



# Memorandum

**Date:** May 25, 2017  
**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 – April 2017

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Apr 2016	Apr 2017		FY16	FY17	
Maintenance Responses	230	154	↓	1859	1898	↑
Electrical Work Orders	15	7	↓	109	105	↓
HVAC Work Orders	13	6	↓	70	172	↑
Plumbing Work Orders	3	6	↑	57	51	↓
Preventive Maintenance	14	5	↓	196	157	↓
Security Responses	477	636	↑	6270	6018	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Apr 2016	Apr 2017		FY16	FY17	
Service Requests Completed	319	315	↓	3286	3262	↓
Service Requests Opened	323	307	↓	3322	3345	↑
Service Requests Open over 30 days	70	134	↑	525	1027	↑

## Information Services System Availability 24/7

	Apr 2016	Apr 2017		FY16	FY17	
Total System	99.98	99.94	↓	99.70	99.90	↑

## Total Monthly Work Orders by Department

	Apr 2016	Apr 2017		FY16	FY17	
Administration	87	81	↓	921	879	↓
Community Health	67	60	↓	706	722	↑
Environmental Health	88	69	↓	695	709	↑
Clinical Services	168	105	↓	1066	952	↓

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Apr 2016</b>	<b>Apr 2017</b>		<b>YTD FY16</b>	<b>YTD FY17</b>	
Total number of calls received	323	307	↓	3322	3345	↑
Number of first call resolutions	80	1	↓	297	71	↓
Number of Lock-out calls	0	0	→	19	13	↓

**ADMINISTRATION Finance - Fiscal Year Data**

<b>Total Monthly Work Orders by Department</b>	<b>Apr 2016</b>	<b>Apr 2017</b>		<b>YTD FY16</b>	<b>YTD FY17</b>	
Contracts Processed	22	28	↑	266	223	↓
Grants Pending – Pre Award*	-			-		
Grants In Progress – Post Award**	6	5	↓	60	71	↑
Purchase Orders Issued	191	139	↓	1500	1460	↑

\* Grant application was created and submitted to agency  
 \*\* Grant application was approved – is being routed for signature

<b>Academic Affairs-Internships</b>	<b>May 2017</b>
Internships-Total Interns <sup>1</sup>	18
Internship Hours <sup>2</sup>	1,072

<sup>1</sup> Total number of monthly interns includes 4 semester-long students (May-August 2017).  
<sup>2</sup> Number of approximate hours interns spent applying academic knowledge to a public health setting.

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

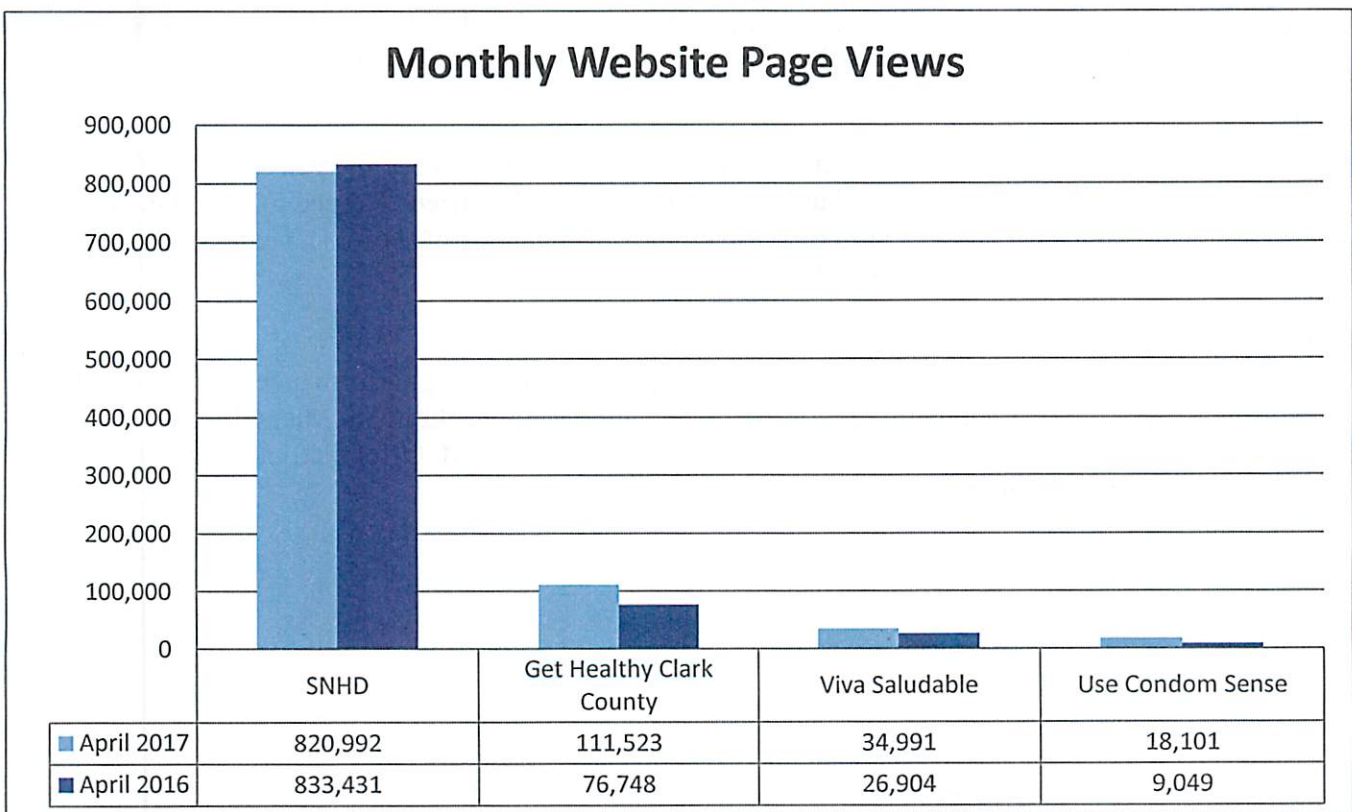
<b>Media, Collateral and Community Outreach Services</b>	<b>Apr 2016</b>	<b>Apr 2017</b>		<b>FY16</b>	<b>FY17</b>	
Media - Print Articles	24	111	↑	180	224	↑
Media - Broadcast stories	17	17	→	198	157	↓
Collateral - Advertising/Marketing Products	18	16	↑	201	180	↓
Community Outreach - Total Volunteers <sup>1</sup>	24	17	↓			
Community Outreach - Volunteer Hours	1,320	1,006	↓	10,923	10,779	↓

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



Social Media Services		Apr 2016	Apr 2017		FY16	FY17
*Facebook SNHD	Likes	3,456	3,541	↑	3,456	3,541
*Facebook Henderson PHC	Likes	1,477	1,483	↑	1,477	1,483
*Facebook Mesquite PHC	Likes	449	463	↑	449	463
*Facebook GHCC	Likes	2,882	3,292	↑	2,882	3,292
*Facebook SHC	Likes	1,819	1,841	↑	1,819	1,841
*Facebook THNK/UseCondomSense	Likes	6,269	6,226	↓	6,269	6,226
*Facebook SNHD THNK Project	Likes	16	34	↑	16	34
*Twitter EZ2Stop	Followers	386	409	↑	386	409
*Twitter SNHDflu	Followers	667	756	↑	667	756
*Twitter GetHealthyCC	Followers	285	316	↑	285	316
*Twitter SNHDinfo	Followers	1,753	2,288	↑	1,753	2,288
*Twitter TuSNHD	Followers	186	209	↑	186	209
*Twitter THNK/UseCondomSense	Followers	565	663	↑	565	663
*Twitter SoNVTraumaSyst	Followers	58	68	↑	58	68
YouTube SNHD	Views	85,726	45,778	↓	2,773,287	747,404
YouTube THNK/UseCondomSense	Views	128	124	↓	1,707	1,224

\*Twitter and Facebook numbers are not cumulative



## Accreditation Activities Report- April 2017

### Accreditation

Document submission has started. It MUST close February 12, 2018

#### CHIP

Semiannual update completed

**Access- Access & Navigation-** The 911 nurse call line is expected July 17, 2017 *Plan:* Continue to address the strategies and gaps. Continue to increase engagement. **Workforce resources and transportation-** Mobile Health Collaborative first event 4.6.17 was very successful, 156 families seen 744 people affected. **Health Insurance-** 89,000 new enrollees, waiting for data from last enrollment *Plan:* Continue

**Chronic Disease-** Members are being referred to the obesity and tobacco coalitions. *Plan:* Continue. **Policy and Funding-** The priority issues sub-committees completed legislature messaging- Health equity and opioids fact sheets and Health equity recording. *Plan:* Jose M. from UNLV to be lead and run group

#### Domains

Teams are meeting; all have had a minimum of 3 meetings. Mike Johnson, Marlo and Jim have chosen to work together and complete this domain on their own. Please see weekly report for items requested and overdue (there is no information on domain 1). I send emails asking for specific docs and meet with them and answer questions. There is a documentation spreadsheet and tracking table (sent Mondays). *Plan:* Send the weekly spread sheet to Leadership with tracking. APPROXIMATELY, 1/3 OF THE DOCUMENTS HAVE BEEN SUBMITTED IN ROUGH DRAFT. **To meet the deadline, ~ 30 new documents need to be submitted every month.**

#### Workforce Development Plan

Tracking is a responsibility of the Workforce Development (WFD) Team. I need to schedule another meeting for this team. The last meeting only Chris and I were to attend so I cancelled it. Laura Valentino has asked to join this team. *Plan:* They will be tracking trainings, and success of trainings.

#### Quality Improvement

IT is working on a folder for docs. QI Team is taking basic training. Team priority is to get the QI circles up and running. All staff will need to be trained in QI; this has been changed to optional. A **just did it** project template has been created to increase employee engagement. *Plan:* Develop a culture of QI and promote successes. This will promote QI and WFD.

#### Performance Management

The performance management policy is in review. Templates for creating performance measures and for the report have been created. Division reports are done. *Plan:* Meet weekly with Michelle to discuss domain 9. Encourage PM to be brought up in all meetings and discussed. Offer district wide training; this has been changed to optional.



**PAYROLL EARNINGS SUMMARY**  
**MARCH 11, 2017, TO MARCH 24, 2017**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2016/17</u>
CLINICAL SERVICES	\$322,235.24	\$2,349,186.24	\$6,307,483.40	\$9,176,239.00
ENVIRONMENTAL HEALTH	\$375,760.69	\$2,743,856.72	\$7,332,242.41	\$10,880,896.00
COMMUNITY HEALTH	\$357,929.33	\$2,108,027.16	\$5,815,154.59	\$7,555,769.00
ADMINISTRATION	\$276,945.02	\$1,991,352.87	\$5,526,708.40	\$7,094,676.00
<b>TOTAL</b>	<b>\$1,332,870.28</b>	<b>\$9,192,422.99</b>	<b>\$24,981,588.80</b>	<b>\$34,707,580.00</b>
FTE	485		Budget FTE Amended FTE	514.2 521.5
Regular Pay	\$ 1,102,309.30	\$ 7,287,371.73	\$ 19,623,868.76	
Longevity	\$ -	\$ -	\$ 191,130.39	
Training	\$ 7,688.83	\$ 62,351.97	\$ 233,610.79	
Final Payouts	\$ 68,611.60	\$ 213,526.24	\$ 543,759.89	
Leave Pay	\$ 128,676.91	\$ 1,423,513.63	\$ 3,765,211.89	
OT Pay	\$ 7,672.47	\$ 53,400.48	\$ 189,252.56	
Other Earnings	\$ 17,911.17	\$ 152,258.94	\$ 434,754.52	
	<b>\$ 1,332,870.28</b>	<b>\$ 9,192,422.99</b>	<b>\$ 24,981,588.80</b>	

APPROVED BY:



\_\_\_\_\_  
 CHIEF HEALTH OFFICER OR  
 DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**MARCH 11, 2017, TO MARCH 24, 2017**

**Overtime Hours and Amounts**

**ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Chamberlain, Robert C	1.00	\$32.64	Keri Price	4.13	\$116.01
Crippen, Sheilamar L	1.00	\$50.37	Marilyn Wilson	4.13	\$94.54
Fedor, Catherine A	14.75	\$621.50			
Good, Jeffrey A.	0.50	\$17.16			
Gray, Mable	1.00	\$34.34			
Hasselbauer, Forrest L	0.50	\$23.31			
Ives, Shala M	8.50	\$270.05			
Johnson, Jeffrey	1.00	\$34.34			
Keegan, Dahlia J	6.00	\$216.90			
Mixter, Kenneth	1.00	\$46.62			
Orthel, Carolyn J	2.00	\$70.42			
Stevens, Michael P	1.00	\$32.64			
Terriquez, Arturo	5.00	\$126.40			
Zielinski, Lynda S	10.75	\$555.83			
<b>Total Administration</b>	<b>54.00</b>	<b>\$2,132.52</b>		<b>8.26</b>	<b>\$210.55</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Harding, Victoria B	1.50	\$75.56			
Johnson, Lance V	5.00	\$171.68			
Vuksanovic, Dan	12.00	\$303.30			
<b>Total Community Health</b>	<b>18.50</b>	<b>\$550.54</b>		<b>0.00</b>	<b>\$0.00</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**MARCH 11, 2017, TO MARCH 24, 2017**

**Overtime Hours and Amounts**

<b>CLINICAL SERVICES</b>					
<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Amount</u></b>	<b><u>Employee</u></b>	<b><u>Hours</u></b>	<b><u>Value</u></b>
Benjamin, GERALYN A	0.25	\$9.51	Ana Conroy	0.38	\$14.50
Cenabre, MARIA T	0.50	\$19.02	Anita Goodspeed	0.38	\$10.14
Fincher, INA B	0.50	\$28.62	Becky Aguilar	1.51	\$43.47
Homer, ANN MARIE	0.75	\$34.97	Carolyn Sprance-Grogan	1.13	\$35.12
Lopez, LAURA N.	5.00	\$286.20	Cynthia Capurso	0.75	\$28.62
Navarro, MARITES L	5.00	\$286.20	Deneen Locklear	0.75	\$19.02
Panaligan, TEODORITA	5.25	\$241.56	Isabel Valdivieso-Estrada	1.50	\$46.62
Pelaez, YAREMIS D	5.00	\$126.38	Jessica Flores	0.38	\$14.50
Valdez, CHRISTINA A	5.00	\$180.75	Jocelyn Castillo	0.38	\$15.26
			Karin Dinda	1.51	\$49.45
			Kimberly Patterson	1.13	\$27.94
			Krystal Camarena	7.50	\$158.85
			Lonita Brantner	1.13	\$27.94
			Lynda McCloskey	1.50	\$57.24
			Shannon Chartrey	0.76	\$22.46
			Sheila Rivera	1.13	\$35.12
			Vicki Salomon	0.38	\$8.05
			Yordanos Brown	7.50	\$286.20
<b>Total Clinical Services</b>	<b><u>27.25</u></b>	<b><u>\$1,213.21</u></b>		<b><u>29.70</u></b>	<b><u>\$900.51</u></b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**MARCH 11, 2017, TO MARCH 24, 2017**

**Overtime Hours and Amounts**

**ENVIRONMENTAL HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Banales, Jason	11.50	\$426.59	Allen Abad	1.13	\$26.52
Billings, Jacob T	4.25	\$179.07	Belinda Bober	16.13	\$631.01
De Haan, Christian M	4.50	\$184.68	Bianca Ramirez Luna	11.63	\$287.61
Garman, Meredith	11.00	\$540.38	Brianna Crutcher	0.76	\$17.84
Greer, John D	2.00	\$86.38	Brittany Lewis	0.75	\$20.52
Kelton, Jason A	3.00	\$129.56	Christian De Haan	1.13	\$30.92
Knowles, Mikki M	7.00	\$280.15	Diane Umuhoza	1.50	\$36.15
Lett, Kendra A	11.25	\$406.69	George Taylor Jr	3.38	\$110.70
MacDavid, Heather R	7.00	\$273.00	Heather MacDavid	5.25	\$136.50
Martucci, Graciela I	6.00	\$326.34	James Muth	8.25	\$231.74
Northam, Korie	6.00	\$259.11	Jodi Brounstein	12.38	\$448.90
Pontius, Kevin	2.00	\$70.41	Kaila Turner	1.50	\$35.21
Rainville, Scott A	2.50	\$102.60	Latonia Hall	9.00	\$216.90
San Nicolas, Thomas	5.50	\$225.72	Marissa Stanley	3.00	\$84.27
Sheffer, Thanh V	7.00	\$259.67	Mikki Knowles	8.63	\$230.25
Sims, Candice H	0.50	\$25.85	Nancy Chu	12.39	\$290.79
			Rachel Flores	0.38	\$9.16
			Richard Ryu	10.88	\$394.51
			Sarah Martinez	12.76	\$307.52
			Shanae Acevedo	10.50	\$253.05
<b>Total Environmental Health</b>	<b><u>91.00</u></b>	<b><u>\$3,776.20</u></b>		<b><u>131.33</u></b>	<b><u>\$3,800.05</u></b>
<b>Combined Total</b>	<b><u>190.75</u></b>	<b><u>\$7,672.47</u></b>		<b><u>169.29</u></b>	<b><u>\$4,911.10</u></b>



**PAYROLL EARNINGS SUMMARY**  
**MARCH 25, 2017, TO APRIL 7, 2017**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2016/17</u>	
CLINICAL SERVICES	\$329,845.23	\$2,679,031.47	\$6,637,328.63	\$9,176,239.00	72%
ENVIRONMENTAL HEALTH	\$382,581.12	\$3,126,437.84	\$7,714,823.53	\$10,880,896.00	71%
COMMUNITY HEALTH	\$288,666.46	\$2,396,693.62	\$6,103,821.05	\$7,555,769.00	81%
ADMINISTRATION	\$282,411.15	\$2,273,764.02	\$5,809,119.55	\$7,094,676.00	82%
<b>TOTAL</b>	<b>\$1,283,503.96</b>	<b>\$10,475,926.95</b>	<b>\$26,265,092.76</b>	<b>\$34,707,580.00</b>	<b>76%</b>
FTE	484		Budget FTE	514.2	
			Amended FTE	521.5	
Regular Pay	\$ 1,091,411.83	\$ 8,378,783.56	\$ 20,715,280.59		
Longevity	\$ -	\$ -	\$ 191,130.39		
Training	\$ 23,516.66	\$ 85,868.63	\$ 257,127.45		
Final Payouts	\$ 11,616.34	\$ 225,142.58	\$ 555,376.23		
Leave Pay	\$ 120,524.38	\$ 1,544,038.01	\$ 3,885,736.27		
OT Pay	\$ 6,625.22	\$ 60,025.70	\$ 195,877.78		
Other Earnings	\$ 29,809.53	\$ 182,068.47	\$ 464,564.05		
	<b>\$ 1,283,503.96</b>	<b>\$ 10,475,926.95</b>	<b>\$ 26,265,092.76</b>		

APPROVED BY:



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 CHIEF HEALTH OFFICER OR  
 DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**

**MARCH 25, 2017, TO APRIL 7, 2017**

**Overtime Hours and Amounts**

**ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ARMSTRONG, LARRY JEROME	1.00	\$25.28	AGUILAR, MARCO	1.13	\$25.75
CARDONA, ANTHONY	0.75	\$28.53	PRICE, KERI	3.38	\$94.80
CRIPPEN, SHEILAMAR L	9.50	\$478.52			
FEDOR, CATHERINE	10.50	\$442.42			
GOOD, JEFFREY	0.50	\$17.17			
GRAY, MABLE	6.50	\$223.18			
IVES, SHALA M	9.50	\$301.82			
JOHNSON, JEFFREY	3.00	\$103.01			
JOHNSON, LANCE V	7.50	\$257.51			
KEEGAN, DAHLIA	6.00	\$216.90			
MIXTER, KENNETH	8.00	\$372.96			
MOSTAFA, TAMMY J	1.00	\$31.77			
ORTHEL, CAROLYN J	9.00	\$316.85			
STEVENS, MICHAEL P	8.50	\$277.44			
TERRIQUEZ, ARTURO	5.25	\$132.69			
VUKSANOVIC, DAN	20.00	\$505.50			
Total Administration	<u>106.50</u>	<u>\$3,731.55</u>		<u>4.50</u>	<u>\$120.55</u>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
CAESAR, ASHLEY	1.00	\$39.00			
Total Community Health	<u>1.00</u>	<u>\$39.00</u>		<u>0.00</u>	<u>\$0.00</u>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**MARCH 25, 2017, TO APRIL 7, 2017**

**Overtime Hours and Amounts**

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ARIAS DE LUJAN, MARIA	0.25	\$14.31	AGUILAR, BECKY S	1.50	\$43.19
BENJAMIN, GERALYN A	0.75	\$28.53	ARQUETTE, JOCELYN M	0.75	\$25.19
CALDERON, ARACELY	0.25	\$7.37	CABILING, ANNA	2.63	\$100.17
GIGEAR, ROBERTA L	0.75	\$42.93	CASTILLO, JOCELYN	1.13	\$45.17
GONZALES, VIRTUDES	0.25	\$14.31	CHARTREY, SHANNON ANG	0.38	\$11.08
			CONROY, ANA	0.38	\$14.31
			DINDA, KARIN	0.38	\$12.28
			FLORES, JESSICA	0.38	\$14.31
			GUEST, MATIA	0.75	\$25.19
			LIONETTI, YAMILETH	3.00	\$126.84
			PANGANIBAN, SHEILA	1.13	\$34.09
			PATTERSON, KIMBERLY N	0.38	\$9.27
			SALOMON, VICKI	0.75	\$15.89
			WOODS, ROSANNA	0.38	\$11.96
<b>Total Clinical Services</b>	<b><u>2.25</u></b>	<b><u>\$107.45</u></b>		<b><u>13.88</u></b>	<b><u>\$488.94</u></b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**MARCH 25, 2017, TO APRIL 7, 2017**

**Overtime Hours and Amounts**

**ENVIRONMENTAL HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ABAD, ALLEN G	0.50	\$17.60	ACEVEDO, SHANAE	6.00	\$144.60
BANALES, JASON	6.00	\$222.57	ANGHEL, VINCENTIU	1.50	\$36.15
BILLINGS, JACOB	5.75	\$242.28	BROUNSTEIN, JODI	13.50	\$489.51
BOBER, BELINDA	2.50	\$146.70	CHU, NANCY	3.38	\$81.34
FRANCESCHINI, JOSEPH	4.25	\$157.65	CRUTCHER, BRIANNA A	1.50	\$35.21
KELTON, JASON	10.75	\$464.24	DE HAAN, CHRISTIAN	4.88	\$133.38
KNOWLES, MIKKI M	5.50	\$220.11	DELCOTTO, AARON	6.38	\$198.14
NORTHAM, KORIE	7.25	\$313.09	DIPRETE, LAUREN K	3.38	\$102.26
PIAR, DIANE	2.75	\$107.25	EDDINS, ADAM	9.38	\$231.85
PONTIUS, KEVIN	2.00	\$70.41	GHAMSSARI, NADEREH	1.50	\$54.39
RAINVILLE, SCOTT	3.50	\$143.64	HALL, LATONIA V	4.50	\$108.45
SHARIF, RABEA	8.25	\$298.24	KADERLIK, PATRICIA A.	10.13	\$367.13
MERRIWEATHER, DANTE L.	6.00	\$343.44	LETT, KENDRA	4.88	\$117.49
			LIN, CHRISTINE	4.50	\$163.17
			MARTUCCI, GRACIELA	4.88	\$176.77
			ORTIZ RIVERA, VANESSA	6.00	\$144.60
			RAMIREZ LUNA, BIANCA	8.25	\$204.02
			ROBINSON, GARY P	7.13	\$194.94
			RYU, RICHARD	0.75	\$27.20
			SAKAMURA-LOW, MIKI K	4.50	\$155.12
			SANG-CHIANG, FUEN-SU AL	7.13	\$251.58
			STANLEY, MARISSA S	3.75	\$105.34
			TURNER, KAILA J	2.63	\$61.61
			UMUHOZA, DIANE	17.63	\$424.76
<b>Total Environmental Health</b>	<b><u>65.00</u></b>	<b><u>\$2,747.22</u></b>		<b><u>138.00</u></b>	<b><u>\$4,009.01</u></b>
<b>Combined Total</b>	<b><u>174.75</u></b>	<b><u>\$6,625.22</u></b>		<b><u>156.38</u></b>	<b><u>\$4,618.50</u></b>