

Memorandum

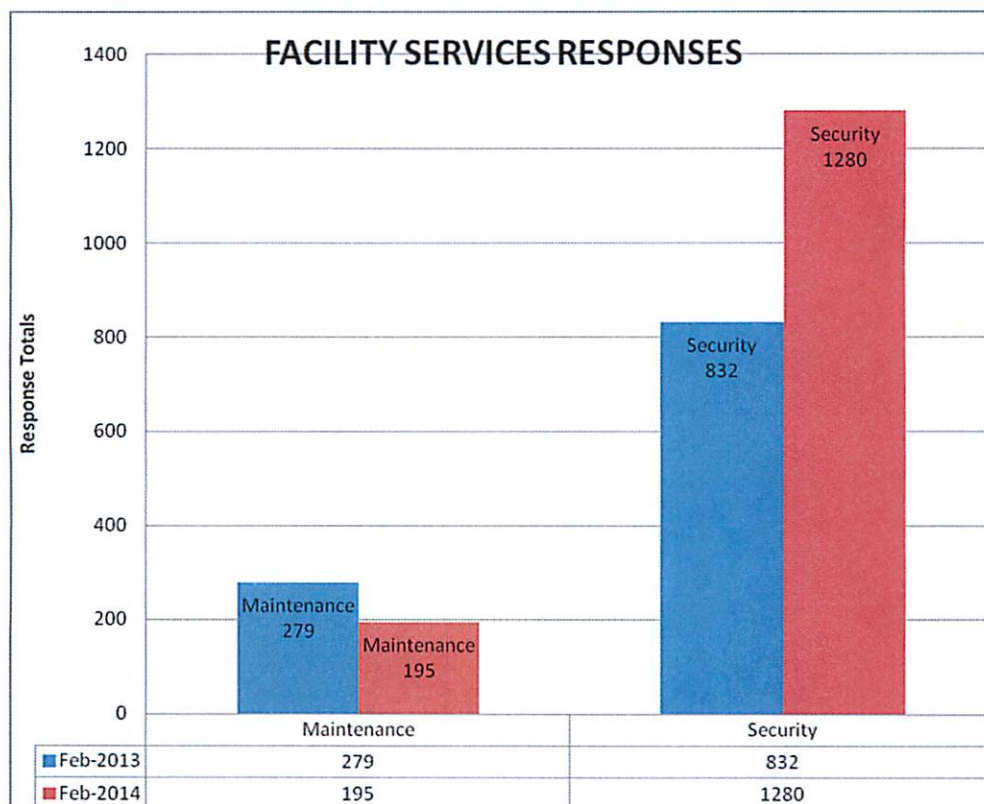
DATE: March 27, 2014

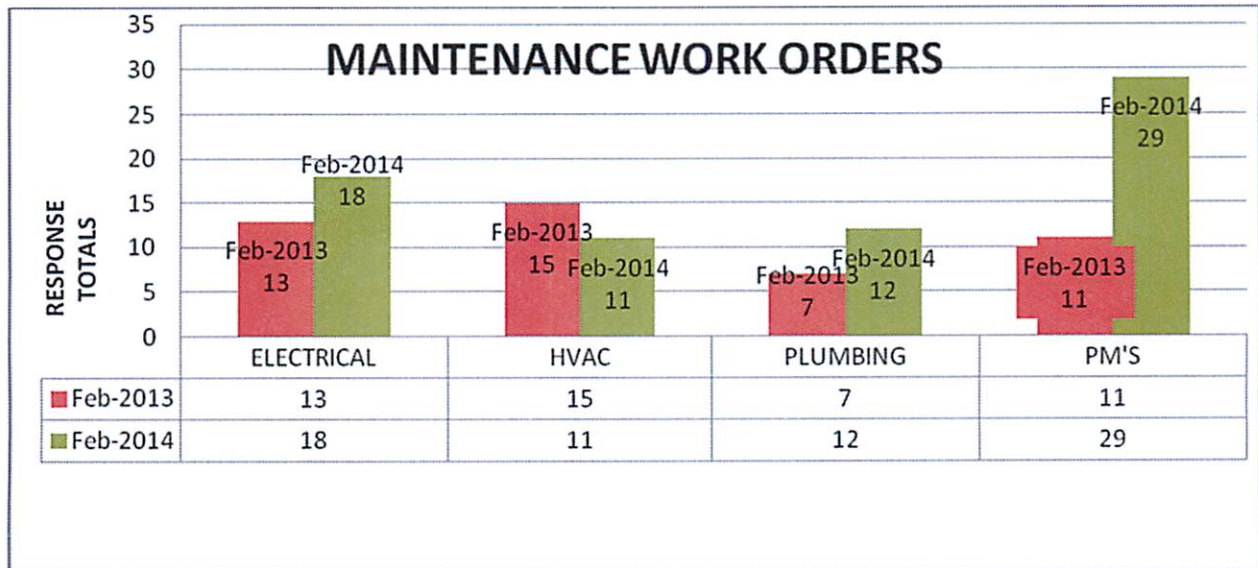
TO: Southern Nevada District Board of Health

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

SUBJECT: February 2014 Administration Monthly Activity Report

I. FACILITIES





II. HUMAN RESOURCES

RECRUITING	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Recruitments Opened	4	11	37	102
Recruitments Closed	1	4	33	67
Offer Letters Submitted	1	8	28	90
New / Revised Class Specifications	5	9	10	29

PAYROLL	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
New Hires Processed	3	4	27	42
Evaluations Processed	25	30	348	259

HR TRAINING	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Limited English Proficiency (On Line)	67	35	521	150
Harassment/Diversity (On Line)	67	35	524	191
Other Training	12	0	457	50
Other Training (HIPAA)	67	0	515	0

LABOR RELATIONS	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Separations Processed	4	5	37	50
Separation Rate	.00%	6.5%	.10%	n/a
Grievances	0	0	6	2
New Disciplinary Appeals	0	0	0	12
Notices of either an EEOC/NERC/OSHA/ CIVIL complaint filing	0	0	3	2

III. INFORMATION TECHNOLOGY

SERVICE REQUESTS	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Service Requests Completed	466	448	3656	4389
Service Requests Opened	419	430	3329	4434
Service Requests Open Over 30 Days	78	30	598	319

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Total System	99.98	100.0%	99.81	99.95

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Administration	138	154	735	944
Community Health	57	108	420	446
Environmental Health	128	131	560	891
Nursing	143	226	779	1128

FIRST CALL RESOLUTION & LOCK-OUT CALLS	Feb 2014	Feb 2013	YTD FY 2014	YTD FY 2013
Total number of calls received	419	430	3380	4445
Number of first call resolutions	42	72	470	1028
Number of lock-out calls	0	9	17	108

IV. FINANCE

CONTRACT/PROCUREMENT & DISBURSEMENT	February 2014	February 2013	YTD FY 2014	YTD FY 2013
Contracts Processed	16	2	93	76
Grants Processed	6	0	30	22
Purchase Orders Issued	134	217	1292	1685
Purchase Orders Paid	135	205	1235	1422
Payment Vouchers Paid	248	295	2044	2271
Checks Issued	217	305	1830	2385
Electronic Fund Transfers Processed	61	27	402	255

V. PUBLIC INFORMATION OFFICE (PIO)

MEDIA	Feb 14	Feb 13	YTD FY 2014	YTD FY 2013
Print articles	22	16	191	166
Broadcast stories	24	18	276	227

COLLATERAL	Feb 14	Feb 13	YTD FY 2014	YTD FY 2013
Advertising/Print products	24	23	206	178

COMMUNITY OUTREACH	Feb 14	Feb 13	YTD FY 2014	YTD FY 2013
Total volunteers	17	26	*	*
Volunteer hours	1,006	1344	9,681	7185

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

SOCIAL MEDIA	Feb 14	Feb 13	YTD FY 2014	YTD FY 2013
SNHD Facebook followers	759	578	743	578
Get Healthy Clark County Facebook followers	519	438	510	438
EZ2Stop Facebook followers	169	110	163	110
Use Condom Sense Facebook	1,328	0	1,243	0
EZ2Stop Twitter followers	271	181	263	181
SNHDflu Twitter followers	332	253	321	253
Get Healthy Clark	147	95	141	95

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County Twitter followers				
SNHDinfo Twitter followers	332	545	734	545
TuSNHD Twitter followers	86	59	84	59
UseCondomSense Twitter	208	0	208	0
SNHD YouTube video views	25,094	66,678	406,809	236,897
Use Condom Sense YouTube	464	0	2,128	0

Note: Twitter and Facebook follower numbers are not cumulative.

A. Website

