

Memorandum

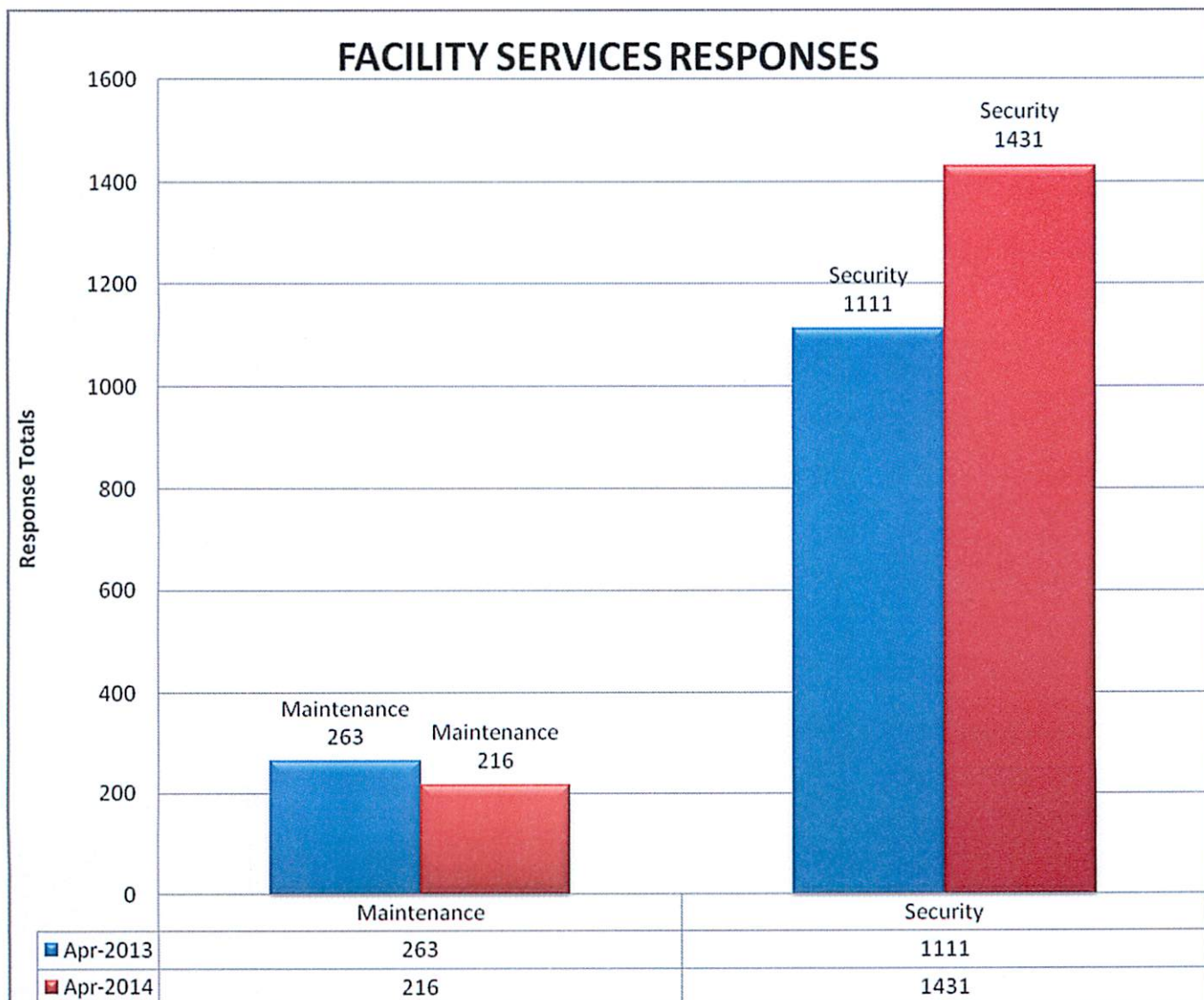
DATE: May 22, 2014

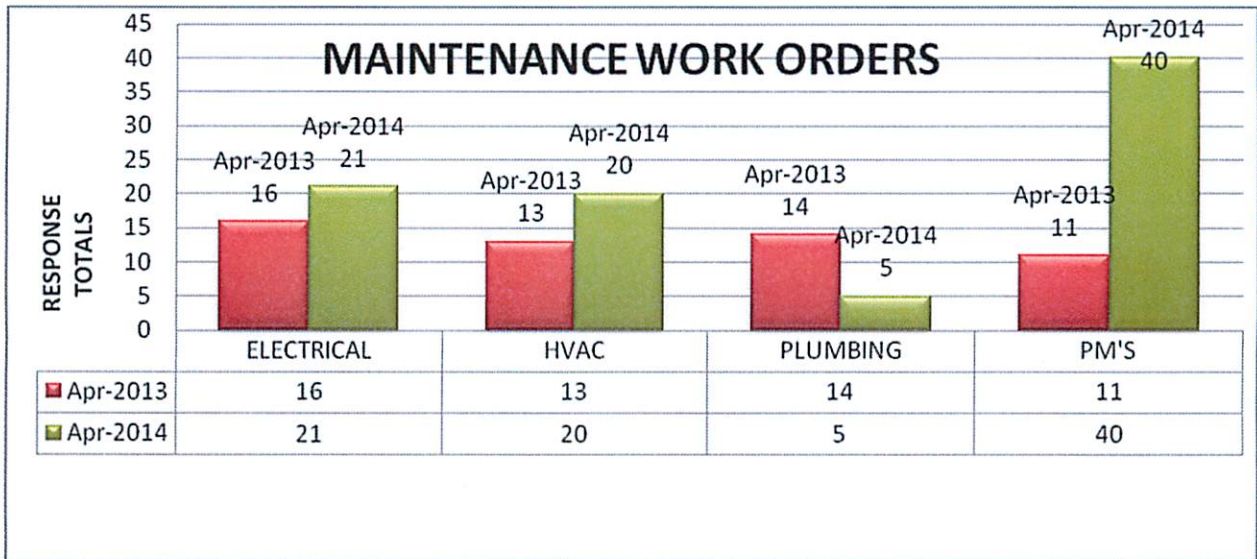
TO: Southern Nevada District Board of Health

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

SUBJECT: April 2014 Administration Monthly Activity Report

I. FACILITIES





II. HUMAN RESOURCES

RECRUITING	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Recruitments Opened	4	9	45	121
Recruitments Closed	4	17	38	99
Offer Letters Submitted	4	19	33	145
New / Revised Class Specifications	0	7	10	39

PAYROLL	April 2014	April 2013	YTD FY 2014	YTD FY 2013
New Hires Processed	1	14	30	57
Evaluations Processed	25	53	402	367

HR TRAINING	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Limited English Proficiency (On Line)	26	53	581	253
Harassment/Diversity (On Line)	26	180	584	421
Other Training	15	0	472	50
Other Training (HIPAA)	26	0	575	0

LABOR RELATIONS	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Separations Processed	6	4	47	58
Separation Rate	.00%	5.5%	.10%	n/a
Grievances	0	1	6	4
New Disciplinary Appeals	0	0	0	12
Notices of either an EEOC/NERC/OSHA/CIVIL complaint filing	0	0	4	2

III. INFORMATION TECHNOLOGY

SERVICE REQUESTS	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Service Requests Completed	642	492	4844	5311
Service Requests Opened	614	481	4497	5374
Service Requests Open Over 30 Days	36	54	694	427

INFORMATION SERVICES SYSTEM AVAILABILITY 24/7	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Total System	99.98	96.9	99.93	97.66

TOTAL MONTHLY WORK ORDERS BY DEPARTMENT	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Administration	155	160	735	944
Community Health	137	76	420	446
Environmental Health	171	113	560	891
Nursing	179	143	779	1128

FIRST CALL RESOLUTION & LOCK- OUT CALLS	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Total number of calls received	614	481	4548	5385
Number of first call resolutions	104	67	658	1167
Number of lock-out calls	4	6	21	121

IV. FINANCE

CONTRACT/PROCUREMENT & DISBURSEMENT	April 2014	April 2013	YTD FY 2014	YTD FY 2013
Contracts Processed	16	15	131	95
Grants Processed	5	1	40	24
Purchase Orders Issued	153	240	1582	2097
Purchase Orders Paid	124	120	1492	1828
Payment Vouchers Paid	221	340	2499	2930
Checks Issued	171	274	2176	3017
Electronic Fund Transfers Processed	65	25	539	312

V. PUBLIC INFORMATION OFFICE (PIO)

MEDIA	April 14	April 13	YTD FY 2014	YTD FY 2013
Print articles	31	35	238	227
Broadcast stories	38	73	346	321

COLLATERAL	April 14	April 13	YTD FY 2014	YTD FY 2013
Advertising/Print products	49	26	294	230

COMMUNITY OUTREACH	April 14	April 13	YTD FY 2014	YTD FY 2013
Total volunteers	20	32	*	*
Volunteer hours	1,387	1,427	13,616	12,004

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

SOCIAL MEDIA	April 14	April 13	YTD FY 2014	YTD FY 2013
SNHD Facebook likes	811	613	811	613
Get Healthy Clark County Facebook likes	538	451	538	451
EZ2Stop Facebook likes	184	127	184	127
Use Condom Sense Facebook likes	1,460	0	1,460	0
EZ2Stop Twitter followers	289	204	289	204
SNHDflu Twitter followers	361	269	361	269
Get Healthy Clark County Twitter followers	149	99	149	99
SNHDinfo Twitter followers	825	585	825	585
TuSNHD Twitter followers	96	66	96	66
UseCondomSense Twitter	245	0	245	0
SNHD YouTube video views	28,160	140,470	460,347	494,764
Use Condom Sense YouTube	*	0	*	0

Note: Twitter and Facebook follower numbers are not cumulative.
*April 2014 CondomSense YouTube data not available.

