



# Memorandum

**Date:** October 27, 2016

**To:** Southern Nevada District Board of Health

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

**RE:** Administration Division Monthly Report – September 2016

## ADMINISTRATION Facilities - Fiscal Year Data

Total Monthly Work Orders by Department	September 2016	September 2017		YTD FY16	YTD FY17	
Maintenance responses	166	191	↑	499	624	↑
Electrical Work Orders	4	10	↑	18	31	↑
HVAC Work Orders	3	19	↑	15	69	↑
Plumbing Work Orders	4	5	↑	21	14	↓
Preventive Maintenance	34	15	↓	90	48	↓
Security responses	681	564	↓	2181	1765	↓

## ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	September 2016	September 2017		YTD FY16	YTD FY17	
Contracts Processed	37	34	↓	85	84	↓
Grants Processed	7	9	↑	16	23	↑
Purchase Orders Issued	119	173	↑	451	579	↓
Invoices Paid	486	669	↑	1753	1989	↑
Checks Issued	197	230	↑	683	614	↓
Electronic Fund Transfers Processed	111	114	↑	369	449	↑

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	September 2016	September 2017		YTD FY16	YTD FY17	
Service Requests Completed	350	261	↓	1088	1039	↓
Service Requests Opened	359	272	↓	1083	1038	↓
Service Requests Open over 30 days	43	78	↑	147	222	↑

**ADMINISTRATION Information Technology - Fiscal Year Data**

<b>Information Services System Availability 24/7</b>	<b>September 2016</b>	<b>September 2017</b>		<b>YTD FY16</b>	<b>YTD FY17</b>	
<b>Total System</b>	99.87	99.97	↑	99.68	99.63	↓

<b>Total Monthly Work Orders by Department</b>	<b>September 2016</b>	<b>September 2017</b>		<b>YTD FY16</b>	<b>YTD FY17</b>	
<b>Administration</b>	90	68	↓	205	194	↓
<b>Community Health</b>	73	61	↓	143	185	↑
<b>Environmental Health</b>	72	54	↓	178	190	↑
<b>Nursing</b>	115	78	↓	223	209	↓

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>September 2016</b>	<b>September 2017</b>		<b>YTD FY16</b>	<b>YTD FY17</b>	
<b>Total number of calls received</b>	359	272	↓	1083	1038	↓
<b>Number of first call resolutions</b>	15	8	↓	77	32	↓
<b>Number of Lock-out calls</b>	3	8	↑	8	9	↑

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

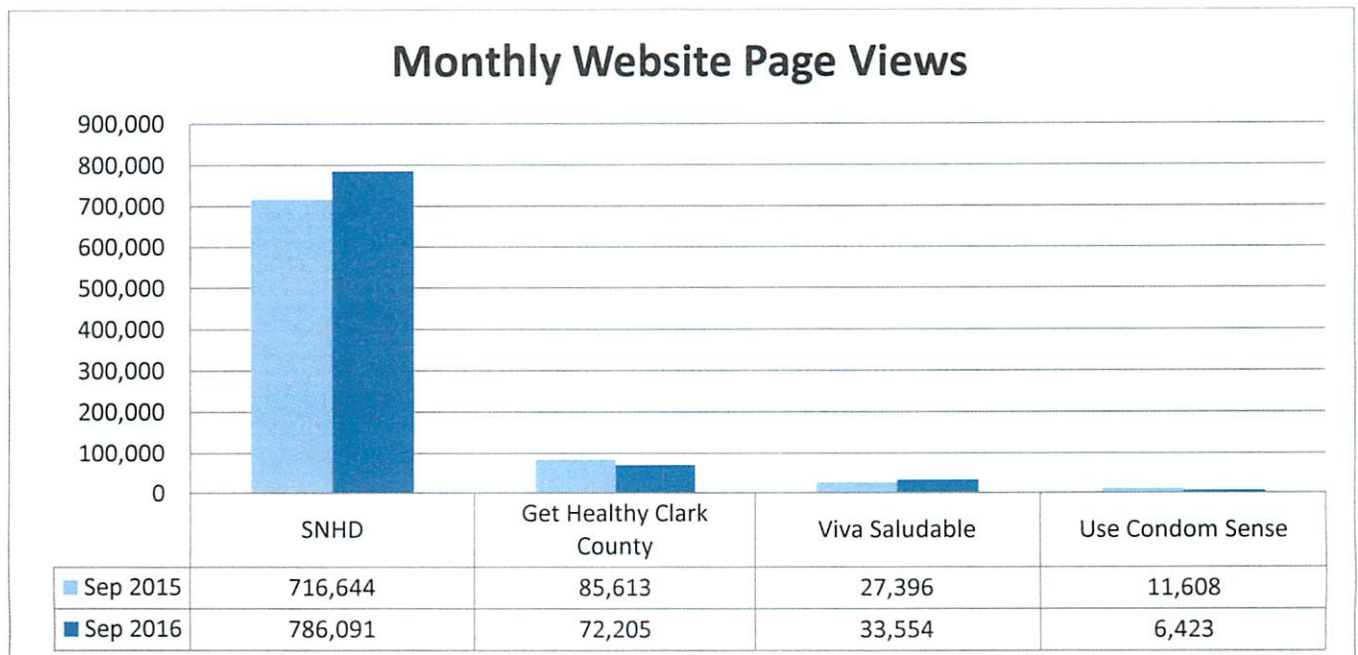
<b>Media, Collateral and Community Outreach Services</b>	<b>September 2016</b>	<b>September 2017</b>		<b>YTD FY16</b>	<b>YTD FY17</b>	
<b>Media - Print Articles</b>	11	20	↑	58	56	↓
<b>Media - Broadcast stories</b>	20	21	↑	80	65	↓
<b>Collateral - Advertising/Marketing Products</b>	25	13	↑	62	45	↓
<b>Community Outreach - Total Volunteers<sup>1</sup></b>	28	2	↓			
<b>Community Outreach - Volunteer Hours</b>	1,001	1,174	↑	3,131	3,457	↑

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

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

Social Media Services		September 2016	September 2017		YTD FY16	YTD FY17	
*Facebook SNHD	Likes	3,382	3,521	↑	3,382	3,521	↑
*Facebook Henderson PHC	Likes	1,475	1,478	↑	1,475	1,478	↑
*Facebook Mesquite PHC	Likes	447	459	↑	447	459	↑
*Facebook GHCC	Likes	2,606	3,089	↑	2,606	3,089	↑
*Facebook SHC	Likes	1,644	1,856	↑	1,644	1,856	↑
*Facebook THNK/UseCondomSense	Likes	6,363	6,195	↓	6,363	6,195	↓
*Facebook SNHD THNK Project	Likes	0	31	↑	0	31	↑
*Twitter EZ2Stop	Followers	360	400	↑	360	400	↑
*Twitter SNHDflu	Followers	584	700	↑	584	700	↑
*Twitter GetHealthyCC	Followers	244	304	↑	244	304	↑
*Twitter SNHDInfo	Followers	1,453	1,947	↑	1,453	1,947	↑
*Twitter TuSNHD	Followers	165	199	↑	165	199	↑
*Twitter THNK/UseCondomSense	Followers	490	607	↑	490	607	↑
*Twitter SoNVTraumaSyst	Followers	31	54	↑	31	54	↑
YouTube SNHD	Views	341,416	82,061	↓	1,086,659	241,596	↓
YouTube THNK/UseCondomSense	Views	185	113	↓	591	452	↓

\*Twitter and Facebook numbers are not cumulative





## Accreditation Activities Report-September 2016

---

### Accreditation

The application is open. Adele has sent out requests for information and is waiting for responses so the application can be filled in. The letter of support is expected to go to the BOH Oct 13<sup>th</sup>. *Weakness:* None at this time. *Plan:* continue

### Domains

Teams are meeting, all have had a minimum of 2 meetings to assign work and suggest docs. *Weakness:* Critical documents and processes do not exist. *Plan:* Create a template of outline for the document, send to the division director(s) determine a deadline for completion. For larger plans write the plan and ask the lead person to review make changes and sign. Track follow up reports.

### Workforce development plan:

The plan is being finalized. Tanya is correcting language order and grammar. Requests for data will be sent to HR Friday for links to training. I will send requests to HR to ensure there are links to documents referenced in plan. Will also request HR to ensure the tracking system mentioned in the plan is being used. *Weakness-* The plan is still in draft format. The survey was over a year ago and the training that has occurred is unknown, but is being addressed. *Plan:* Action items need deadlines and accountability. Adele and Tanya will complete plan create training template.

### Quality Improvement

The plan is still being tweaked the plan does not agree with the templates and actions at some points. Adele has asked the writers for clarification. The team is not balanced and all divisions are not equally represented. There is no tracking mechanism for QI projects. Adele has asked the team to change this. *Weakness:* tracking and plan are still being tweaked. There are currently no QI projects. Until someone misses on the PM tracking there is no process to start one. *Plan:* Develop a culture of QI, a suggestion is to have a *just do it* project with rewards. This will promote QI and WFD. Adele and Tanya will address the gaps in the plan and activities after WFD plan is complete and after input from those who went to the PM/QI conference

### Performance Management-

We have received Performance Measures from Administration and Environmental Health. Community Health is completed, but working on narrowing it to 10 for PM team tracking. Adele has an appointment with Rachell October 10<sup>th</sup> to complete clinical services PM. All measures received will be tracked by the PM team. Two PM team members are being sent to a conference to learn the latest in performance management. *Weakness-* Measures are still being created and the first tracking needs to be completed soon. There seems to be a lack of knowledge that flows through SNHD. So documents and processes are still missing. We will need to prove that all SNHD levels and employees are engaged in PM. *Plan:* Encourage PM to be brought up in all meetings and discussed. Start an accreditation campaign that promotes successes of PM/ QI and the accreditation process. Work with Adele Tanya and PM/QI attendees to address gaps and move forward.

### CHIP

We are working to develop a brand and inform the participants via newsletter and updates *Weakness:* None. *Plan:* Priority group emails to go out.

**Access- Access & Navigation**-won the 2016 public health program of the year awarded by the Nevada Public Health Association- They are planning to have a community meeting here with phone in access will send dates. Has blog on United Way website *Weakness:* difficult to track as there are so many changes so quickly. *Plan:* run faster, have mini meeting with key people and create plan and messaging for all. **Workforce resources and transportation**- Met with primary Care Office PCO to identify data sharing needs, data commonality. We identified underserved populations and defined data parameters. *Weakness:* None at this time. *Plan:* continue. **Health Insurance**- Awaiting meeting to define new enrollment strategy. *Weakness:* None *Plan:* Bring data and maps to meeting to address health equity gaps.

**Chronic Disease**- Members are being referred to the obesity and tobacco coalitions. Brittany will keep all engaged and updated. Brittany is working on a Chronic Disease priority gp email. We have a student who will work on updating the objective goals. *Weakness:* None at this time *Plan:* continue.

**Policy and Funding**- United way would like to collaborate with us on bill tracking. Meeting with the Guinn Center to link bill fact sheets through HSN website. We are using UNR's template fact sheet for health equity, etc and facts for the other 2 priorities. We are looking into creating TED talks of 5 minutes or less need to ID 3-5 initial speakers and subjects. Do not need MOU with college for this work. Meeting with UNLVs school of law to determine where we want Health Impact statements. *Weakness* Determine which bills are being tracked, and how to collaborate with UW on this (Dignity tracks all). We need to determine speakers and who will film the TED talks. *Plan:* Keep going. Ask Iser to be the first TED talk on e-cigarettes and Tyrone Thompson to speak on health disparities. Look for a minimum of 3 other speakers. Have the resources read to go and schedule a January meeting for plan a resource dispersion plan.



PAYROLL REPORT

SEPTEMBER 10, 2016, TO SEPTEMBER 23, 2016

CLINICAL SERVICES (0100)	\$328,635.32
ENVIRONMENTAL HEALTH (0200)	\$377,162.61
LABORATORY (0400)	\$35,853.99
COMMUNITY HEALTH SERVICES (0600)	\$256,236.70
ADMINISTRATION (0900)	<u>\$279,463.75</u>
<b>TOTAL</b>	<b><u><u>\$1,277,352.37</u></u></b>

APPROVED BY:



\_\_\_\_\_  
CHIEF HEALTH OFFICER OR  
DIRECTOR ADMINISTRATIVE SERVICES

# OVERTIME HOURS & AMOUNTS

From 09/10/2016 to 09/23/2016

## Administrative Services

Program	Employee	Hours	Amount
902	Dombroski, Richard W	8.00	\$363.61
902	Fedor, Catherine A	9.50	\$400.30
902	Ives, Shala M	5.00	\$155.03
902	Keegan, Dahlia J	2.00	\$72.30
902	Zielinski, Lynda S	10.00	\$503.70
907	Armstrong, Larry Jerome	8.00	\$196.56
907	Chamberlain, Robert C	9.00	\$285.93
907	Gray, Mable	8.00	\$274.68
907	McMahan, Claude R	7.50	\$407.93
907	Neszmery, Michael	8.00	\$372.96
907	Palmer, Michael J	8.00	\$328.32
907	Stevens, Michael P	8.00	\$254.16
907	Terriquez, Arturo	5.00	\$122.90
907	Vega, Leonardo	7.00	\$326.34
908	Nikolov, Pavlin K	2.00	\$111.57
911	Good, Jeffrey A.	0.25	\$8.58
		<b>105.25</b>	<b>\$4,184.87</b>

## Community Health Services

Program	Employee	Hours	Amount
607	Filler-Maietta, Cherie L	6.00	\$343.44
607	Kappel, Matthew S	12.50	\$451.88
607	King, Micah N	0.75	\$30.02
607	Montgomery, Joshua Michael	12.00	\$433.80
607	O'Connor, Kelli J	8.00	\$312.00
607	Shingu, Michele	4.00	\$156.00
607	Taylor, Leonard	0.50	\$15.10
607	White, Candyce L	6.00	\$246.24
		<b>49.75</b>	<b>\$1,988.48</b>

## So NV Public Health Lab

Program	Employee	Hours	Amount
400	Abitria, Vincent Ralph	2.00	\$117.36
400	Bautista, Ilene E	2.00	\$100.74
400	Buttery, Erin J	2.50	\$150.57
400	Hug, Paul	0.50	\$35.13
400	Landin, Susanne T	2.50	\$146.70
400	Robles, Cynthia I (IMM/SAPTA)	0.75	\$28.53
		<b>10.25</b>	<b>\$579.03</b>

# OVERTIME HOURS & AMOUNTS

From 09/10/2016 to 09/23/2016

## Clinical Services

Program	Employee	Hours	Amount
110	Cenabre, Maria T	0.50	\$19.02
110	Gonzales, Virtudes	0.50	\$28.62
110	Goodspeed, Anita	0.75	\$30.02
110	Rivera, Sheila A.	0.75	\$34.97
110	Sprance-Grogan, Carolyn Sue	0.25	\$11.36
121	Ellis, Regena M	0.50	\$25.85
121	Guest, Matia L	0.50	\$24.56
		<b>3.75</b>	<b>\$174.40</b>

## Environmental Health Division

Program	Employee	Hours	Amount
205	Lane, Madison P	3.00	\$105.62
206	Billings, Jacob T	1.50	\$61.56
206	Bober, Belinda	3.00	\$171.72
206	Brounstein, Jodi	0.25	\$13.60
206	Cohen, Valerie-Nicole S	6.00	\$246.24
206	DelCotto, Aaron A	2.50	\$116.55
206	Garman, Meredith	1.50	\$71.75
206	Kelton, Jason A	11.00	\$463.49
206	Knowles, Mikki M	15.50	\$574.98
206	Lett, Kendra A	5.75	\$202.44
206	Martucci, Graciela I	9.00	\$489.51
206	Navarrete, George	4.25	\$208.78
206	Northam, Korie	7.25	\$290.15
206	Piar, Diane M	3.00	\$117.00
206	Rainville, Scott A	7.00	\$287.28
206	Reese, Michelle S	4.75	\$176.20
206	San Nicolas, Thomas	6.75	\$270.14
206	Sharif, Rabea	11.25	\$406.69
206	Sheffer, Thanh V	4.50	\$166.93
206	Taylor Jr, George E	8.00	\$382.68
		<b>115.75</b>	<b>\$4,823.31</b>

**Grand Total**

**284.75 \$11,750.09**



## COMP TIME TAKEN

From 09/10/2016 to 09/23/2016

### Administrative Services

Program	Employee	Hours	Amount
902	Pinnix, Candist Dejuana	1.75	\$45.50
907	Vega, Leonardo	2.00	\$62.16
911	Price, Keri A	0.50	\$14.05
		<hr/>	
		<b>4.25</b>	<b>\$121.71</b>

### Community Health Services

Program	Employee	Hours	Amount
607	Filler-Maietta, Cherie L	16.00	\$610.56
607	Gratzke, Jennifer D	1.50	\$49.13
607	King, Micah N	8.00	\$213.44
607	Radeloff, Cheryl L	5.50	\$166.65
607	Smith-Dent, Marnita	2.00	\$50.72
607	White, Candyce L	8.00	\$224.72
		<hr/>	
		<b>41.00</b>	<b>\$1,315.22</b>

### So NV Public Health Lab

Program	Employee	Hours	Amount
400	Buttery, Erin J	0.50	\$20.08
400	Young, Angela K	0.50	\$20.08
		<hr/>	
		<b>1.00</b>	<b>\$40.16</b>

### Clinical Services (Nursing)

Program	Employee	Hours	Amount
105	Hagan-Finks, SaBrina	0.39	\$15.66
110	Castillo, Jocelyn	4.00	\$152.64
110	Reta, Gloria	3.00	\$80.04
110	Rivera, Sheila A.	8.00	\$248.64
121	Gutierrez, Sheila T	0.50	\$15.54
140	Debesai, Yordanos Z	0.25	\$9.30
		<hr/>	
		<b>16.14</b>	<b>\$521.82</b>

## COMP TIME TAKEN

From 09/10/2016 to 09/23/2016

### Environmental Health Div

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
205	Lane, Madison P	13.51	\$317.08
205	Leycegui, Ignacio	1.00	\$35.31
205	Muth, James W	8.00	\$218.88
206	Eddins, Adam	11.50	\$277.15
206	Garman, Meredith	0.75	\$23.92
206	Ivey-Mitchell, Carolyn	2.00	\$72.52
206	Johnson, Jennifer S	8.00	\$218.88
206	Munaretto, Christy	1.50	\$54.39
206	Ramirez Luna, Bianca	0.75	\$18.55
206	Sang-Chiang, Fuen-Su Alfonso	1.00	\$35.31
206	Sharif, Rabea	8.00	\$192.80
206	Whitesides, Virginia M	16.00	\$449.44
206	Whiting, Willandra C	1.75	\$42.18
207	Sakamura-Low, Miki K	16.00	\$551.52
208	Mitchell, Alicia L.	3.50	\$130.17
		<b>93.26</b>	<b>\$2,638.10</b>
<b>Grand Total</b>		<b>155.65</b>	<b>\$4,637.01</b>

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

**Overtime Hours and Amounts  
09/10/2016 - 09/23/2016**

**Comp Time Taken  
09/10/2016 - 09/23/2016**

**ADMINISTRATION**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
902	Dombroski, Richard W	8.00	\$363.61
902	Fedor, Catherine A	9.50	\$400.30
902	Ives, Shala M	5.00	\$155.03
902	Keegan, Dahlia J	2.00	\$72.30
902	Zielinski, Lynda S	10.00	\$503.70
907	Armstrong, Larry Jerome	8.00	\$196.56
907	Chamberlain, Robert C	9.00	\$285.93
907	Gray, Mable	8.00	\$274.68
907	McMahan, Claude R	7.50	\$407.93
907	Neszmery, Michael	8.00	\$372.96
907	Palmer, Michael J	8.00	\$328.32
907	Stevens, Michael P	8.00	\$254.16
907	Terriquez, Arturo	5.00	\$122.90
907	Vega, Leonardo	7.00	\$326.34
908	Nikolov, Pavlin K	2.00	\$111.57
911	Good, Jeffrey A.	0.25	\$8.58

**105.25 \$4,184.87**

**ADMINISTRATION**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
902	Pinnix, Candist Dejuana	1.75	\$45.50
907	Vega, Leonardo	2.00	\$62.16
911	Price, Keri A	0.50	\$14.05

**4.25 \$121.71**



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

**Overtime Hours and Amounts  
09/10/2016 - 09/23/2016**

**Comp Time Taken  
09/10/2016 - 09/23/2016**

**COMMUNITY HEALTH**

**COMMUNITY HEALTH**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
607	Filler-Maietta, Cherie L	6.00	\$343.44
607	Kappel, Matthew S	12.50	\$451.88
607	King, Micah N	0.75	\$30.02
607	Montgomery, Joshua Michael	12.00	\$433.80
607	O'Connor, Kelli J	8.00	\$312.00
607	Shingu, Michele	4.00	\$156.00
607	Taylor, Leonard	0.50	\$15.10
607	White, Candyce L	6.00	\$246.24
		<b><u>49.75</u></b>	<b><u>\$1,988.48</u></b>

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
607	Filler-Maietta, Cherie L	16.00	\$610.56
607	Gratzke, Jennifer D	1.50	\$49.13
607	King, Micah N	8.00	\$213.44
607	Radeloff, Cheryl L	5.50	\$166.65
607	Smith-Dent, Marnita	2.00	\$50.72
607	White, Candyce L	8.00	\$224.72
		<b><u>41.00</u></b>	<b><u>\$1,315.22</u></b>

**PUBLIC HEALTH LAB**

**PUBLIC HEALTH LAB**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
400	Abitria, Vincent Ralph	2.00	\$117.36
400	Bautista, Ilene E	2.00	\$100.74
400	Buttery, Erin J	2.50	\$150.57
400	Hug, Paul	0.50	\$35.13
400	Landin, Susanne T	2.50	\$146.70
400	Robles, Cynthia I (IMM/SAPTA)	0.75	\$28.53
		<b><u>10.25</u></b>	<b><u>\$579.03</u></b>

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
400	Buttery, Erin J	0.50	\$20.08
400	Young, Angela K	0.50	\$20.08
		<b><u>1.00</u></b>	<b><u>\$40.16</u></b>

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

**Overtime Hours and Amounts  
09/10/2016 - 09/23/2016**

**Comp Time Taken  
09/10/2016 - 09/23/2016**

**CLINICAL SERVICES**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
110	Cenabre, Maria T	0.50	\$19.02
110	Gonzales, Virtudes	0.50	\$28.62
110	Goodspeed, Anita	0.75	\$30.02
110	Rivera, Sheila A.	0.75	\$34.97
110	Sprance-Grogan, Carolyn	0.25	\$11.36
121	Ellis, Regena M	0.50	\$25.85
121	Guest, Matia L	0.50	\$24.56
		<b>3.75</b>	<b>\$174.40</b>

**CLINICAL SERVICES**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
105	Hagan-Finks, SaBrina	0.39	\$15.66
110	Castillo, Jocelyn	4.00	\$152.64
110	Reta, Gloria	3.00	\$80.04
110	Rivera, Sheila A.	8.00	\$248.64
121	Gutierrez, Sheila T	0.50	\$15.54
140	Debesai, Yordanos Z	0.25	\$9.30
		<b>16.14</b>	<b>\$521.82</b>

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

**Overtime Hours and Amounts  
09/10/2016 - 09/23/2016**

**Comp Time Taken  
09/10/2016 - 09/23/2016**

**ENVIRONMENTAL HEALTH**

Program	Employee	Hours	Amount
205	Lane, Madison P	3.00	\$105.62
206	Billings, Jacob T	1.50	\$61.56
206	Bober, Belinda	3.00	\$171.72
206	Brounstein, Jodi	0.25	\$13.60
206	Cohen, Valerie-Nicole S	6.00	\$246.24
206	DelCotto, Aaron A	2.50	\$116.55
206	Garman, Meredith	1.50	\$71.75
206	Kelton, Jason A	11.00	\$463.49
206	Knowles, Mikki M	15.50	\$574.98
206	Lett, Kendra A	5.75	\$202.44
206	Martucci, Graciela I	9.00	\$489.51
206	Navarrete, George	4.25	\$208.78
206	Northam, Korie	7.25	\$290.15
206	Piar, Diane M	3.00	\$117.00
206	Rainville, Scott A	7.00	\$287.28
206	Reese, Michelle S	4.75	\$176.20
206	San Nicolas, Thomas	6.75	\$270.14
206	Sharif, Rabea	11.25	\$406.69
206	Sheffer, Thanh V	4.50	\$166.93
206	Taylor Jr, George E	8.00	\$382.68
		<b>115.75</b>	<b>\$4,823.31</b>

**ENVIRONMENTAL HEALTH**

Program	Employee	Hours	Amount
205	Lane, Madison P	13.51	\$317.08
205	Leycegui, Ignacio	1.00	\$35.31
205	Muth, James W	8.00	\$218.88
206	Eddins, Adam	11.50	\$277.15
206	Garman, Meredith	0.75	\$23.92
206	Ivey-Mitchell, Carolyn	2.00	\$72.52
206	Johnson, Jennifer S	8.00	\$218.88
206	Munaretto, Christy	1.50	\$54.39
206	Ramirez Luna, Bianca	0.75	\$18.55
206	Sang-Chiang, Fuen-Su Alfonso	1.00	\$35.31
206	Sharif, Rabea	8.00	\$192.80
206	Whitesides, Virginia M	16.00	\$449.44
206	Whiting, Willandra C	1.75	\$42.18
207	Sakamura-Low, Miki K	16.00	\$551.52
208	Mitchell, Alicia L.	3.50	\$130.17
		<b>93.26</b>	<b>\$2,638.10</b>

**GRAND TOTAL OVERTIME**

Administration	105.25	\$4,184.87
Community Health	49.75	\$1,988.48
So NV Public Health Lab	10.25	\$579.03
Clinical Services	3.75	\$174.40
Environmental Health	115.75	\$4,823.31
<b>GRAND TOTAL</b>	<b>284.75</b>	<b>\$11,750.09</b>

**GRAND TOTAL COMP TIME TAKEN**

Administration	4.25	\$121.71
Community Health	41.00	\$1,315.22
So NV Public Health Lab	1.00	\$40.16
Clinical Services	16.14	\$521.82
Environmental Health	93.26	\$2,638.10
<b>GRAND TOTAL</b>	<b>155.65</b>	<b>\$4,637.01</b>



# OVERTIME HOURS & AMOUNTS

From 09/10/2016 to 09/23/2016

## Administrative Services

Program	Employee	Hours	Amount
902	Dombroski, Richard W	8.00	\$363.61
902	Fedor, Catherine A	9.50	\$400.30
902	Ives, Shala M	5.00	\$155.03
902	Keegan, Dahlia J	2.00	\$72.30
902	Zielinski, Lynda S	10.00	\$503.70
907	Armstrong, Larry Jerome	8.00	\$196.56
907	Chamberlain, Robert C	9.00	\$285.93
907	Gray, Mable	8.00	\$274.68
907	McMahan, Claude R	7.50	\$407.93
907	Neszmery, Michael	8.00	\$372.96
907	Palmer, Michael J	8.00	\$328.32
907	Stevens, Michael P	8.00	\$254.16
907	Terriquez, Arturo	5.00	\$122.90
907	Vega, Leonardo	7.00	\$326.34
908	Nikolov, Pavlin K	2.00	\$111.57
911	Good, Jeffrey A.	0.25	\$8.58
		<b>105.25</b>	<b>\$4,184.87</b>

## Community Health Services

Program	Employee	Hours	Amount
607	Filler-Maietta, Cherie L	6.00	\$343.44
607	Kappel, Matthew S	12.50	\$451.88
607	King, Micah N	0.75	\$30.02
607	Montgomery, Joshua Michael	12.00	\$433.80
607	O'Connor, Kelli J	8.00	\$312.00
607	Shingu, Michele	4.00	\$156.00
607	Taylor, Leonard	0.50	\$15.10
607	White, Candyce L	6.00	\$246.24
		<b>49.75</b>	<b>\$1,988.48</b>

## So NV Public Health Lab

Program	Employee	Hours	Amount
400	Abitria, Vincent Ralph	2.00	\$117.36
400	Bautista, Ilene E	2.00	\$100.74
400	Buttery, Erin J	2.50	\$150.57
400	Hug, Paul	0.50	\$35.13
400	Landin, Susanne T	2.50	\$146.70
400	Robles, Cynthia I (IMM/SAPTA)	0.75	\$28.53
		<b>10.25</b>	<b>\$579.03</b>

# OVERTIME HOURS & AMOUNTS

From 09/10/2016 to 09/23/2016

## Clinical Services

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
110	Cenabre, Maria T	0.50	\$19.02
110	Gonzales, Virtudes	0.50	\$28.62
110	Goodspeed, Anita	0.75	\$30.02
110	Rivera, Sheila A.	0.75	\$34.97
110	Sprance-Grogan, Carolyn Sue	0.25	\$11.36
121	Ellis, Regena M	0.50	\$25.85
121	Guest, Matia L	0.50	\$24.56
		<b>3.75</b>	<b>\$174.40</b>

## Environmental Health Division

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
205	Lane, Madison P	3.00	\$105.62
206	Billings, Jacob T	1.50	\$61.56
206	Bober, Belinda	3.00	\$171.72
206	Brounstein, Jodi	0.25	\$13.60
206	Cohen, Valerie-Nicole S	6.00	\$246.24
206	DelCotto, Aaron A	2.50	\$116.55
206	Garman, Meredith	1.50	\$71.75
206	Kelton, Jason A	11.00	\$463.49
206	Knowles, Mikki M	15.50	\$574.98
206	Lett, Kendra A	5.75	\$202.44
206	Martucci, Graciela I	9.00	\$489.51
206	Navarrete, George	4.25	\$208.78
206	Northam, Korie	7.25	\$290.15
206	Piar, Diane M	3.00	\$117.00
206	Rainville, Scott A	7.00	\$287.28
206	Reese, Michelle S	4.75	\$176.20
206	San Nicolas, Thomas	6.75	\$270.14
206	Sharif, Rabea	11.25	\$406.69
206	Sheffer, Thanh V	4.50	\$166.93
206	Taylor Jr, George E	8.00	\$382.68
		<b>115.75</b>	<b>\$4,823.31</b>

**Grand Total**

**284.75 \$11,750.09**

PAYROLL REPORT

SEPTEMBER 24, 2016, TO OCTOBER 7, 2016

CLINICAL SERVICES (0100)	\$330,289.15
ENVIRONMENTAL HEALTH (0200)	\$380,903.03
LABORATORY (0400)	\$39,220.77
COMMUNITY HEALTH SERVICES (0600)	\$260,157.33
ADMINISTRATION (0900)	<u>\$331,407.58</u>
<b>TOTAL</b>	<b><u><u>\$1,341,977.86</u></u></b>

APPROVED BY:

  
\_\_\_\_\_  
CHIEF HEALTH OFFICER OR  
DIRECTOR ADMINISTRATIVE SERVICES



# OVERTIME HOURS & AMOUNTS

From 09/24/2016 to 10/07/2016

## Administrative Services

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
902	Fedor, Catherine A	11.00	\$463.50
902	Pinnix, Candist Dejuana	0.50	\$19.50
902	Zielinski, Lynda S	5.00	\$251.85
904	Viote, Jorge	1.00	\$54.39
907	Armstrong, Larry Jerome	7.50	\$184.28
907	Chamberlain, Robert C	8.00	\$254.16
907	Gray, Mable	10.00	\$343.35
907	Hasselbauer, Forrest L	5.50	\$256.41
907	Johnson, Jeffrey	2.00	\$68.67
907	Stevens, Michael P	10.00	\$317.70
907	Terriquez, Arturo	6.00	\$147.46
907	Vuksanovic, Dan	5.00	\$122.85
908	Colbert, Matthew	5.00	\$271.95
			<hr/>
		<b>76.50</b>	<b>\$2,756.07</b>

## Community Health Services

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
607	Caesar, Ashley	0.50	\$17.60
607	Johnson, Monique	12.00	\$456.48
607	Kappel, Matthew S	6.50	\$234.98
607	King, Micah N	15.00	\$600.30
607	Montgomery, Joshua Michael	17.50	\$632.64
607	O'Connor, Kelli J	25.50	\$994.50
607	Shingu, Michele	6.00	\$234.00
607	White, Candyce L	11.50	\$484.56
610	Moran, Deborah R	2.00	\$76.08
			<hr/>
		<b>96.50</b>	<b>\$3,731.14</b>

## So NV Public Health Lab

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
400	Bautista, Ilene E	1.50	\$75.56
400	Buttery, Erin J	1.00	\$60.24
400	Hug, Paul	0.25	\$17.57
400	Landin, Susanne T	1.25	\$73.35
			<hr/>
		<b>4.00</b>	<b>\$226.72</b>

# OVERTIME HOURS & AMOUNTS

From 09/24/2016 to 10/07/2016

## Clinical Services

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
110	Arquette, Jocelyn M	12.50	\$614.06
110	Enzenauer, Lizette	12.50	\$475.50
110	Gigear, Roberta L	7.25	\$414.99
110	Gonzales, Virtudes	1.25	\$71.55
110	Goodspeed, Anita	1.00	\$40.02
110	Homer, AnnMarie	0.25	\$11.66
110	Panaligan, Teodorita	0.75	\$42.93
110	Reta, Gloria	1.25	\$50.04
110	Revilla, Mila	5.50	\$314.82
110	Robles, Cynthia I	12.00	\$456.48
119	Bennis, Kara L	1.00	\$63.42
		<b>55.25</b>	<b>\$2,555.47</b>

## Environmental Health Division

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
206	Banales, Jason	6.00	\$216.90
206	Billings, Jacob T	2.50	\$102.60
206	Bober, Belinda	4.25	\$243.27
206	Clark, Deborah M	1.50	\$61.56
206	Cohen, Valerie-Nicole S	7.00	\$287.28
206	DelCotto, Aaron A	1.00	\$46.62
206	Franceschini, Joseph D	6.50	\$234.98
206	Kelton, Jason A	14.00	\$589.90
206	Knowles, Mikki M	15.25	\$565.69
206	Lett, Kendra A	7.50	\$264.03
206	Navarrete, George	4.00	\$196.51
206	Northam, Korie	6.75	\$270.14
206	Piar, Diane M	3.00	\$117.00
206	Rainville, Scott A	8.75	\$359.10
206	Reese, Michelle S	0.50	\$18.55
206	Robinson, Gary P	1.00	\$38.04
206	San Nicolas, Thomas	8.75	\$359.10
206	Sheffer, Thanh V	2.50	\$92.74
206	Taylor Jr, George E	5.75	\$275.05
		<b>106.50</b>	<b>\$4,339.06</b>
<b>Grand Total</b>		<b>338.75</b>	<b>\$13,608.46</b>

## COMP TIME TAKEN

From 09/24/2016 to 10/07/2016

### Administrative Services

Program	Employee	Hours	Amount
902	Dombroski, Richard W	36.05	\$1,092.32
902	Ives, Shala M	8.00	\$165.36
905	Ensign, Rosemary A	0.50	\$12.05
905	Galapon, Joseph	0.15	\$3.62
907	Neszmer, Michael	4.50	\$139.86
911	Price, Keri A	0.50	\$14.05
			<hr/>
			<b>49.70 \$1,427.26</b>

### Community Health Services

Program	Employee	Hours	Amount
607	Gratzke, Jennifer D	16.00	\$524.00
607	Hughes, Victoria	29.00	\$773.72
607	Montgomery, Joshua Michael	11.00	\$265.10
607	Radeloff, Cheryl L	8.00	\$242.40
607	Tawatao, Judith D	0.75	\$20.52
607	White, Candyce L	8.00	\$224.72
			<hr/>
			<b>72.75 \$2,050.46</b>

### So NV Public Health Lab

Program	Employee	Hours	Amount
400	Buttery, Erin J	0.25	\$10.04
400	Young, Angela K	0.25	\$10.04
			<hr/>
			<b>0.50 \$20.08</b>

### Clinical Services (Nursing)

Program	Employee	Hours	Amount
110	Castillo, Jocelyn	10.00	\$381.60
110	Flores, Jessica C	1.00	\$38.16
110	Maciel-Perez, Marisol	0.50	\$12.68
110	Randle, Rebecca Ann	1.50	\$46.62
110	Reta, Gloria	3.50	\$93.38
110	Rivera, Sheila A.	2.50	\$77.70
110	Sprance-Grogan, Carolyn Sue	24.00	\$727.20
			<hr/>
			<b>43.00 \$1,377.34</b>

## COMP TIME TAKEN

From 09/24/2016 to 10/07/2016

### Environmental Health Div

Program	Employee	Hours	Amount
205	Guzman, Michelle D	1.00	\$27.36
206	Bober, Belinda	1.50	\$57.24
206	De Haan, Christian M	8.00	\$218.88
206	Eddins, Adam	3.75	\$90.38
206	Franceschini, Joseph D	5.75	\$138.58
206	Garman, Meredith	7.00	\$229.26
206	Kaderlik, Patricia A.	8.00	\$290.08
206	Lin, Christine	9.00	\$326.34
206	Ramirez Luna, Bianca	9.00	\$222.57
206	Robinson, Gary P	8.00	\$202.88
206	Rohan, Lyle R	1.00	\$36.26
206	Sang-Chiang, Fuen-Su Alfonso	16.00	\$564.96
206	Sharif, Rabea	10.00	\$241.00
206	Umuhoza, Diane	3.25	\$78.33
206	Whitesides, Virginia M	0.50	\$14.05
206	Whiting, Willandra C	6.00	\$144.60
207	Hiestand, Desiree C	0.50	\$15.54
207	Meyer, Diane J	3.25	\$101.01
208	Cottam, Carol S.	0.50	\$12.68
208	Forston, Lorraine B	0.01	\$0.36
208	Zimmerman, Steven A	5.25	\$163.17
220	Anghel, Vincentiu	0.50	\$12.06
220	Houston, Donna	2.00	\$78.24
		<b>109.76</b>	<b>\$3,265.83</b>
	<b>Grand Total</b>	<b>275.71</b>	<b>\$8,140.97</b>

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

**Overtime Hours and Amounts  
09/24/2016 - 10/07/2016**

**Comp Time Taken  
09/24/2016 - 10/07/2016**

**ADMINISTRATION**

**ADMINISTRATION**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
902	Fedor, Catherine A	11.00	\$463.50
902	Pinnix, Candist Dejuana	0.50	\$19.50
902	Zielinski, Lynda S	5.00	\$251.85
904	Viote, Jorge	1.00	\$54.39
907	Armstrong, Larry Jerome	7.50	\$184.28
907	Chamberlain, Robert C	8.00	\$254.16
907	Gray, Mable	10.00	\$343.35
907	Hasselbauer, Forrest L	5.50	\$256.41
907	Johnson, Jeffrey	2.00	\$68.67
907	Stevens, Michael P	10.00	\$317.70
907	Terriquez, Arturo	6.00	\$147.46
907	Vuksanovic, Dan	5.00	\$122.85
908	Colbert, Matthew	5.00	\$271.95
		<b><u>76.50</u></b>	<b><u>\$2,756.07</u></b>

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
902	Dombroski, Richard W	36.05	\$1,092.32
902	Ives, Shala M	8.00	\$165.36
905	Ensign, Rosemary A	0.50	\$12.05
905	Galapon, Joseph	0.15	\$3.62
907	Neszmerly, Michael	4.50	\$139.86
911	Price, Keri A	0.50	\$14.05
		<b><u>49.70</u></b>	<b><u>\$1,427.26</u></b>

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

**Overtime Hours and Amounts  
09/24/2016 - 10/07/2016**

**Comp Time Taken  
09/24/2016 - 10/07/2016**

**COMMUNITY HEALTH**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
607	Caesar, Ashley	0.50	\$17.60
607	Johnson, Monique	12.00	\$456.48
607	Kappel, Matthew S	6.50	\$234.98
607	King, Micah N	15.00	\$600.30
607	Montgomery, Joshua Michael	17.50	\$632.64
607	O'Connor, Kelli J	25.50	\$994.50
607	Shingu, Michele	6.00	\$234.00
607	White, Candyce L	11.50	\$484.56
610	Moran, Deborah R	2.00	\$76.08
		<b><u>96.50</u></b>	<b><u>\$3,731.14</u></b>

**COMMUNITY HEALTH**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
607	Gratzke, Jennifer D	16.00	\$524.00
607	Hughes, Victoria	29.00	\$773.72
607	Montgomery, Joshua Mic	11.00	\$265.10
607	Radeloff, Cheryl L	8.00	\$242.40
607	Tawatao, Judith D	0.75	\$20.52
607	White, Candyce L	8.00	\$224.72
		<b><u>72.75</u></b>	<b><u>\$2,050.46</u></b>

**PUBLIC HEALTH LAB**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
400	Bautista, Ilene E	1.50	\$75.56
400	Buttery, Erin J	1.00	\$60.24
400	Hug, Paul	0.25	\$17.57
400	Landin, Susanne T	1.25	\$73.35
		<b><u>4.00</u></b>	<b><u>\$226.72</u></b>

**PUBLIC HEALTH LAB**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
400	Buttery, Erin J	0.25	\$10.04
400	Young, Angela K	0.25	\$10.04
		<b><u>0.50</u></b>	<b><u>\$20.08</u></b>

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

**Overtime Hours and Amounts  
09/24/2016 - 10/07/2016**

**Comp Time Taken  
09/24/2016 - 10/07/2016**

**CLINICAL SERVICES**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
110	Arquette, Jocelyn M	12.50	\$614.06
110	Enzenauer, Lizette	12.50	\$475.50
110	Gigear, Roberta L	7.25	\$414.99
110	Gonzales, Virtudes	1.25	\$71.55
110	Goodspeed, Anita	1.00	\$40.02
110	Homer, AnnMarie	0.25	\$11.66
110	Panaligan, Teodorita	0.75	\$42.93
110	Reta, Gloria	1.25	\$50.04
110	Revilla, Miia	5.50	\$314.82
110	Robles, Cynthia I	12.00	\$456.48
119	Bennis, Kara L	1.00	\$63.42

**55.25 \$2,555.47**

**CLINICAL SERVICES**

<b>Program</b>	<b>Employee</b>	<b>Hours</b>	<b>Amount</b>
110	Castillo, Jocelyn	10.00	\$381.60
110	Flores, Jessica C	1.00	\$38.16
110	Maciel-Perez, Marisol	0.50	\$12.68
110	Randle, Rebecca Ann	1.50	\$46.62
110	Reta, Gloria	3.50	\$93.38
110	Rivera, Sheila A.	2.50	\$77.70
110	Sprance-Grogan, Carolyr	24.00	\$727.20

**43.00 \$1,377.34**



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

**Overtime Hours and Amounts  
09/24/2016 - 10/07/2016**

**Comp Time Taken  
09/24/2016 - 10/07/2016**

**ENVIRONMENTAL HEALTH**

Program	Employee	Hours	Amount
206	Banales, Jason	6.00	\$216.90
206	Billings, Jacob T	2.50	\$102.60
206	Bober, Belinda	4.25	\$243.27
206	Clark, Deborah M	1.50	\$61.56
206	Cohen, Valerie-Nicole S	7.00	\$287.28
206	DelCotto, Aaron A	1.00	\$46.62
206	Franceschini, Joseph D	6.50	\$234.98
206	Kelton, Jason A	14.00	\$589.90
206	Knowles, Mikki M	15.25	\$565.69
206	Lett, Kendra A	7.50	\$264.03
206	Navarrete, George	4.00	\$196.51
206	Northam, Korie	6.75	\$270.14
206	Piar, Diane M	3.00	\$117.00
206	Rainville, Scott A	8.75	\$359.10
206	Reese, Michelle S	0.50	\$18.55
206	Robinson, Gary P	1.00	\$38.04
206	San Nicolas, Thomas	8.75	\$359.10
206	Sheffer, Thanh V	2.50	\$92.74
206	Taylor Jr, George E	5.75	\$275.05

**106.50    \$4,339.06**

**ENVIRONMENTAL HEALTH**

Program	Employee	Hours	Amount
205	Guzman, Michelle D	1.00	\$27.36
206	Bober, Belinda	1.50	\$57.24
206	De Haan, Christian M	8.00	\$218.88
206	Eddins, Adam	3.75	\$90.38
206	Franceschini, Joseph D	5.75	\$138.58
206	Garman, Meredith	7.00	\$229.26
206	Kaderlik, Patricia A.	8.00	\$290.08
206	Lin, Christine	9.00	\$326.34
206	Ramirez Luna, Bianca	9.00	\$222.57
206	Robinson, Gary P	8.00	\$202.88
206	Rohan, Lyle R	1.00	\$36.26
206	Sang-Chiang, Fuen-Su Alfonso	16.00	\$564.96
206	Sharif, Rabea	10.00	\$241.00
206	Umhuza, Diane	3.25	\$78.33
206	Whitesides, Virginia M	0.50	\$14.05
206	Whiting, Willandra C	6.00	\$144.60
207	Hiestand, Desiree C	0.50	\$15.54
207	Meyer, Diane J	3.25	\$101.01
208	Cottam, Carol S.	0.50	\$12.68
208	Forston, Lorraine B	0.01	\$0.36
208	Zimmerman, Steven A	5.25	\$163.17
220	Anghel, Vincentiu	0.50	\$12.06
220	Houston, Donna	2.00	\$78.24

**109.76    \$3,265.83**

**GRAND TOTAL OVERTIME**

Administration	76.50	\$2,756.07
Community Health	96.50	\$3,731.14
So NV Public Health Lab	4.00	\$226.72
Clinical Services	55.25	\$2,555.47
Environmental Health	106.50	\$4,339.06

**GRAND TOTAL    338.75    \$13,608.46**

**GRAND TOTAL COMP TIME TAKEN**

Administration	49.70	\$1,427.26
Community Health	72.75	\$2,050.46
So NV Public Health Lab	0.50	\$20.08
Clinical Services	43.00	\$1,377.34
Environmental Health	109.76	\$3,265.83

**GRAND TOTAL    275.71    \$8,140.97**