

# Memorandum

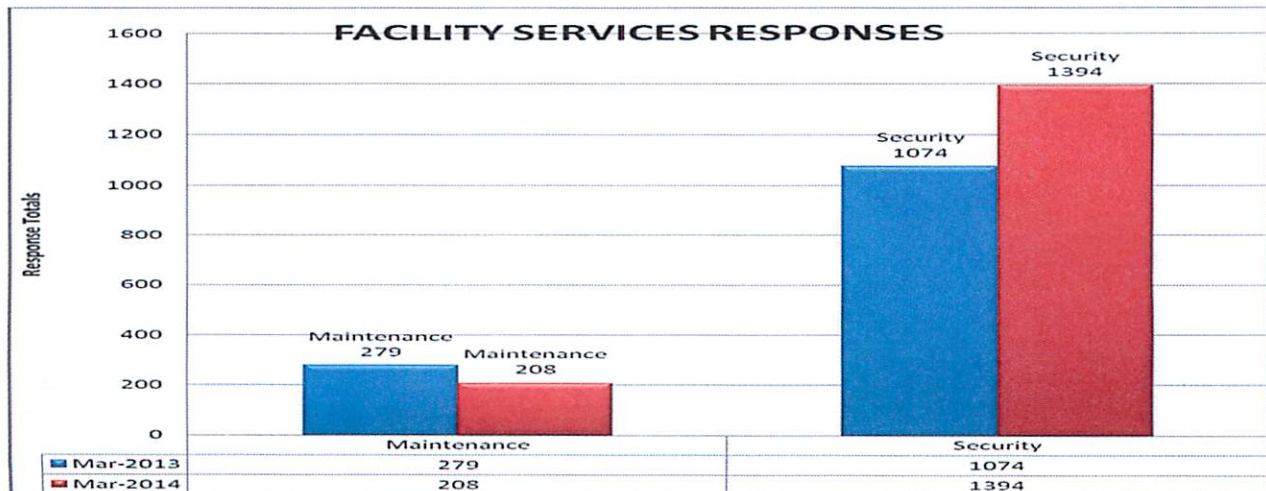
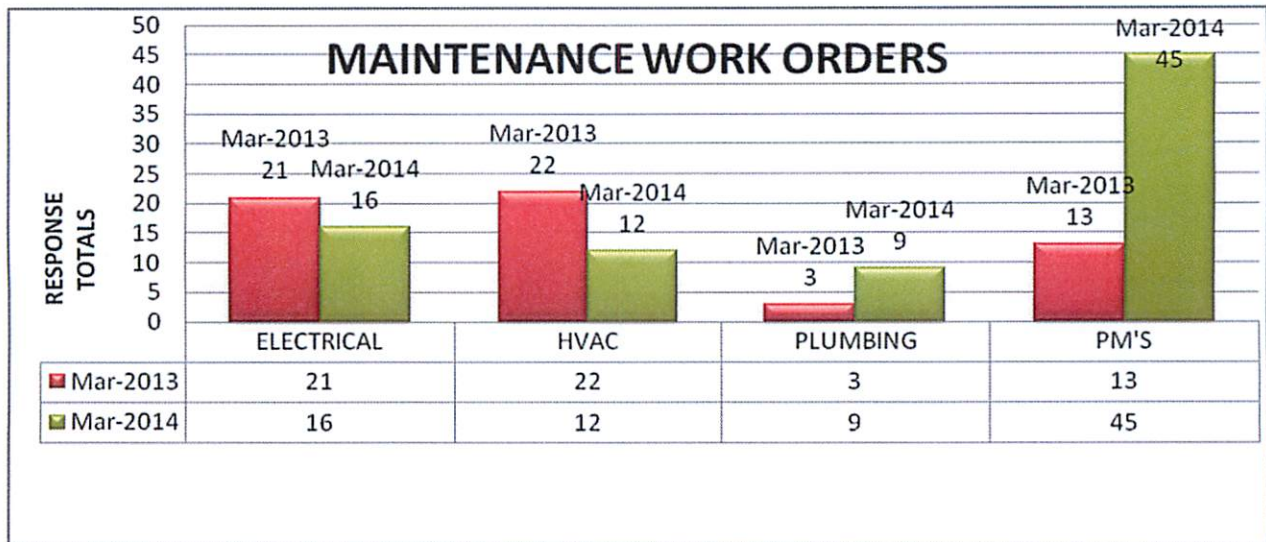
DATE: April 28, 2014

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: March 2014 Administration Monthly Activity Report

## I. FACILITIES



**II. HUMAN RESOURCES**

<b>RECRUITING</b>	<b>MARCH 2014</b>	<b>MARCH 2014</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Recruitments Opened	4	10	41	112
Recruitments Closed	1	15	34	82
Offer Letters Submitted	1	36	29	126
New / Revised Class Specifications	0	3	10	32

<b>PAYROLL</b>	<b>MARCH 2014</b>	<b>MARCH 2014</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
New Hires Processed	2	1	29	43
Evaluations Processed	29	55	377	314

<b>HR TRAINING</b>	<b>MARCH 2014</b>	<b>MARCH 2014</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Limited English Proficiency (On Line)	34	50	555	200
Harassment/Diversity (On Line)	34	50	558	241
Other Training	0	0	457	50
Other Training (HIPAA)	34	0	549	0

<b>LABOR RELATIONS</b>	<b>MARCH 2014</b>	<b>MARCH 2014</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Separations Processed	4	4	41	54
Separation Rate	.00%	6.0%	.10%	n/a
Grievances	0	1	6	3
New Disciplinary Appeals	0	0	0	12
Notices of either an EEOC/NERC/ OSHA/CIVIL complaint filing	1	0	4	2

**III. INFORMATION TECHNOLOGY**

<b>SERVICE REQUESTS</b>	<b>MARCH 2014</b>	<b>MARCH 2014</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Service Requests Completed	546	430	4202	4819
Service Requests Opened	554	459	3883	4893
Service Requests Open Over 30 Days	60	54	658	373

<b>INFORMATION SERVICES SYSTEM AVAILABILITY 24/7</b>	<b>MARCH 2014</b>	<b>MARCH 2014</b>	<b>YTD FY 2014</b>	<b>YTD FY 2013</b>
Total System	99.95	96.9%	99.88	98.42

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
Administration	139	154	735	944
Community Health	75	108	420	446
Environmental Health	167	131	560	891
Nursing	165	226	779	1128

FIRST CALL RESOLUTION & LOCK-OUT CALLS	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
Total number of calls received	554	459	3934	4904
Number of first call resolutions	84	72	554	1100
Number of lock-out calls	0	7	17	115

**IV. FINANCE**

CONTRACT/PROCUREMENT & DISBURSEMENT	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
Contracts Processed	22	4	115	80
Grants Processed	5	1	35	23
Purchase Orders Issued	137	172	1429	1857
Purchase Orders Paid	133	286	1368	1708
Payment Vouchers Paid	234	319	2278	2590
Checks Issued	175	358	2005	2743
Electronic Fund Transfers Processed	72	32	474	287

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

MEDIA	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
Print articles	16	26	207	;192
Broadcast stories	32	21	308	248

COLLATERAL	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
Advertising/Print products	39	26	245	204

COMMUNITY OUTREACH	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
Total volunteers	18	32	*	*
Volunteer hours	1011	1370	12,229	10,577

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

SOCIAL MEDIA	MARCH 2014	MARCH 2014	YTD FY 2014	YTD FY 2013
SNHD Facebook followers	777	596	777	596
Get Healthy Clark County Facebook followers	528	448	528	448
EZ2Stop Facebook followers	176	120	176	120
Use Condom Sense Facebook	1,409	0	1,409	0
EZ2Stop Twitter followers	277	187	277	187
SNHDflu Twitter followers	352	259	352	259
Get Healthy Clark County Twitter followers	149	99	149	99
SNHDinfo Twitter followers	800	558	800	558
TuSNHD Twitter followers	93	64	93	64
UseCondomSense Twitter	219	0	219	0
SNHD YouTube video views	25,378	117,397	432,187	354,294
Use Condom Sense YouTube	299	0	2,427	0

Note: Twitter and Facebook follower numbers are not cumulative.

**A. Website**

