

# Memorandum

**Date:** January 8, 2014

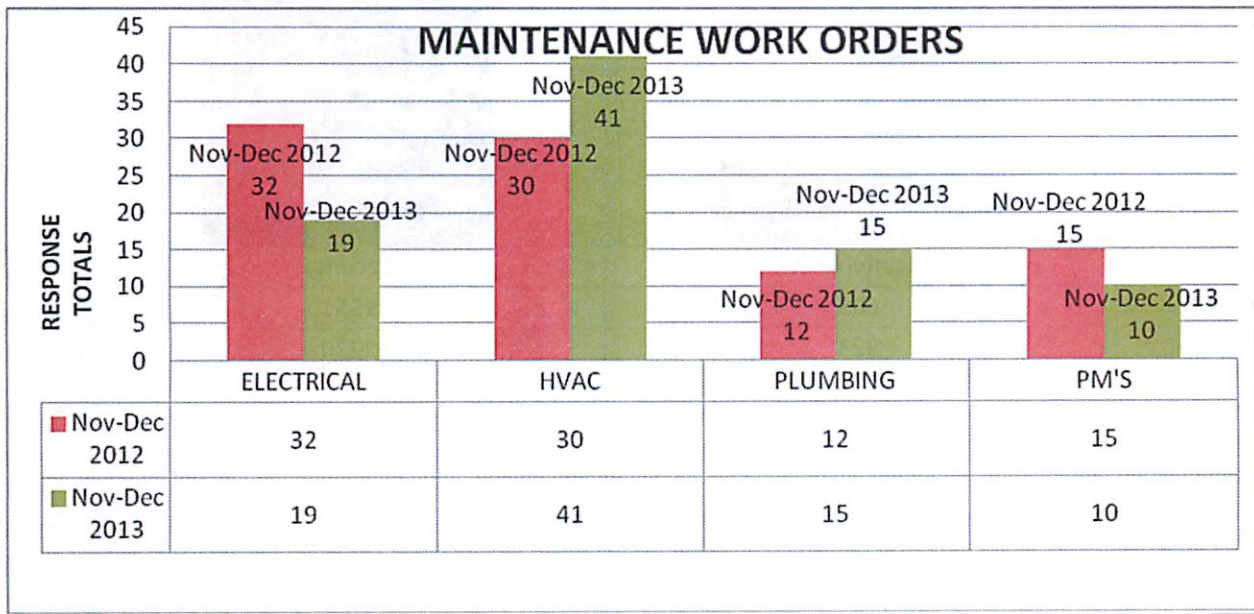
**To:** Southern Nevada District Board of Health

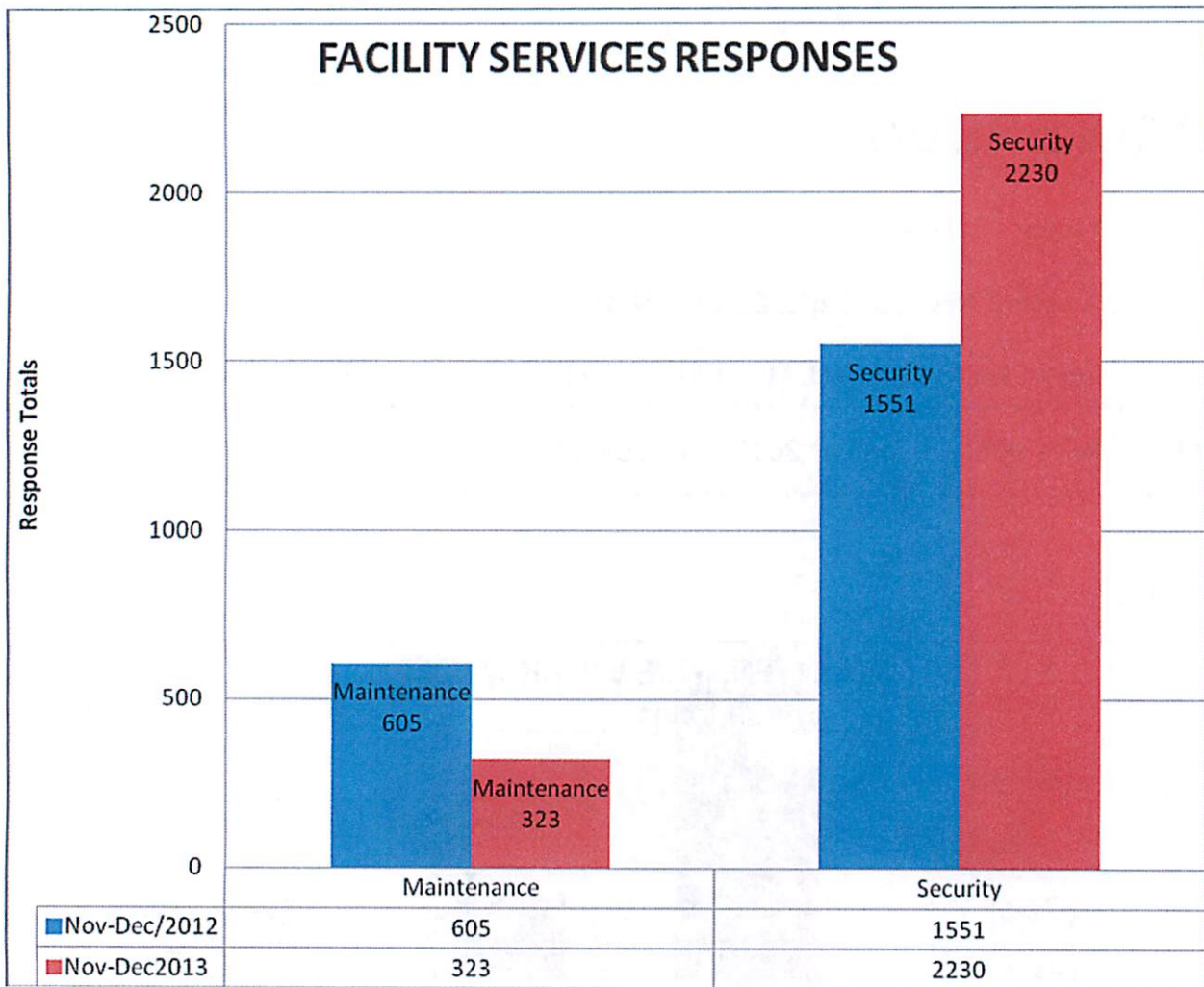
**From:** Joseph Iser, MD, DrPH, MSc, *Chief Health Officer*

*Joseph Iser*

**Subject:** November-December 2013 Administration Monthly Activity Report

## I. FACILITIES





**II. HUMAN RESOURCES**

<b>RECRUITING</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Recruitments Opened	6	22	31	69
Recruitments Closed	10	25	28	50
Offer Letters Submitted	7	24	25	68
New / Revised Class Specifications	0	9	5	10

<b>PAYROLL</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
New Hires Processed	5	20	22	35
Evaluations Processed	111	68	295	199

<b>HR TRAINING</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Limited English Proficiency (On Line)	4	17	132	77
Harassment/Diversity (On Line)	3	44	135	118
Other Training	186	23	445	50
Other Training (HIPAA)	0	0	126	0

<b>LABOR RELATIONS</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Separations Processed	10	11	30	37
Separation Rate	.00%	6.6%	.09%	n/a
Grievances	0	0	5	2
New Disciplinary Appeals	0	5	0	9
Notices of either an EEOC/NERC/OSHA / CIVIL complaint filing	3	0	3	2



**III. INFORMATION TECHNOLOGY**

SERVICE REQUESTS	Nov-Dec 2013	Nov-Dec 2012	YTD FY 2014	YTD FY 2013
Service Requests Completed	1035	1170	2792	3354
Service Requests Opened	760	1153	2468	3385
Service Requests Open Over 30 Days	162	103	440	237

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	Nov-Dec 2013	Nov-Dec 2012	YTD FY 2014	YTD FY 2013
Total System	99.94%	99.65%	99.39%	99.80%

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	Nov-Dec 2013	Nov-Dec 2012	YTD FY 2014	YTD FY 2013
Administration	239	340	735	944
Community Health	113	143	420	446
Environmental Health	153	333	560	891
Nursing	230	350	779	1128

FIRST CALL RESOLUTION & LOCK-OUT CALLS	Nov-Dec 2013	Nov-Dec 2012	YTD FY 2014	YTD FY 2013
Total number of calls received	760	1153	2519	3396
Number of first call resolutions	120	317	376	816
Number of lock-out calls	2	13	17	87

**IV. FINANCE**

CONTRACT/PROCUREMENT & DISBURSEMENT	Nov-Dec 2013	Nov-Dec 2012	YTD FY 2014	YTD FY 2013
Contracts Processed	19/13	11/7	54/67	56/63
Grants Processed	0/1	2/4	21/22	14/18
Purchase Orders Issued	139/135	192/188	879/1014	1065/1253
Purchase Orders Paid	175/158	190/195	807/965	882/1077
Payment Vouchers Paid	228/207	235/277	1307/1514	1443/1720
Checks Issued	212/186	248/343	1206/1392	1462/1805
Electronic Fund Transfers Processed	51/63	28/39	197/260	139/178

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

<b>MEDIA</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Print articles	27/19	27/22	156	142
Broadcast stories	42/34	22/38	241	196

<b>COLLATERAL</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Advertising/Print products	34/36	35 (total)	178	151

<b>COMMUNITY OUTREACH</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Total volunteers	27/27	29/34	*	*
Volunteer hours	1527/1347	1184/1040	7395	5890

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

<b>SOCIAL MEDIA</b>	<b>Nov-Dec 2013</b>	<b>Nov-Dec 2012</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
SNHD Facebook followers	723/731	553/553	723/731	553/553
Get Healthy Clark County Facebook followers	506/506	422/424	506/506	422/424
EZ2Stop Facebook followers	158/161	97/102	158/161	97/102
Use Condom Sense Facebook	1140/1194	0/0	1140/1194	0/0
EZ2Stop Twitter followers	245/253	155/159	245/253	155/159
SNHDflu Twitter followers	304/311	240/243	304/311	240/243
Get Healthy Clark County Twitter followers	129/130	91/91	129/130	91/91
SNHDinfo Twitter followers	712/723	491/502	712/723	491/502
TuSNHD Twitter followers	85/85	50/53	85/85	50/53
SNHD YouTube video views	27,664/ 25,880	21,763/ 44,960	27,664/ 25,880	21,763/ 44,960
Use Condom Sense YouTube	380/614	0/0	380/614	0/0

Note: Twitter and Facebook follower numbers are not cumulative.



A. Website

Table 1 Southern Nevada Health District Web Page Views

