



# Memorandum

**Date:** October 26, 2017  
**To:** Southern Nevada District Board of Health  
**From:** *AGJ* **Andrew J. Glass, FACHE, MS, Director of Administration**  
**Joseph Iser, MD, DrPH, MSc, Chief Health Officer** *JIS*

**RE:** Administration Division Monthly Report – Sept 2017

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Sept 2016	Sept 2017		FY17	FY18	
Maintenance Responses	191	188	↓	624	490	↓
Electrical Work Orders	10	7	↓	31	16	↓
HVAC Work Orders	19	6	↓	69	30	↓
Plumbing Work Orders	5	14	↑	14	21	↑
Preventive Maintenance	15	15	→	48	50	↑
Security Responses	564	524	↓	1765	1714	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Sept 2016	Sept 2017		FY17	FY18	
Service Requests Completed	261	590	↑	1039	1533	↑
Service Requests Opened	272	644	↑	1038	1582	↑
Service Requests Open over 30 days	78	154	↑	222	416	↑

Information Services System Availability 24/7	Sept 2016	Sept 2017		FY17	FY18	
Total System	99.97	99.90	↓	99.68	99.91	↑

Total Monthly Work Orders by Department	Sept 2016	Sept 2017		FY17	FY18	
Administration	68	165	↑	262	431	↑
Community Health	61	117	↑	246	322	↑
Environmental Health	54	109	↑	244	339	↑
Clinical Services	78	199	↓	287	441	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Sept 2016</b>	<b>Sept 2017</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Total number of calls received	272	644	↑	1038	1582	↑
Number of first call resolutions	8	12	↑	32	17	↓
Number of Lock-out calls	8	9	↑	9	12	↑

**ADMINISTRATION Finance - Fiscal Year Data**

<b>Total Monthly Work Orders by Department</b>	<b>Sept 2016</b>	<b>Sept 2017</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Contracts Processed	34	17	↓	84	80	↓
Grants Pending – Pre Award*	-	4	↑	-	9	↑
Grants In Progress – Post Award**	9	12	↑	23	33	↑
Purchase Orders Issued	173	190	↑	579	552	↓

\* Grant application was created and submitted to agency

\*\* Grant application was approved – is being routed for signature

Grants Pending – Pre Award

Association of Food and Drug Officials

1. Category 1: Small Project, \$3,000
2. Category 2: Collaboration, \$20,000
3. Category 3: Training, \$3,000
4. Category 4: Task Force, \$3,000

**ADMINISTRATION Academic Affairs - Fiscal Year Data**

**Academic Affairs-**

**Interns/Residents/Fellows**

	<b>Sept 2017</b>
Internships-Total Interns <sup>1</sup>	28
Internship Hours <sup>2</sup>	1,090

<sup>1</sup> Total number of monthly interns includes 5 semester-long students (August-December 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**

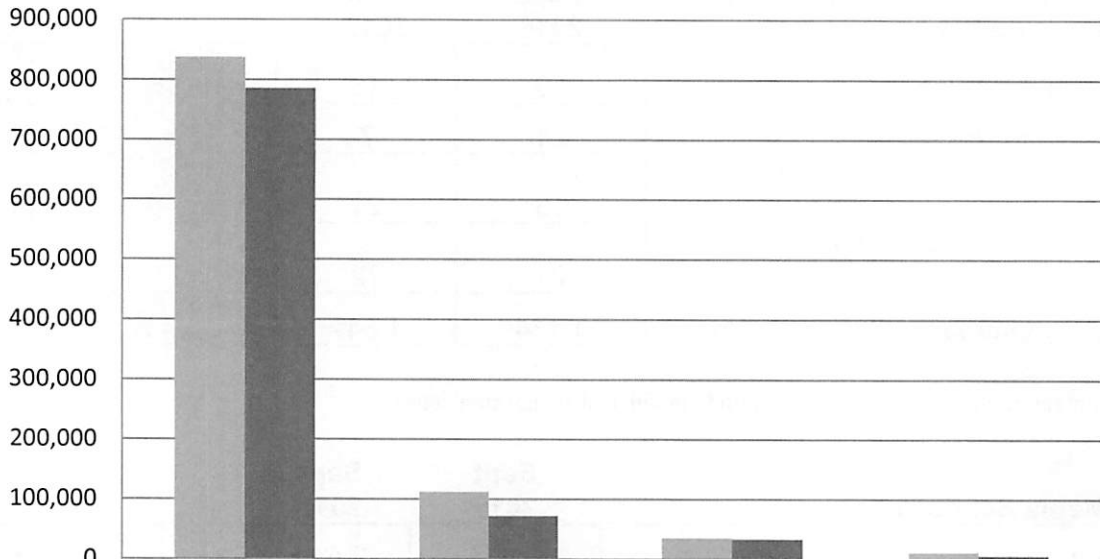
<b>Media, Collateral and Community Outreach Services</b>	<b>Sept 2016</b>	<b>Sept 2017</b>		<b>FY17</b>	<b>FY18</b>	
Media - Print Articles	20	16	↓	56	73	↑
Media - Broadcast stories	21	7	↓	65	25	↓
Collateral - Advertising/Marketing Products	13	21	↑	45	60	↑
Community Outreach - Total Volunteers <sup>1</sup>	21	22	↑			
Community Outreach - Volunteer Hours	1,174	1,342	↑	3,457	3,140.50	↓

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

<b>Social Media Services</b>		<b>Sept 2016</b>	<b>Sept 2017</b>		<b>FY17</b>	<b>FY18</b>
*Facebook SNHD	Likes	3,521	3,658	↑	3,521	3,658
*Facebook Henderson PHC	Likes	1,478	1,480	↑	1,478	1,480
*Facebook Mesquite PHC	Likes	459	464	↑	459	464
*Facebook GHCC	Likes	3,089	5,404	↑	3,089	5,404
*Facebook SHC	Likes	1,856	1,833	↓	1,856	1,833
*Facebook THNK/UseCondomSense	Likes	6,195	6,213	↑	6,195	6,213
*Facebook SNHD THNK Project	Likes	31	38	↑	31	38
*Facebook FamCam	Likes	N/A	26	↑	N/A	26
*Instagram SNHD	Followers	N/A	109	↑	N/A	109
*Twitter EZ2Stop	Followers	400	406	↑	400	406
*Twitter SNHDflu	Followers	700	782	↑	700	782
*Twitter GetHealthyCC	Followers	304	322	↑	304	322
*Twitter SNHDinfo	Followers	1,947	2,473	↑	1,947	2,473
*Twitter TuSNHD	Followers	199	223	↑	199	223
*Twitter THNK/UseCondomSense	Followers	607	685	↑	607	685
*Twitter SoNVTraumaSyst	Followers	54	80	↑	54	80
YouTube SNHD	Views	82,061	43,957	↓	241,596	124,385
YouTube THNK/UseCondomSense	Views	113	101	↓	452	360

\*Twitter, Instagram and Facebook numbers are not cumulative

### Monthly Website Page Views



	SNHD	Get Healthy Clark County	Viva Saludable	Use Condom Sense
■ September 2017	837,561	112,131	35,598	11,744
■ September 2016	786,091	72,205	33,554	6,423

**PAYROLL EARNINGS SUMMARY**  
**SEPTEMBER 23, 2017 TO OCTOBER 6, 2017**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$323,580.36	\$6,874,596.57	\$2,322,569.80	\$9,499,030.00	24%
ENVIRONMENTAL HEALTH	\$397,067.83	\$8,235,806.45	\$2,858,079.38	\$10,588,684.00	27%
COMMUNITY HEALTH	\$300,366.82	\$6,336,573.97	\$2,127,661.06	\$7,969,017.00	27%
ADMINISTRATION	\$293,852.78	\$6,298,521.15	\$2,058,975.48	\$7,951,494.00	26%
<b>TOTAL</b>	<b>\$1,314,867.79</b>	<b>\$27,745,498.14</b>	<b>\$9,367,285.72</b>	<b>\$36,008,225.00</b>	<b>26%</b>

FTE 486

Regular Pay	\$ 1,139,573.96	\$ 22,395,154.45	\$ 7,598,307.82
Training	\$ 8,596.33	\$ 200,103.77	\$ 70,515.47
Final Payouts	\$ -	\$ 525,415.19	\$ 222,671.53
Leave Pay	\$ 123,413.27	\$ 3,786,453.71	\$ 1,259,105.35
OT Pay	\$ 15,467.85	\$ 169,881.04	\$ 61,696.86
Other Earnings	\$ 27,816.38	\$ 668,489.98	\$ 154,988.69
	<b>\$ 1,314,867.79</b>	<b>\$ 27,745,498.14</b>	<b>\$ 9,367,285.72</b>



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 CHIEF HEALTH OFFICER OR  
 DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**SEPTEMBER 23, 2017 TO OCTOBER 6, 2017**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

**ADMINISTRATION**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
GALAVIZ, MONICA	8.50	\$357.56	KREMER, NAMI O	0.38	\$8.80
HASSELBAUER, FORREST L	1.50	\$71.68			
MORAN, DEBORAH R	12.00	\$479.70			
ORTHEL, CAROLYN J	5.75	\$207.49			
PAGAN, WENDY	13.50	\$696.99			
TERRIQUEZ, ARTURO	5.75	\$148.96			
<b>Total Administration</b>	<b>47.00</b>	<b>\$1,962.38</b>		<b>0.38</b>	<b>\$8.80</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
AGUILAR, MARCO A.	5.00	\$175.97	WHITESIDES, VIRGINIA M	7.50	\$227.18
BECKWITH, PATRICIA	7.00	\$432.11			
BOWERS, JENNIFER D	5.00	\$251.77			
CALDERON, ARACELY	5.00	\$150.98			
CARDONA, ANTHONY C	4.00	\$155.96			
CHONGTAI, LORIZA R	5.00	\$293.36			
CLARKE, MICHELLE	6.00	\$334.50			
COHEN, VALERIE-NICOLE S	5.00	\$232.93			
COLE, DARRIS R	5.50	\$262.82			
DELISE, BRANDON	5.50	\$203.80			
DICKEY, SHANNON	5.50	\$214.45			
DOMINGUEZ, LILIANA	5.50	\$138.51			
DONNELL, JESSICA M	5.00	\$175.97			
EASTERLING, KAREN	5.25	\$226.74			
EDWARDS, TARA A	4.75	\$205.14			
ENSIGN, ROSEMARY A	5.50	\$203.80			
GILLIAM, TINA	6.00	\$246.12			
GINTY, JOSEPH P	6.00	\$167.62			
GOODSPEED, ANITA	5.00	\$205.10			
HALL, NANCY	5.50	\$339.52			
HARMON, JENNIFER J	5.00	\$278.75			
HIESTAND, DESIREE C	5.50	\$269.67			
KAPPEL, MATTHEW S	5.00	\$215.94			
KNOWLES, MIKKI M	5.00	\$205.10			
LEWIS, BRITTANY D	5.00	\$210.33			
MORAN, DEBORAH R	5.50	\$219.86			
OAKLEY, FRANCINE R	5.50	\$214.45			
PAGAN, WENDY	6.00	\$309.78			
QIU-SHULTZ, ZUWEN	5.00	\$293.36			
RETA, GLORIA	5.00	\$205.10			
SAN NICOLAS, THOMAS	5.50	\$231.36			
SHARIF, RABEA	4.50	\$175.46			
SMITH-DENT, MARNITA	5.00	\$194.96			
SOY, RONNY C	5.25	\$285.02			
VASILEVSKY, KRISTINE	5.00	\$180.42			
WAGNER, SCOTT E	5.50	\$225.61			
WALKER, TAMARA D	5.50	\$193.56			
WHITESIDES, VIRGINIA M	0.00	\$0.00			
YEGON, MERYLYN C	5.50	\$314.49			
ZIELINSKI, LYNDA S	5.00	\$264.99			
<b>Total Community Health</b>	<b>206.25</b>	<b>\$9,105.38</b>		<b>7.50</b>	<b>\$227.18</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**SEPTEMBER 23, 2017 TO OCTOBER 6, 2017**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
GOODSPEED, ANITA	0.25	\$10.26	AGUILAR, BECKY S	0.38	\$11.36
SALOMON, VICKI L	0.75	\$25.09	ARIAS DE LUJAN, MARIA	1.50	\$58.67
SPRANCE-GROGAN, CAROLYN SUE	0.50	\$23.89	ARQUETTE, JOCELYN M	2.63	\$90.33
			CALDERON, ARACELY	0.38	\$7.55
			CASTILLO, JOCELYN	1.13	\$46.29
			CHONGTAI, LORIZA R	2.63	\$102.66
			FLORES, JESSICA C	0.38	\$14.67
			PANALIGAN, TEODORITA	0.75	\$29.33
			PATTERSON, KIMBERLY N	0.75	\$19.01
			SALOMON, VICKI L	0.75	\$16.73
Total Clinical Services	<u>1.50</u>	<u>\$59.24</u>		<u>11.25</u>	<u>\$396.59</u>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**SEPTEMBER 23, 2017 TO OCTOBER 6, 2017**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

**ENVIRONMENTAL HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ACEVEDO, SHANAE C	6.00	\$222.32	BANALES, JASON	1.88	\$47.61
ARCHIE, BONNIE J	1.00	\$36.09	BOBER, BELINDA	12.00	\$481.08
BANALES, JASON	12.75	\$484.79	BROUNSTEIN, JODI	10.88	\$404.22
BOBER, BELINDA	4.50	\$270.66	CAVIN, ERIN M	1.13	\$36.78
CHU, NANCY	4.00	\$148.22	CLARK, DEBORAH M	1.50	\$43.19
DIAZ, NATHAN J	8.25	\$356.30	DE HAAN, CHRISTIAN M	0.75	\$22.13
EDDINS, ADAM	3.25	\$133.32	FLORES, RACHEL J	2.63	\$102.66
GOODSELL, MICHELLE	0.00	\$0.00	FOWLER, KIMBERLY	14.25	\$379.76
KELTON, JASON A	13.75	\$657.05	GARMAN, MEREDITH	7.13	\$251.73
KNOWLES, MIKKI M	9.00	\$369.19	GOODSELL, MICHELLE	7.13	\$205.13
LUCAS, BRIANNA A	5.50	\$203.80	GREER, JOHN D	18.00	\$559.08
PIAR, DIANE M	11.25	\$473.24	HEMBERGER, ADRIANA	15.38	\$369.92
RAINVILLE, SCOTT A	7.75	\$343.05	KADERLIK, PATRICIA A.	5.63	\$209.08
SIMS, CANDICE H	5.75	\$320.56	KNOWLES, MIKKI M	1.88	\$51.28
TAYLOR JR, GEORGE E	4.25	\$214.00	LANE, SUSAN T	9.00	\$334.53
VASILEVSKY, KRISTINE	3.00	\$108.26	LI, ALVIN	1.50	\$36.09
			MACDAVID, HEATHER R	3.00	\$79.95
			MARTINEZ-HERMOSILLA, AMINTA C	0.75	\$21.59
			NORTHAM, KORIE	3.38	\$99.60
			ORTIZ RIVERA, VANESSA	17.25	\$426.08
			PONTIUS, KEVIN	10.13	\$269.83
			RAMAKRISHNAN, VEENA	10.50	\$253.05
			RAMIREZ LUNA, BIANCA	14.25	\$379.76
			RICH, VICTORIA	3.75	\$90.23
			ROBINSON, GARY P	3.00	\$88.53
			ROCHE, PAMELA	4.50	\$108.27
			SHARIF, RABEA	12.38	\$321.63
			TURNER, KAILA J	11.25	\$277.88
			VASILEVSKY, KRISTINE	7.50	\$180.45
			WELCH, BRENDA H	3.75	\$150.38
<b>Total Environmental Health</b>	<b>100.00</b>	<b>\$4,340.85</b>		<b>216.00</b>	<b>\$6,281.48</b>
<b>Combined Total</b>	<b>354.75</b>	<b>\$15,467.85</b>		<b>235.13</b>	<b>\$6,914.05</b>