



# Memorandum

Date: April 28, 2016

To: Southern Nevada District Board of Health

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

RE: Administration Division Monthly Report – March 2016

## ADMINISTRATION Facilities - Fiscal Year Data

Total Monthly Work Orders by Department	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
Maintenance responses	183	259	↑	1714	1629	↓
Electrical Work Orders	16	13	↓	94	126	↑
HVAC Work Orders	18	8	↓	57	136	↑
Plumbing Work Orders	8	7	↓	54	58	↑
Preventive Maintenance	30	8	↓	182	257	↑
Security responses	585	401	↓	6796	5793	↓

## ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
Contracts Processed	16	33	↑	140	244	↑
Grants Processed	5	10	↑	44	54	↑
Purchase Orders Issued	197	191	↓	1256	1309	↑
Invoices Paid	520	737	↑	3615	5364	↑
Checks Issued	213	206	↓	1589	1882	↑
Electronic Fund Transfers Processed	95	172	↑	704	1219	↑

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Mar 2015	Mar 2016		FY15	FY16	
Service Requests Completed	473	355	↓	3718	2967	↓
Service Requests Opened	469	347	↓	5071	2999	↓
Service Requests Open over 30 days	39	77	↑	388	455	↑

Information Services System Availability 24/7	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
Total System	99.89	98.66	↓	99.89	99.42	↓

Total Monthly Work Orders by Department	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
Administration	112	99	↓	1005	834	↓
Community Health	74	84	↑	596	639	↑
Environmental Health	104	58	↓	928	607	↓
Nursing	183	114	↓	1259	898	↓

First Call Resolution & Lock-Out Calls	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
Total number of calls received	469	347	↓	4080	2999	↓
Number of first call resolutions	126	34	↓	997	238	↓
Number of Lock-out calls	1	0	↓	58	16	↓

#### ADMINISTRATION Public Information Office - Fiscal Year Data

Media, Collateral and Community Outreach Services	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
Media - Print Articles	22	37	↑	177	156	↓
Media - Broadcast stories	13	37	↑	233	181	↓
Collateral - Advertising/Print Products	19	16	↓	162	183	↑
Community Outreach - Total Volunteers <sup>1</sup>	18	24	↑			
Community Outreach - Volunteer Hours	1,159	1,233	↑	10,479	9,603	↓

<sup>1</sup>Total volunteer numbers fluctuate from month to month and are not cumulative

Social Media Services	Mar 2015	Mar 2016		YTD FY15	YTD FY16	
*Facebook SNHD	1,962	3,425	↑	1,962	3,425	↑
*Facebook Henderson PHC	562	1,474	↑	562	1,474	↑
*Facebook Mesquite PHC	217	448	↑	217	448	↑
*Facebook Get Healthy Clark County	988	2,761	↑	988	2,761	↑
*Facebook EZ2Stop	344	1,808	↑	344	1,808	↑
*Facebook THNK/Use Condom Sense	5,673	6,289	↑	5,673	6,289	↑
*Facebook SNHD THNK Project (NEW)	-	14		-	14	
*Twitter EZ2Stop	344	383	↑	344	383	↑
*Twitter SNHDFlu	512	652	↑	512	652	↑
*Twitter Get Healthy CC	220	277	↑	220	277	↑
*Twitter SNHDinfo	1,190	1,700	↑	1,190	1,700	↑
*Twitter TuSNHD	149	183	↑	149	183	↑

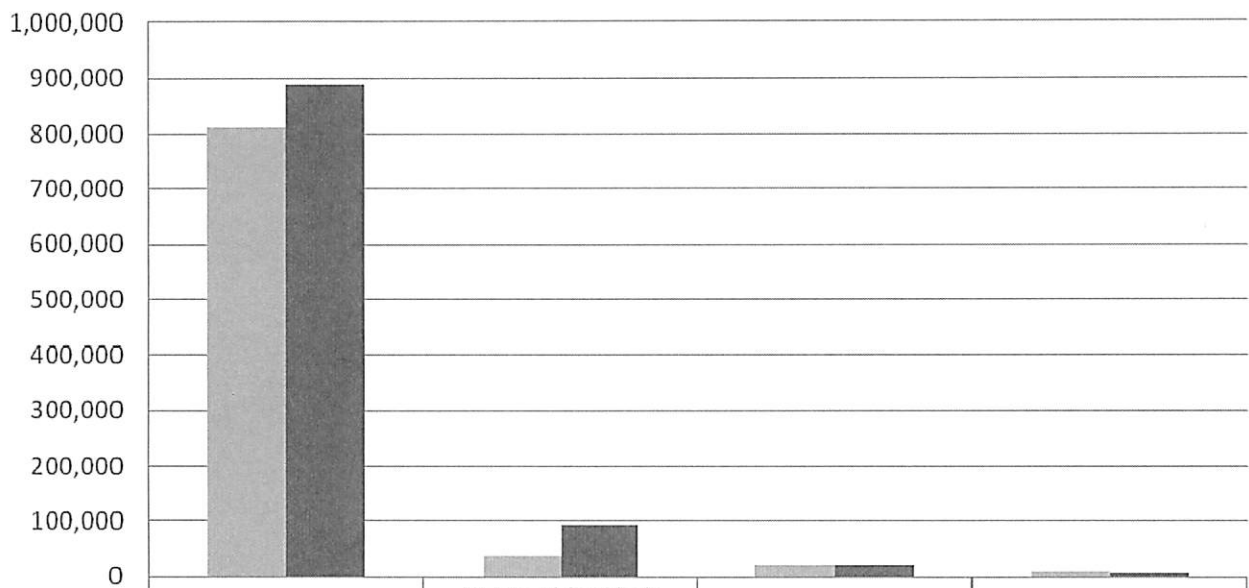
April 28, 2016

**\*Twitter THNK/Use Condom Sense****\*Twitter SoNVTraumaSyst****YouTube SNHD****YouTube THNK/Use Condom Sense**

414	538	↑	414	538	↑
18	48	↑	18	48	↑
184,771	85,871	↓	624,086	2,687,561	↓
194	128	↓	1,787	1,579	↓

\*Twitter and Facebook numbers are not cumulative

## Monthly Website Page Views



	SNHD	Get Healthy Clark County	Viva Saludable	Use Condom Sense
■ March 2015	811,616	37,705	22,300	11,014
■ March 2016	888,968	92,207	21,465	7,860

**PAYROLL REPORT**

**MARCH 12, 2016, TO MARCH 25, 2016**

CLINICAL SERVICES - NURSING (0100)	\$308,779.07
ENVIRONMENTAL HEALTH (0200)	\$375,775.25
LABORATORY (0400)	\$49,354.39
COMMUNITY HEALTH SERVICES (0600)	\$228,844.64
ADMINISTRATION (0900)	<u>\$278,897.18</u>
<b>TOTAL</b>	<b><u><u>\$1,241,650.53</u></u></b>

APPROVED BY:



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CHIEF HEALTH OFFICER OR  
DIRECTOR ADMINISTRATIVE SERVICES

## OVERTIME HOURS & AMOUNTS

From 03/12/2016 to 03/25/2016

### Administrative Services

Employee	Hours	Amount
Cardona, Anthony C	0.50	\$19.02
Chamberlain, Robert C	34.50	\$1,096.07
Good, Jeffrey A.	1.50	\$51.50
Gray, Mable	24.00	\$824.04
Hasselbauer, Forrest L	17.50	\$815.85
Hoskinson, Manuel J	8.00	\$241.56
Johnson, Jeffrey	13.00	\$446.36
Johnson, Lance V	1.75	\$60.06
McMahan, Claude R	7.00	\$380.73
Mixer, Kenneth	36.50	\$1,701.63
Mostafa, Tammy J	19.00	\$589.10
Neszmery, Michael	10.00	\$466.20
Palmer, Michael J	7.00	\$266.28
Ruiz, George	1.50	\$48.96
Stevens, Michael P	26.00	\$826.03
Vega, Leonardo	19.00	\$885.78
	<hr/> 226.75	<hr/> \$8,719.17

### Community Health Services

Employee	Hours	Amount
Constantin, Melissa	5.50	\$243.79
Filler-Maietta, Cherie L	6.00	\$343.44
Harding, Victoria B	0.00	\$0.00
King, Micah N	16.25	\$633.75
Montgomery, Joshua Michael	0.50	\$17.60
	<hr/> 28.25	<hr/> \$1,238.58

### So NV Public Health Lab

Employee	Hours	Amount
Abitria, Vincent Ralph	10.50	\$601.02
Landin, Susanne T	4.75	\$278.73
Young, Angela K	6.00	\$352.08
	<hr/> 21.25	<hr/> \$1,231.83

## OVERTIME HOURS & AMOUNTS

From 03/12/2016 to 03/25/2016

### Nursing Division

Employee	Hours	Amount
Cenabre, Maria T	0.50	\$19.02
Gonzales, Virtudes	0.50	\$28.62
Woods, Rosanna	0.50	\$22.16
	<hr/> 1.50	<hr/> \$69.80

### Environmental Health Division

Employee	Hours	Amount
Banales, Jason	2.00	\$72.30
Brounstein, Jodi	5.25	\$285.55
Knowles, Mikki M	9.50	\$343.43
Martucci, Graciela I	2.25	\$119.17
Piar, Diane M	2.50	\$88.01
Sharif, Rabea	1.50	\$52.81
Sheffer, Thanh V	6.00	\$216.90
	<hr/> 29.00	<hr/> \$1,178.17

<b>Grand Total</b>	<hr/> <b>306.75</b>	<hr/> <b>\$12,437.55</b>
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## COMP TIME TAKEN

From 03/12/2016 to 03/25/2016

### Administrative Services

Employee	Hours	Amount
Bonnett, Todd	4.00	\$169.12
Boudreaux, Murphy J	8.25	\$291.31
Vega, Leonardo	5.00	\$155.40
	<hr/> 17.25	<hr/> \$615.83

### Community Health Services

Employee	Hours	Amount
Beckwith, Patricia	4.00	\$160.60
Bulloch-Khayat, Mary D	4.00	\$112.36
Earney, Rayleen D	0.50	\$18.13
Qiu-Shultz, Zuwen	0.25	\$9.54
Tawatao, Judith D	24.00	\$656.64
	<hr/> 32.75	<hr/> \$957.27

### So NV Public Health Lab

Employee	Hours	Amount
	<hr/> 0.00	<hr/> \$0.00

### Nursing Division

Employee	Hours	Amount
Castillo, Jocelyn	0.75	\$28.62
Goodspeed, Anita	3.50	\$93.38
Lionetti, Yamileth L.	3.00	\$126.84
	<hr/> 7.25	<hr/> \$248.84

## COMP TIME TAKEN

From 03/12/2016 to 03/25/2016

### Environmental Health Div

Employee	Hours	Amount
Baldwin, Tanja	1.00	\$33.58
Billings, Jacob T	24.00	\$656.64
De Haan, Christian M	2.00	\$53.36
Garman, Meredith	2.75	\$87.70
Johnson, Jennifer S	4.00	\$109.44
Lin, Christine	16.75	\$607.36
Muth, James W	1.00	\$27.36
Navarrete, George	15.00	\$491.26
Rascon, Melissa A.	10.00	\$353.10
Robinson, Gary P	8.00	\$197.84
Sims, Candice H	16.00	\$537.28
	<b>100.50</b>	<b>\$3,154.92</b>
<b>Grand Total</b>	<b>157.75</b>	<b>\$4,976.86</b>



**BI-WEEKLY OT/CTT BY DIVISION****Overtime Hours and Amounts 03/12/2016 - 03/25/2016****Comp Time Taken 03/12/2016 - 03/25/2016****Administration**

<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
Cardona, Anthony C	0.50	\$19.02
Chamberlain, Robert C	34.50	\$1,096.07
Good, Jeffrey A.	1.50	\$51.50
Gray, Mable	24.00	\$824.04
Hasselbauer, Forrest L	17.50	\$815.85
Hoskinson, Manuel J	8.00	\$241.56
Johnson, Jeffrey	13.00	\$446.36
Johnson, Lance V	1.75	\$60.06
McMahan, Claude R	7.00	\$380.73
Mixter, Kenneth	36.50	\$1,701.63
Mostafa, Tammy J	19.00	\$589.10
Neszmer, Michael	10.00	\$466.20
Palmer, Michael J	7.00	\$266.28
Ruiz, George	1.50	\$48.96
Stevens, Michael P	26.00	\$826.03
Vega, Leonardo	19.00	\$885.78
	<b>226.75</b>	<b>\$8,719.17</b>

**Administration**

<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
Bonnett, Todd	4.00	\$169.12
Boudreaux, Murphy J	8.25	\$291.31
Vega, Leonardo	5.00	\$155.40
	<b>17.25</b>	<b>\$615.83</b>

PAYROLL REPORT

MARCH 26, 2016, TO APRIL 8, 2016

NURSING (0100)	\$310,833.67
ENVIRONMENTAL HEALTH (0200)	\$380,589.51
LABORATORY (0400)	\$47,885.47
COMMUNITY HEALTH SERVICES (0600)	\$239,517.75
ADMINISTRATION (0900)	<u>\$273,401.71</u>
TOTAL	<u><u>\$1,252,228.11</u></u>

APPROVED BY:

  
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CHIEF HEALTH OFFICER OR  
DIRECTOR ADMINISTRATIVE SERVICES

4/18/16

## OVERTIME HOURS & AMOUNTS

From 03/26/2016 to 04/08/2016

### Administrative Services

Employee	Hours	Amount
Aguilar, Marco A.	0.50	\$16.72
Chamberlain, Robert C	26.00	\$826.02
Gray, Mable	34.00	\$1,167.39
Hasselbauer, Forrest L	10.00	\$466.24
Hoskinson, Manuel J	14.50	\$437.83
Johnson, Jeffrey	12.00	\$412.02
Mixter, Kenneth	31.75	\$1,480.18
Ruiz, George	5.00	\$163.20
Stevens, Michael P	34.50	\$1,096.07
Wu, Tak S	3.00	\$163.17
	<b>171.25</b>	<b>\$6,228.84</b>

### Community Health Services

Employee	Hours	Amount
Hughes, Victoria	6.00	\$234.00
Johnson, Monique	6.00	\$228.24
White, Candyce L	7.00	\$287.28
	<b>19.00</b>	<b>\$749.52</b>

### So NV Public Health Lab

Employee	Hours	Amount
Abitria, Vincent Ralph	1.25	\$71.55
Bautista, Ilene E	3.00	\$147.38
Hug, Paul	2.25	\$158.11
	<b>6.50</b>	<b>\$377.04</b>

### Nursing Division

Employee	Hours	Amount
Robles, Cynthia I	7.00	\$266.28
	<b>7.00</b>	<b>\$266.28</b>

## OVERTIME HOURS & AMOUNTS

From 03/26/2016 to 04/08/2016

### Environmental Health Division

Employee	Hours	Amount
Banales, Jason	5.00	\$180.75
Clark, Deborah M	2.75	\$110.06
DelCotto, Aaron A	0.50	\$22.73
Diaz, Nathan J	2.00	\$82.08
Kelton, Jason A	2.50	\$105.34
Knowles, Mikki M	7.50	\$271.13
MacDavid, Heather R	5.50	\$198.83
Piar, Diane M	3.00	\$105.62
Sheffer, Thanh V	15.50	\$560.33
Taylor Jr, George E	3.00	\$143.51
Whiting, Willandra C	1.00	\$35.21
Wogayehu, Dejen M	0.50	\$17.60
	<hr/> <b>48.75</b>	<hr/> <b>\$1,833.19</b>
<b>Grand Total</b>	<hr/> <b>252.50</b>	<hr/> <b>\$9,454.87</b>

## COMP TIME TAKEN

From 03/26/2016 to 04/08/2016

### Administrative Services

Employee	Hours	Amount
Dombroski, Richard W	11.50	\$339.83
Galapon, Joseph	2.00	\$48.20
Orthel, Carolyn J	2.25	\$51.50
Vega, Leonardo	12.50	\$388.50
Webster, Janet E	24.00	\$847.44
Witherall, Scott	1.50	\$46.62
	<b>53.75</b>	<b>\$1,722.09</b>

### Community Health Services

Employee	Hours	Amount
Buffington, Aurora M	0.07	\$2.07
Donnell, Jessica M	2.25	\$48.96
Kline, Jeanelle	0.75	\$19.50
Meacham, Mindy Ann	2.50	\$86.18
O'Connor, Kelli J	2.25	\$54.23
Reichert, Amanda B	1.00	\$32.75
Tawatao, Judith D	16.00	\$437.76
	<b>24.82</b>	<b>\$681.45</b>

### So NV Public Health Lab

Employee	Hours	Amount
McLellan, Betsy	0.75	\$20.01
	<b>0.75</b>	<b>\$20.01</b>

### Nursing Division

Employee	Hours	Amount
Castillo, Jocelyn	1.75	\$66.78
Patterson, Kimberly N	0.25	\$6.03
Yegon, Merylyn C	1.00	\$35.31
	<b>3.00</b>	<b>\$108.12</b>

**COMP TIME TAKEN**  
**From 03/26/2016 to 04/08/2016**

<b>Environmental Health Div</b>		
<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
Barajas, Alexis	0.25	\$6.67
Bober, Belinda	0.50	\$19.08
Brounstein, Jodi	32.00	\$1,160.32
Cavin, Erin M	2.00	\$59.10
De Haan, Christian M	4.00	\$106.72
Johnson, Jennifer S	11.25	\$307.80
Leycegui, Ignacio	1.00	\$34.47
Muth, James W	3.50	\$95.76
Padilla, Diana	4.88	\$114.53
Sakamura-Low, Miki K	2.00	\$67.16
San Nicolas, Thomas	8.00	\$213.44
Spears, Ellen M	0.50	\$20.08
	<b>69.88</b>	<b>\$2,205.13</b>
<b>Grand Total</b>	<b>152.20</b>	<b>\$4,736.80</b>

**BI-WEEKLY OT/CTT BY DIVISION**

**Overtime Hours and Amounts 03/26/2016 - 04/08/2016**

**Comp Time Taken 03/26/2016 - 04/08/2016**

**Administration**

<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
Aguilar, Marco A.	0.50	\$16.72
Chamberlain, Robert C	26.00	\$826.02
Gray, Mable	34.00	\$1,167.39
Hasselbauer, Forrest L	10.00	\$466.24
Hoskinson, Manuel J	14.50	\$437.83
Johnson, Jeffrey	12.00	\$412.02
Mixter, Kenneth	31.75	\$1,480.18
Ruiz, George	5.00	\$163.20
Stevens, Michael P	34.50	\$1,096.07
Wu, Tak S	3.00	\$163.17
	<b>171.25</b>	<b>\$6,228.84</b>

**Administration**

<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
Dombroski, Richard W	11.50	\$339.83
Galapon, Joseph	2.00	\$48.20
Orthel, Carolyn J	2.25	\$51.50
Vega, Leonardo	12.50	\$388.50
Webster, Janet E	24.00	\$847.44
Witherall, Scott	1.50	\$46.62
	<b>53.75</b>	<b>\$1,722.09</b>