

Memorandum

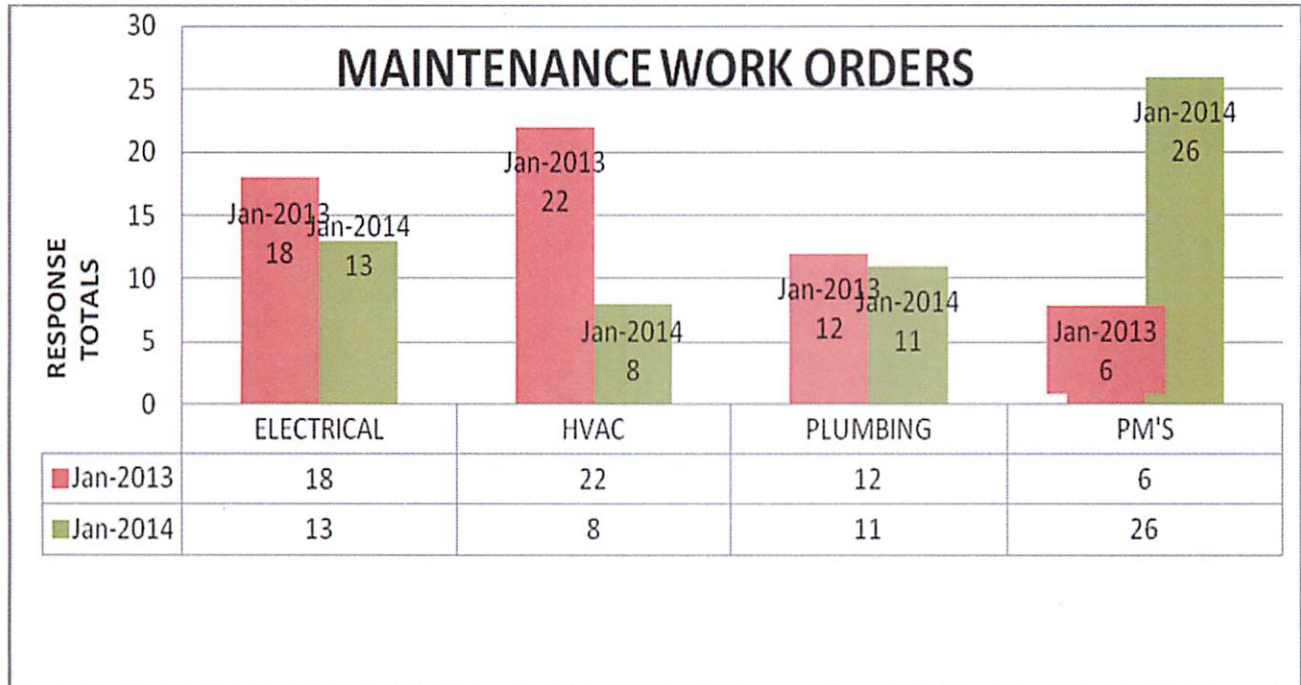
DATE: February 27, 2014

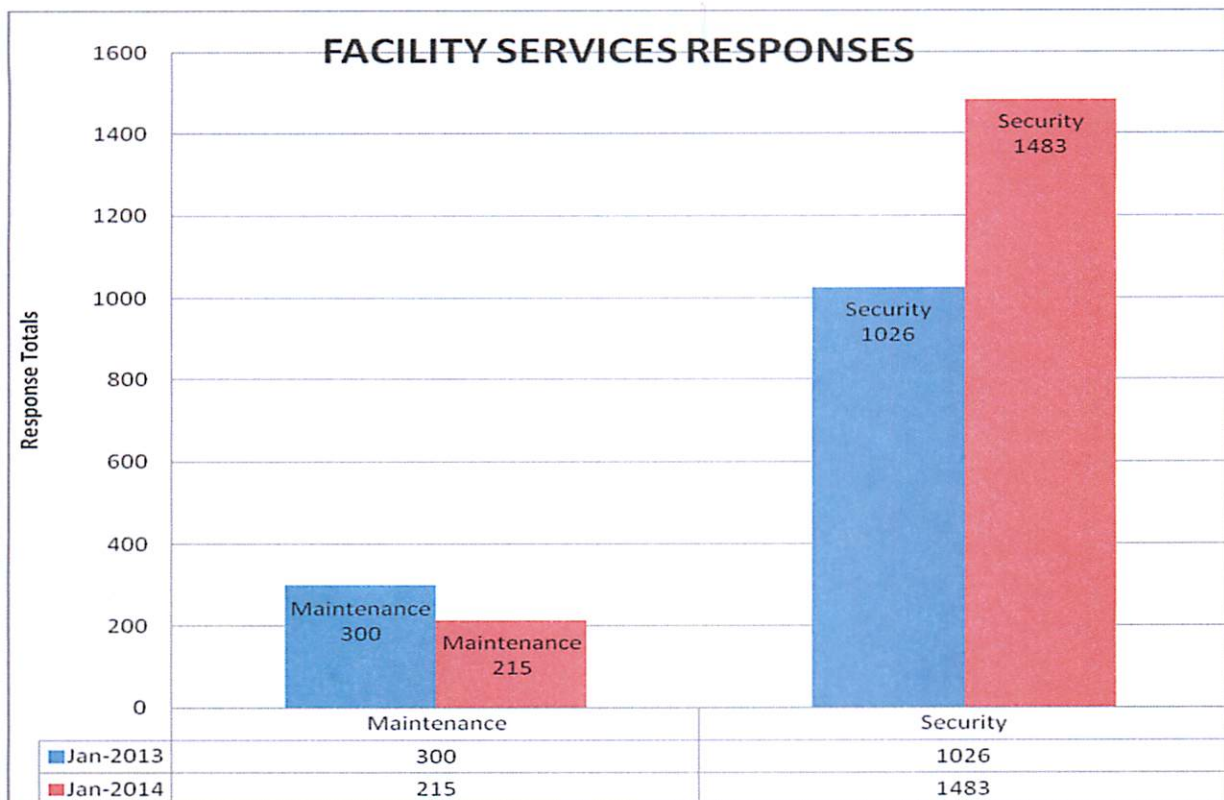
TO: Southern Nevada District Board of Health

FROM: Andrew J. Glass, FACHE, MS, Director of Administration
Joseph Iser, MD, DrPH, MSc, Chief Health Officer

SUBJECT: January 2014 Administration Monthly Activity Report

I. FACILITIES





II. HUMAN RESOURCES

RECRUITING	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Recruitments Opened	2	22	33	91
Recruitments Closed	4	13	32	63
Offer Letters Submitted	2	14	27	82
New / Revised Class Specifications	0	10	5	20

PAYROLL	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
New Hires Processed	2	3	24	38
Evaluations Processed	28	8	323	229

HR TRAINING	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Limited English Proficiency (On Line)	322	38	454	115
Harassment/Diversity (On Line)	322	38	457	156
Other Training	0	0	445	50
Other Training (HIPAA)	322	0	448	0

LABOR RELATIONS	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Separations Processed	3	8	33	45
Separation Rate	.00%	6.6%	.09%	n/a
Grievances	1	0	6	2
New Disciplinary Appeals	0	3	0	12
Notices of either an EEOC/NERC/ OSHA/CIVIL complaint filing	0	0	3	2

III. INFORMATION TECHNOLOGY

SERVICE REQUESTS	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Service Requests Completed	398	587	3190	3941
Service Requests Opened	432	619	2910	4004
Service Requests Open Over 30 Days	80	52	520	289

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Total System	99.92%	100.0%	99.65	99.90

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Administration	109	154	735	944
Community Health	65	108	420	446
Environmental Health	110	131	560	891
Nursing	114	226	779	1128

FIRST CALL RESOLUTION & LOCK-OUT CALLS	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Total number of calls received	432	619	2961	4015
Number of first call resolutions	52	140	428	956
Number of lock-out calls	0	12	17	99

IV. FINANCE

CONTRACT/PROCUREMENT & DISBURSEMENT	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Contracts Processed	10	11	77	74
Grants Processed	2	4	24	22
Purchase Orders Issued	144	215	1158	1468
Purchase Orders Paid	135	140	1100	1217
Payment Vouchers Paid	282	256	1796	1976
Checks Issued	221	275	1613	2080
Electronic Fund Transfers Processed	81	50	341	228

V. PUBLIC INFORMATION OFFICE (PIO)

MEDIA	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Print articles	35	24	191	166
Broadcast stories	35	31	276	227

COLLATERAL	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Advertising/Print products	28	27	206	178

COMMUNITY OUTREACH	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
Total volunteers	18	31	*	*
Volunteer hours	1280	1295	8,675	7185

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

SOCIAL MEDIA	JAN 2014	JAN 2013	YTD FY 2014	YTD FY 2013
SNHD Facebook followers	743	570	743	570
Get Healthy Clark County Facebook followers	510	431	510	431
EZ2Stop Facebook followers	163	105	163	105
Use Condom Sense Facebook	1,243	0	1,243	0
EZ2Stop Twitter followers	263	171	263	171
SNHDflu Twitter followers	321	252	321	252
Get Healthy Clark County Twitter followers	141	95	141	95
SNHDinfo Twitter followers	734	527	734	527
TuSNHD Twitter followers	84	60	84	60
SNHD YouTube video views	25,997	71,940	381,715	170,219
Use Condom Sense YouTube	413	0/0	380/614	1,664

Note: Twitter and Facebook follower numbers are not cumulative.

A. Website

