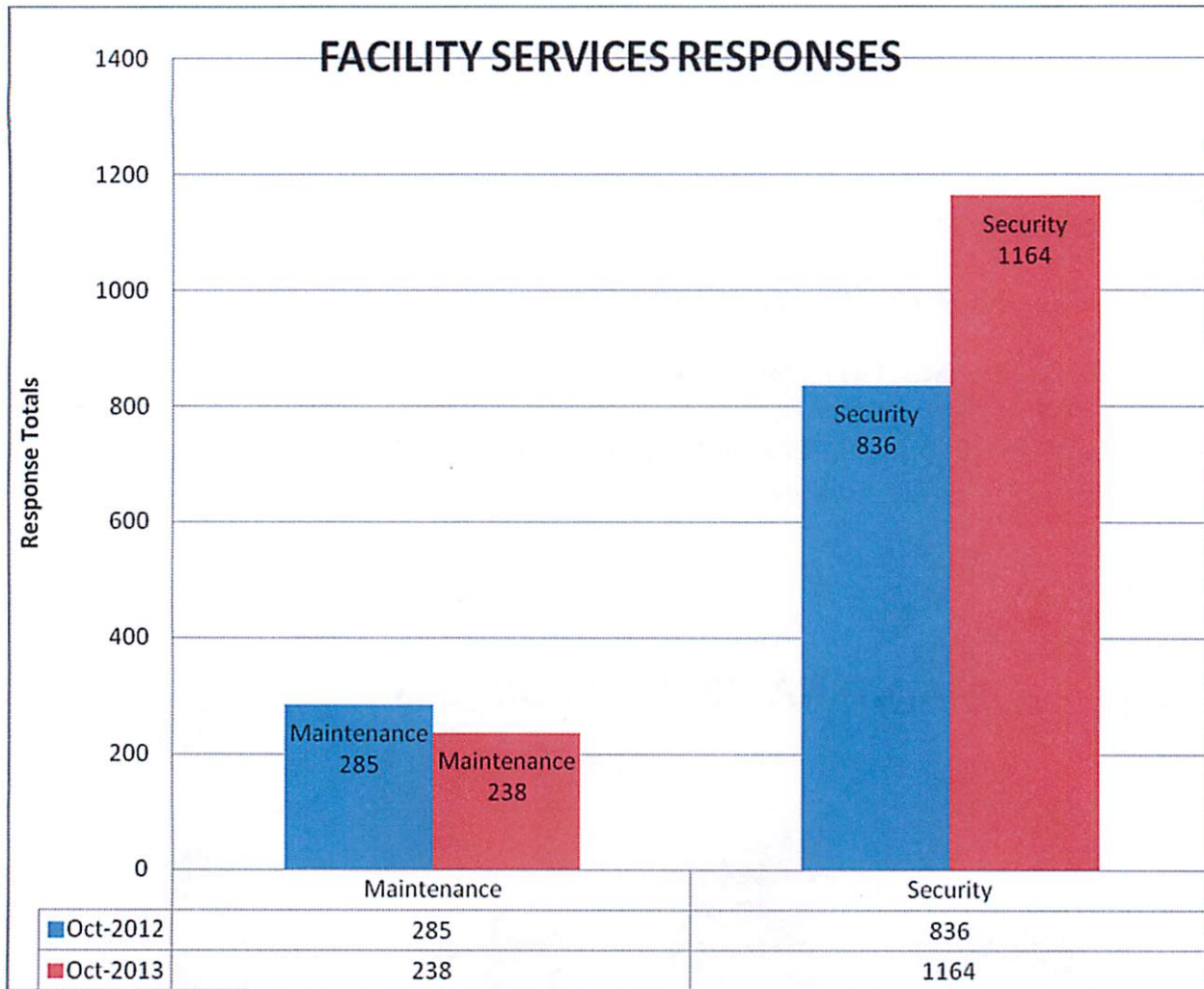
JRK

**Subject:** October 2013 Administration Monthly Activity Report

## I. FACILITIES



Note: The increase in Preventive Maintenance responses increased this month due to quarterly air filter changes.



Note: The 28% increase in security calls is the result of two clinics that resumed operations in 2013 after having *been closed* in 2012.

**II. HUMAN RESOURCES**

RECRUITING	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Recruitments Opened	3	16	25	47
Recruitments Closed	6	12	19	24
Offer Letters Submitted	6	24	19	43
New / Revised Class Specifications	0	0	5	1

PAYROLL	October 2013	October 2012	YTD FY 2014	YTD FY 2013
New Hires Processed	5	5	17	15
Evaluations Processed	25	33	184	131

HR TRAINING	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Limited English Proficiency (On Line)	8	7	128	60
Harassment/Diversity (On Line)	21	18	132	74
Other Training	64	10	259	27
Other Training (HIPAA)	3	0	126	0

LABOR RELATIONS	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Separations Processed	3	5	20	26
Separation Rate	0%	6.5%	.09%	n/a
Grievances	3	0	5	2
New Disciplinary Appeals	0	1	0	4
Notices of either an EEOC/NERC/OSHA/CIVIL complaint filing	0	0	3	2



**III. INFORMATION TECHNOLOGY**

SERVICE REQUESTS	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Service Requests Completed	444	626	1757	2184
Service Requests Opened	425	626	1708	2232
Service Requests Open Over 30 Days	66	34	278	134

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Total System	99.70%	99.90%	98.85	99.95%

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Administration	129	189	496	604
Community Health	58	68	307	303
Environmental Health	88	167	407	558
Nursing	144	226	549	778

FIRST CALL RESOLUTION & LOCK-OUT CALLS	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Total number of calls received	444	650	1759	2243
Number of first call resolutions	71	193	256	499
Number of lock-out calls	4	11	17	70

**IV. FINANCE**

CONTRACT/PROCUREMENT & DISBURSEMENT	October 2013	October 2012	YTD FY 2014	YTD FY 2013
Contracts Processed	8	10	35	45
Grants Processed	8	3	21	12
Purchase Orders Issued	176	241	740	873
Purchase Orders Paid	116	222	632	692
Payment Vouchers Paid	288	277	1079	1208
Checks Issued	227	298	994	1214
Electronic Fund Transfers Processed	46	26	146	111

**V. PUBLIC INFORMATION OFFICE (PIO)**

<b>MEDIA</b>	<b>October 2013</b>	<b>October 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Print articles	34	27	110	93
Broadcast stories	43	50	165	157

<b>COLLATERAL</b>	<b>October 2013</b>	<b>October 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Advertising/Print products	33	20	108	116

<b>COMMUNITY OUTREACH</b>	<b>October 2013</b>	<b>October 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Total volunteers	30	29	*	*
Volunteer hours	1,670	1,130	4,521	3,666**

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

\*\* YTD FY2013 total reflects corrected number of hours.

<b>SOCIAL MEDIA</b>	<b>October 2013</b>	<b>October 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
SNHD Facebook followers	712	548	712	548
Get Healthy Clark County Facebook followers	500	418	500	418
EZ2Stop Facebook followers	155	88	155	88
Use Condom Sense Facebook	1,116	0	1,116	0
EZ2Stop Twitter followers	238	153	238	153
SNHDflu Twitter followers	292	234	292	234
Get Healthy Clark County Twitter followers	126	91	126	91
SNHDinfo Twitter followers	697	475	697	475
TuSNHD Twitter followers	84	50	84	50
SNHD YouTube video views	28,597	12,629	302,174	31,556
Use Condom Sense YouTube	257	0	257	0

Note: Twitter and Facebook follower numbers are not cumulative.

A. Website

Table 1 Southern Nevada Health District Web Page Views

