



# Memorandum

**Date:** March 22, 2018  
**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 – February 2018

## ADMINISTRATION Facilities - Fiscal Year Data

<b>Monthly Work Orders</b>	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY17</b>	
Maintenance Responses	213	162	↓	1744	1335	↓
Electrical Work Orders	9	5	↓	98	55	↓
HVAC Work Orders	14	15	↑	166	109	↓
Plumbing Work Orders	6	3	↓	45	47	↑
Preventive Maintenance	17	12	↓	152	102	↓
Security Responses	688	584	↓	5382	5171	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

<b>Service Requests</b>	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY17</b>	
Service Requests Completed	371	477	↑	2947	4469	↑
Service Requests Opened	363	487	↑	3038	4393	↑
Service Requests Open over 30 days	127	78	↓	893	841	↓

## Information Services System Availability 24/7

	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY17</b>	
Total System	99.74	99.93	→	99.85	99.94	↓

## Total Monthly Work Orders by Department

	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY17</b>	
Administration	124	157	↑	798	1359	↑
Community Health	75	81	↑	662	889	↑
Environmental Health	65	118	↑	640	973	↑
Clinical Services	107	121	↑	847	1185	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Total number of calls received	363	487	↑	3038	4393	↑
Number of first call resolutions	4	4	→	70	49	↓
Number of Lock-out calls	0	14	↑	13	63	↑

**ADMINISTRATION Finance - Fiscal Year Data**

<b>Total Monthly Work Orders by Department</b>	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Contracts Processed	24	14	↓	195	191	↓
Grants Pending – Pre Award*	2	6	↑	14	26	↑
Grants In Progress – Post Award**	9	12	↑	66	84	↑
Purchase Orders Issued	166	221	↑	1321	1574	↑

\* Grant application was created and submitted to agency

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

**ADMINISTRATION Academic Affairs - Fiscal Year Data**

**Academic Affairs- Interns/Residents/Fellows**

	<b>Mar 2018</b>
Internships-Total Interns <sup>1</sup>	16
Internship Hours <sup>2</sup>	398

<sup>1</sup> Total number of monthly interns includes 12 semester-long students (January-May 2018).

<sup>2</sup> Number of approximate hours interns spent applying academic knowledge to a public health setting.

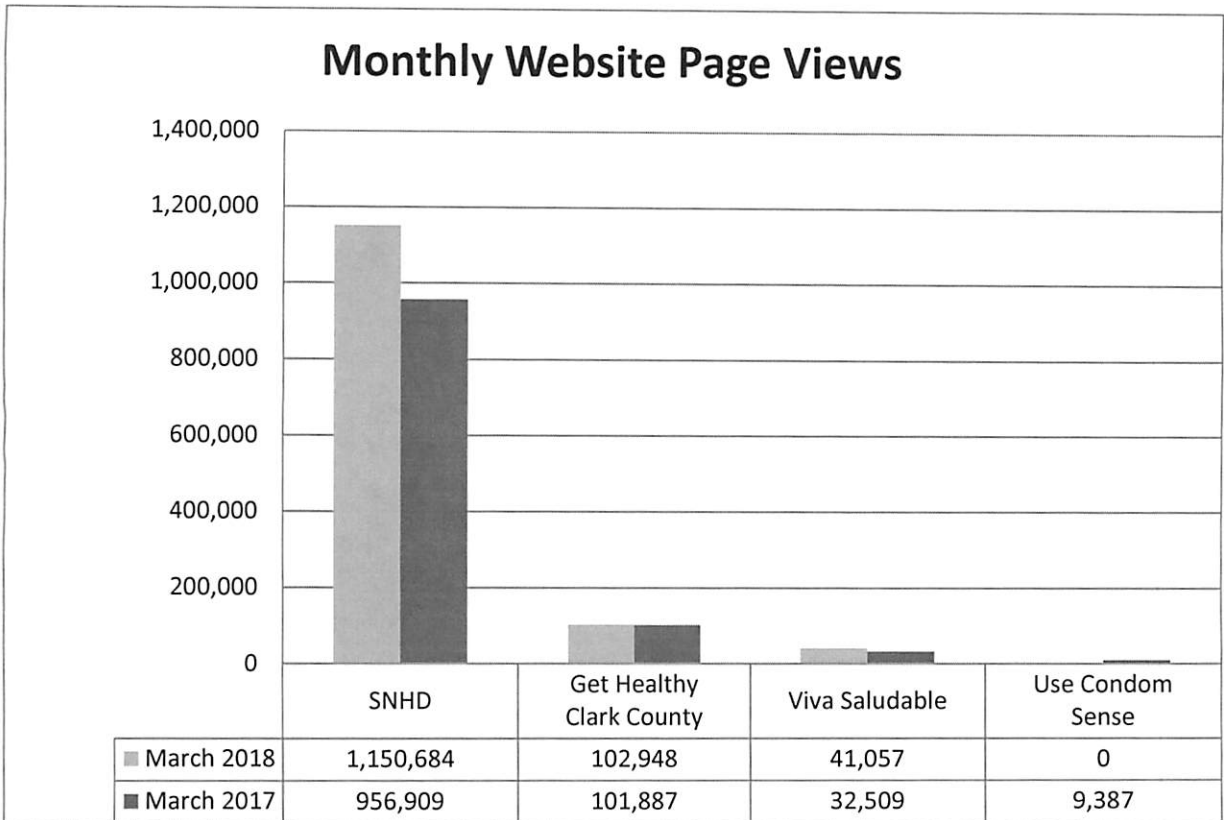
**ADMINISTRATION Public Information Office - Fiscal Year Data**

<b>Media, Collateral and Community Outreach Services</b>	<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>	
Media - Print Articles	17	16	↓	113	181	↑
Media - Broadcast stories	11	6	↓	140	76	↓
Collateral - Advertising/Marketing Products	20	22	↑	164	169	↑
Community Outreach - Total Volunteers <sup>1</sup>	18	22	↑			
Community Outreach - Volunteer Hours	1,148	1,121.50	↓	9,773	10,298.50	↑

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

<b>Social Media Services</b>		<b>Mar 2017</b>	<b>Mar 2018</b>		<b>YTD FY17</b>	<b>YTD FY18</b>
*Facebook SNHD	Likes	3,538	3,733	↑	3,538	3,538
*Facebook Henderson PHC	Likes	1,478	1,465	↓	1,478	1,478
*Facebook Mesquite PHC	Likes	462	460	↓	462	462
*Facebook GHCC	Likes	3,258	5,378	↑	3,258	3,258
*Facebook SHC	Likes	1,848	1,799	↓	1,848	1,848
*Facebook THNK/UseCondomSense	Likes	6,224	6,161	↓	6,224	6,224
*Facebook SNHD THNK Project	Likes	16	41	↑	16	16
*Facebook Food Safety	Likes	N/A	22	↑	N/A	N/A
Facebook FamCam	Likes	N/A	32	↑	N/A	N/A
*Instagram SNHD	Followers	N/A	217	↑	N/A	N/A
*Instagram Food Safety	Followers	N/A	172	↑	N/A	N/A
*Twitter EZ2Stop	Followers	405	411	↑	405	405
*Twitter SNHDflu	Followers	754	823	↑	754	754
*Twitter Food Safety	Followers	N/A	38	↑	N/A	N/A
*Twitter GetHealthyCC	Followers	313	325	↑	313	313
*Twitter SNHDinfo	Followers	2,247	2,621	↑	2,247	2,247
*Twitter TuSNHD	Followers	212	224	↑	212	212
*Twitter THNK/ UseCondomSense	Followers	664	707	↑	664	664
*Twitter SoNVTraumaSyst	Followers	67	101	↑	67	67
YouTube SNHD	Views	49,639	9,995	↓	701,626	49,639
YouTube THNK/UseCondomSense	Views	103	119	↑	1,100	103

\*Facebook, Instagram and Twitter numbers are not cumulative



## HUMAN RESOURCES MONTHLY REPORT March 2018

**Employment:**

- 9 New Hires
- 488 active employees as of March 23, 2018
- 5 Terminations, including 2 retirements
- Turnover rates
  - Administration – 0.00%
  - Clinical Services – 0.85%
  - Community Health – 2.65%
  - Environmental Health – 0.67%
- 29 Personnel Change forms processed
- 57 Evaluations processed
- 2 Class Specifications updated:
  - APRN I/II
  - Employee Health Nurse

**Worker’s Compensation (PACT)**

- Number of Workers Comp cases for the month: 0
- Number of Open Cases: 3

### **Risk Management (POOL)**

- Number of new Risk Management cases for the month: 0
- Number of open cases: 5

### **Safety issues/projects/programs**

- Field safety training – March 13
- March safety newsletter

### **Workforce Development/Training**

- Completed training for March:
  - Safety Orientation: New Hire: 6, Temp: 4
- Workforce Development issues/programs:
  - Meeting minutes training with Executive Administrative Secretaries – March 14
- Supervisors/Managers Training Program – March 14

### **FMLA**

- FMLA hours used for February: 1,668.75
- FMLA leave requests
  - New: 6
  - Recertification: 3
  - Return to Work: 3
- Number of donated leave requests/paperwork processed: 0

### **Employee Benefits**

- Benefit Orientation January; number of attendees: 5
- Union Orientation/Public Health 101; number of attendees: 5
- Mass Mutual/Deferred Comp
  - New accounts: 5
  - Processed withdrawals/rollovers: 4
  - Purchased service credit: 2
- 1:1 Retirement meetings, including 457(b) and PERS pension: 5
- 1:1 Health Insurance Meetings: 6
- Health benefits change log: 13 (new hires, changes, other qualifying events effective 02/01/2018)
- Employee benefit issues: 3
- Wage Works issue RESOLVED

### **Employee/Labor Relations**

- 0 Written Reprimands, 0 Suspensions, 0 Terminations, 1 Probationary Release
- 2 Grievances
- 2 Hours of Labor Meetings (with Union)
- 3 Hours Investigatory Meetings
- 2 Investigations
- 14 Hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 5

### **Employee Health Nurse**

Respirator Fit test: 7

Staff TB tests: 12

New Hire Bloodborne Pathogen class training: 3

Employee Vaccinations: 22

- Fit test equipment out for annual maintenance x 9 business days
- Mentored three (3) Nursing students
- Continued to discuss Hearing Protection Program
- Conducted PAPR maintenance and continued to develop rotation process for a program of readiness maintenance

### **Trainings Attended by Staff:**

- Managing Critical Behaviors in the Workplace webinar (Susan Damitz)
- Insights into FMLA, ADAAA and state requirements; FMLA 2.0 education session (offered by Mercer) luncheon (Susan Damitz)
- Two-day Pediatric Disaster Response Training (Karen Atkins)
- Webinar: Emerging Diseases (Karen Atkins)

### **Projects in Progress**

- Developing process with Finance to track temporary and contracted employees
- Researching PERS eligibility and PERS reporting requirements by Finance
- Setting up trainings for Customer Service, Social Security and PERS.
- Creating a new on-boarding and off-boarding process
- Creating new measurement tools

**PAYROLL EARNINGS SUMMARY**

**March 10 to March 23, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 318,240.59	\$ 2,278,549.21	\$ 6,283,633.38	\$9,499,030.00	66%
ENVIRONMENTAL HEALTH	\$ 390,958.42	\$ 2,856,672.43	\$ 7,682,863.35	\$10,588,684.00	73%
COMMUNITY HEALTH	\$ 312,829.19	\$ 2,221,451.54	\$ 6,059,465.48	\$7,969,017.00	76%
ADMINISTRATION	\$ 280,388.60	\$ 1,979,624.52	\$ 5,443,903.85	\$7,951,494.00	68%
TOTAL	<u>\$1,302,416.80</u>	<u>\$9,336,297.70</u>	<u>\$25,469,866.06</u>	<u>\$36,008,225.00</u>	<u>71%</u>
FTE	488				
Regular Pay	\$ 1,142,893.78	\$ 7,390,082.36	\$ 20,140,078.21		
Training	\$ 12,341.57	\$ 56,397.09	\$ 174,750.52		
Final Payouts	\$ 11,274.95	\$ 279,283.43	\$ 634,025.91		
OT Pay	\$ 3,754.30	\$ 34,661.53	\$ 132,084.48		
Leave Pay	\$ 126,604.21	\$ 1,498,137.84	\$ 3,947,942.60		
Other Earnings	\$ 5,547.99	\$ 77,735.45	\$ 440,984.34		
	<u>\$ 1,302,416.80</u>	<u>\$ 9,336,297.70</u>	<u>\$ 25,469,866.06</u>		



CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

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

**March 10 to March 23, 2018**

**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>
RUIZ, GEORGE	1.25	\$43.99	KREMER, NAMI O	0.75	\$17.60
TERRIQUEZ, ARTURO	4.00	\$108.98			
WU, TAK S	10.00	\$557.50			
HENRI, CORINNE J	13.00	\$533.27			
<b>Total Administration</b>	<b>28.25</b>	<b>\$1,243.74</b>		<b>0.75</b>	<b>\$17.60</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
GINTY, JOSEPH P	2.00	\$55.87	MEACHAM, MINDY A	3.00	\$111.50
YOUNG, ANGELA K	0.00	\$0.00	GRATZKE, JENNIFER D	11.25	\$407.17
GRATZKE, JENNIFER D	0.00	\$0.00	YOUNG, ANGELA K	2.25	\$97.51
ABITRIA, VINCENT R	1.50	\$92.60			
CONSTANTIN, MELISSA	5.50	\$269.67			
MEACHAM, MINDY A	0.00	\$0.00			
EWING, TABITHA L	3.00	\$114.07			
HARMON, JENNIFER J	3.00	\$167.25			
O'CONNOR, KELLI J	3.00	\$126.20			
HUGHES, VICTORIA	3.00	\$126.20			
<b>Total Community Health</b>	<b>21.00</b>	<b>\$951.86</b>		<b>16.50</b>	<b>\$ 616.18</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
CHONGTAI, LORIZA R	0.50	\$30.87	AGUILAR, BECKY S	1.13	\$34.07
ROBLES, CYNTHIA I	3.50	\$136.47	ARIAS DE LUJAN, MARIA	0.38	\$14.67
DE LOS SANTOS, SHERILYN M	5.50	\$138.51	CALDERON, ARACELY	0.75	\$15.89
ARQUETTE, JOCELYN M	6.00	\$325.73	SPRANCE-GROGAN, CAROLYN S	0.75	\$23.89
			VALDIVIESO-ESTRADA, ISABEL	0.38	\$11.95
			CONROY, ANA C	0.38	\$14.67
			DINDA, KARIN	1.50	\$54.29
			LIONETTI, YAMILETH L	1.50	\$65.01
<b>Total Clinical Services</b>	<b>15.50</b>	<b>\$631.58</b>		<b>6.75</b>	<b>\$234.43</b>



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

**March 10 to March 23, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</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>
ORTIZ RIVERA, VANESSA	1.50	\$58.49			
KONOLD, CANDICE S	16.00	\$868.63			
<b>Total Environmental Health</b>	<b>17.50</b>	<b>\$927.12</b>		<b>0.00</b>	<b>\$0.00</b>
<b>Combined Total</b>	<b>82.25</b>	<b>\$3,754.30</b>		<b>24.00</b>	<b>\$868.21</b>

**PAYROLL EARNINGS SUMMARY**

**March 24 to April 06, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2017/18</u>	
CLINICAL SERVICES	\$ 350,281.02	\$ 2,628,830.23	\$ 6,633,914.40	\$9,499,030.00	70%
ENVIRONMENTAL HEALTH	\$ 387,919.88	\$ 3,244,592.31	\$ 8,070,783.23	\$10,588,684.00	76%
COMMUNITY HEALTH	\$ 312,389.56	\$ 2,533,841.10	\$ 6,371,855.04	\$7,969,017.00	80%
ADMINISTRATION	\$ 314,189.39	\$ 2,293,813.91	\$ 5,758,093.24	\$7,951,494.00	72%
<b>TOTAL</b>	<b>\$1,364,779.85</b>	<b>\$10,701,077.55</b>	<b>\$26,834,645.91</b>	<b>\$36,008,225.00</b>	<b>75%</b>
FTE	493				
Regular Pay	\$ 1,115,684.66	\$ 8,505,767.02	\$ 21,255,762.87		
Training	\$ 11,903.03	\$ 68,300.12	\$ 186,653.55		
Final Payouts	\$ 57,316.28	\$ 336,599.71	\$ 691,342.19		
OT Pay	\$ 1,847.38	\$ 36,508.91	\$ 133,931.86		
Leave Pay	\$ 159,704.60	\$ 1,657,842.44	\$ 4,107,647.20		
Other Earnings	\$ 18,323.90	\$ 96,059.35	\$ 459,308.24		
	<b>\$ 1,364,779.85</b>	<b>\$ 10,701,077.55</b>	<b>\$ 26,834,645.91</b>		

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CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

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

**March 24 to April 06, 2018**

**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>
TERRIQUEZ, ARTURO	5.25	\$143.03	KREMER, NAMI O	0.38	\$8.80
GRAY, MABLE	1.00	\$35.19			
JOHNSON, JEFFREY	1.00	\$35.19			
HENRI, CORINNE J	10.75	\$440.97			
<b>Total Administration</b>	<b>18.00</b>	<b>\$654.38</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>
			YOUNG, ANGELA K	1.88	\$81.26
<b>Total Community Health</b>	<b>0.00</b>	<b>\$0.00</b>		<b>1.88</b>	<b>\$81.26</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BROWN, YORDANOS Z	0.25	\$15.43	CAPURSO, CYNTHIA	0.75	\$29.34
DE LOS SANTOS, SHERILYN M	6.00	\$155.44	CONROY, ANA C	0.38	\$14.67
ARQUETTE, JOCELYN M	5.50	\$298.59	WOODS, ROSANNA	0.38	\$12.91
BENJAMIN, GERALYN A	0.50	\$19.50			
ROBLES, CYNTHIA I	2.00	\$77.98			
<b>Total Clinical Services</b>	<b>14.25</b>	<b>\$566.94</b>		<b>1.50</b>	<b>\$56.91</b>

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

**March 24 to April 06, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</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>
ORTIZ RIVERA, VANESSA	2.00	\$77.98	LEWIS, BRITTANY D	3.00	\$88.53
SHEFFER, THANH V	4.50	\$189.30			
EDWARDS, TARA A	4.50	\$204.45			
HOUSTON, DONNA	2.50	\$154.33			
<b>Total Environmental Health</b>	<b>13.50</b>	<b>\$626.06</b>		<b>3.00</b>	<b>\$88.53</b>
<b>Combined Total</b>	<b>45.75</b>	<b>\$1,847.38</b>		<b>6.75</b>	<b>\$235.50</b>

## Grants Expired and Awarded

### March 2018

<b>Grants Expired</b>					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Tobacco Prevention (tob_18)	P-CDC	3/28/2018	\$ 175,744.00	end of budget period	1.10
Epidemiology, Laboratory, and Health Information System-Ebola (elc Ebola16)	P-CDC	3/31/2018	\$ 519,745.00	end of performance period	1.50
Ryan White Part B-Early Intervention Services (rwbeis17)	P-HRSA S-Pharm Rebates	3/31/2018	\$ 199,549.83	end of budget period	2.25
Ryan White Part B-Referral for Healthcare and Supportive Services (rwrhrs17)	P-HRSA S-Pharm Rebates	3/31/2018	\$ 88,993.50	end of budget period	1.25
Family Planning (FP_17)	F-OASH	3/31/2018	\$ 1,480,000.00	end of performance period	12.17

<b>Grants Awarded</b>							
<i>Project Name</i>	<i>Grantor</i>	<i>Received</i>	<i>Start Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Dissemination of Evidence-Informed Interventions (deii_18) Amendment #4	P-HRSA	3/5/2018	9/1/2017	8/31/2018	\$ 76,936.01	Aids United received remaining funding from federal	3.10
Cooperative Case Management Services Agreement with UNLV Medice (unsom_18)	O-UNLV	3/5/2018	12/1/2017	12/31/2018	\$ 95,000.00	awarded	0.20
Health Start Initiative (hstrt_18)	F-HRSA	3/5/2018	4/1/2018	3/31/2019	\$ 97,044.00	new performance period. Received partial fund	5.25
SNHD Cooperative Agreement for Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards (rtlfd_18)	F-FDA	3/26/2018	7/1/2017	6/30/2018	\$ -	budget revision	0.40
Ryan White Part A (rwa_18)	P-HRSA	3/5/2018	3/1/2018	2/28/2019	\$ 250,584.25	new performance period. Received partial fund	8.70
Healthy tomorrows Partnership for Children Program (htp_16) Amendment #1	F-HRSA	3/5/2018	3/1/2016	2/28/2017	\$ (1,383.00)	close out amendment	0.60
Title X Family Planning 5 month extension	F-OASH	3/30/2018	4/1/2018	8/31/2018	\$ 620,000.00	awarded	14.00
Services Enhancement Title XX (srvenh18)	P-ACF	3/30/2018	2/1/2018	6/30/2018	\$ 196,949.00	awarded	0.25

F=Federal  
P=Pass-Through  
S=State

Funding Opportunity

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date
1	Title X Family Planning Program Extension to 8/31/2018 fp_18	F-OPA	3/9/18	In propotion of 5/12 or approved budget	Rick C.	\$ 620,000.00	4/1/18	8/31/18	3/8/18
2	FQHC Incubator Funds Social Services Block Grant - Title XX	State NV	asap	\$200,000 by 6/30/18	JoAnn R.	\$ 196,494.00	2/1/18	6/30/18	3/14/18 3/19/18
1	Ryan White B - rwrhrs18	P-HRSA & Pharm Rbts	12/20/17	Referral for healthcare and supporting services	Rick C.	\$ 124,474.00	4/1/18	3/31/19	12/19/17
2	Ryan White B-rwbeis18	P-HRSA & Pharm Rbts	12/20/17	Early intervention services	Marlo T.	\$ 331,464.00	4/1/18	3/31/19	12/14/17
3	Public Health Associate Program (PHAP)	F-CDC	1/18/18	HIV/AIDS/STD	Rick C.	\$ -	10/1/18	9/30/20	1/16/18
4	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Solid Waste/ Safe Drinking Water	Herb S.	\$ -	10/1/18	9/30/20	1/16/18
5	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Quality Improvement Performance Measurement	Andy G.	\$ -	10/1/18	9/30/20	
				drowning prevention	Nicole B.				1/16/18
6	EMS First Responders non-competing application year 2 emsfr_19	F-SAMHSA	1/23/18	EMS First Responders - NARCAN	John H.	\$ 490,058.00	9/30/18	9/29/19	1/18/18
7	Preventive Medicine Residency Program-pmres_18	HRSA	1/26/18	MPH Residency Program	Andy G.	\$ 2,000,000.00	5/1/18	4/30/23	1/26/18
8	Implementation of Evidence-Informed Models to Improve HIV Health Outcomes for Black Men Who Have Sex with Men (BMSM) - Demonstration Sites - style_19 hrsa-18-047	F-HRSA	2/5/18	\$300,000/year x 3 yrs	Margarita D.	\$ 900,000.00	8/1/18	7/31/21	2/2/18
9	community health nurse - state of nv (chwnv)	S-rebates	asap	amendment - increasing funds \$107,988	Rick C.	\$ 107,988.00	7/1/18	6/30/19	2/20/18
10	Immunization program - continuation (imm_18)	PT-CDC	3/5/18	do not exceed \$557,180	JoAnn R.	\$ 557,180.00	7/1/18	6/30/19	3/1/18
11	Ryan White HIV/AIDS Part C Capacity Development Program rwcap_19 hrsa-18-051	F-HRSA	3/9/18	\$150,000 for one yr	Sony V.	\$ 150,000.00	9/1/18	8/31/19	3/2/18
12	Rural Health Mobile Clinic rural_18	S-Funds for Healthy NV	asap	\$51,294	JoAnn R.	\$ 51,530.00	2/1/18	6/30/18	3/7/18
13	cross-jurisdictional sharing cjs_18	O-RWJF/KHI	3/30/18	max \$10,000	Dr. Johnson	\$ 9,922.00	5/1/18	12/31/18	3/30/18
1	fdill_19 non-competing application	F-CDC	4/15/18	food illness social media monitoring	Lauren P.	\$ 192,500.00	9/30/18	9/29/19	

**Funding Opportunity**

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Project Manager	Request Amount	Est. Start	End	Sub Date
2	rtlfd_19 non-competing application	F-FDA	4/30/18	retail food standards	Christine S.	\$ 70,000.00	7/1/18	6/30/19	
3	national center for chronic disease prevention and health promotion PL Key TBD	F-CDC	5/4/18	school sealant program - oral health	tbd	tbd	9/1/18	8/31/21	
4	Graduate Medical Education (GME) New and Expanded Program Grants Round IV PL Key TBD	S-Exec Order 2014-07	5/15/18	increase number of physicians for primary care and/or mental health-training	Dr. Iser	tbd	7/1/18	6/30/20	
5	Title X Family Planning Program, FP_19 pa-fph-18-001	F-OPA	5/24/18	Family Planning 3 years	Dr. Leguen	tbd	9/1/18	8/31/21	
6	ELC Continuation non-competing application for FY2019	P-CDC	4/27/18 to State NV		Lei Z.	tbd	8/1/18	tbd	
7	Sexual Risk Avoidance Education Program hhs-2018-acf-acyf-sr-1358	F-ACF	tbd forecast	\$300-\$450K	Margarita D.	tbd	tbd	tbd	
8	Promoting, Strengthening and Enhancing Disease Prevention by Collaboration with Targeted Stakeholders cdc-rfa-ip18-1804	F-CDC	tbd forecast	tbd	tbd	tbd	tbd	tbd	

**Southern Nevada Health District  
Income Statement (unaudited)  
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**Summary - General Fund**

<b>Fund Balance, July 1, 2017</b>	<u>\$ 19,763,877</u>				
	<b>Budget</b>	<b>YTD Actual</b>	<b>Rec / Enc</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>Revenue</b>	\$ 52,705,310	\$ 41,268,399	\$ (230,116)	\$ 11,667,027	78%
<b>Expenditures</b>	\$ 53,206,966	\$ 32,884,727	\$ 1,661,398	\$ 18,660,841	65%
<b>Surplus/(Deficit)</b>	<u>\$ (501,656)</u>				
<b>Fund Balance as of February 28, 2018</b>	<u>\$ 26,256,035</u>				

**General Fund By Category**

	<b>Budget</b>	<b>YTD Actual</b>	<b>Receivables</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b><u>REVENUE</u></b>					
<b>Fees for Service</b>	\$ 11,577,679	\$ 8,850,456	\$ (7,727)	\$ 2,734,951	76%
<b>General Receipts</b>	\$ 447,500	\$ 638,082	\$ (22,041)	\$ (168,541)	138%
<b>Tax Receipts</b>	\$ 20,934,126	\$ 13,956,084		\$ 6,978,042	67%
<b>Licenses / Permits</b>	\$ 18,541,971	\$ 17,071,675	\$ (200,347)	\$ 1,670,643	91%
<b>Title XIX</b>	\$ 1,204,034	\$ 668,278	\$ -	\$ 535,756	56%
<b>Transfer In</b>	\$ -	\$ 83,824	\$ -	\$ (83,824)	
<b>TOTAL REVENUE</b>	<u>\$ 52,705,310</u>	<u>\$ 41,268,399</u>	<u>\$ (230,116)</u>	<u>\$ 11,667,027</u>	<u>78%</u>
	<b>Budget</b>	<b>YTD Actual</b>	<b>Encumbrances</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b><u>EXPENDITURES</u></b>					
<b>Salaries</b>	\$ 28,568,133	\$ 17,642,264	\$ -	\$ 10,925,870	62%
<b>Fringe Benefits &amp; Taxes</b>	\$ 12,345,171	\$ 7,065,038	\$ 444	\$ 5,279,689	57%
<b>Travel &amp; Training</b>	\$ 389,312	\$ 168,515	\$ -	\$ 220,797	43%
<b>Supplies</b>	\$ 5,362,947	\$ 3,768,656	\$ 233,023	\$ 1,361,268	75%
<b>Services &amp; Contracts</b>	\$ 6,088,403	\$ 3,275,874	\$ 1,248,161	\$ 1,564,368	74%
<b>Capital Outlay</b>	\$ 243,000	\$ 96,803	\$ 179,771	\$ (33,573)	114%
<b>Indirect Costs</b>	\$ 12,938,512	\$ 6,982,621	\$ -	\$ 5,955,891	54%
<b>Cost Reimbursement</b>	\$ (18,073,061)	\$ (9,901,085)	\$ -	\$ (8,171,976)	55%
<b>Transfer Out</b>	\$ 5,344,549	\$ 3,786,041	\$ -	\$ 1,558,508	71%
<b>TOTAL EXPENDITURES</b>	<u>\$ 53,206,966</u>	<u>\$ 32,884,727</u>	<u>\$ 1,661,398</u>	<u>\$ 18,660,841</u>	<u>65%</u>



**Southern Nevada Health District  
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**General Fund By Division**

	<b>Budget</b>	<b>YTD Actual</b>	<b>Receivables</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>REVENUE</b>					
<b>Clinical Services</b>	\$ 6,039,254	\$ 5,207,713	\$ 1,238	\$ 830,303	86%
<b>Environmental Health</b>	\$ 18,648,000	\$ 17,038,502	\$ (201,751)	\$ 1,811,249	90%
<b>Community Health</b>	\$ 3,996,869	\$ 2,816,696	\$ (4,139)	\$ 1,184,312	70%
<b>Administration</b>	\$ 24,021,187	\$ 16,205,488	\$ (25,464)	\$ 7,841,163	67%
<b>TOTAL REVENUE</b>	<u>\$ 52,705,310</u>	<u>\$ 41,268,399</u>	<u>\$ (230,116)</u>	<u>\$ 11,667,027</u>	78%

**General Fund By Department/Program**

	<b>Budget</b>	<b>YTD Actual</b>	<b>Encumbrances</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>EXPENDITURES</b>					
<b>Clinical Services</b>					
CS Administration	\$ 1,996,646	\$ 927,114	\$ -	\$ 1,069,532	46%
Family Planning	\$ 1,075,479	\$ 268,907	\$ -	\$ 806,572	25%
Immunization	\$ 8,770,371	\$ 5,721,535	\$ (171,095)	\$ 3,219,931	63%
Community Health Nursing	\$ 1,893,658	\$ 1,065,389	\$ -	\$ 828,269	56%
Pharmacy	\$ 507,632	\$ 885,086	\$ -	\$ (377,454)	174%
Ryan White	\$ 396,275	\$ 237,582	\$ -	\$ 158,693	60%
Sexual Health Clinic	\$ 2,265,865	\$ 1,214,164	\$ 9,680	\$ 1,042,021	54%
Teen Pregnancy Prevention	\$ 181,163	\$ 96,839	\$ -	\$ 84,324	53%
Tuberculosis	\$ 1,803,613	\$ 1,158,266	\$ 32,041	\$ 613,306	66%
<b>Total</b>	<u>\$ 18,890,702</u>	<u>\$ 11,574,882</u>	<u>\$ (129,374)</u>	<u>\$ 7,445,195</u>	61%
<b>Environmental Health</b>					
EH Administration	\$ 1,683,802	\$ 783,951	\$ 591	\$ 899,259	47%
Food	\$ 9,096,949	\$ 4,968,017	\$ -	\$ 4,128,932	55%
General	\$ 1,390,756	\$ 1,154,426	\$ 25,688	\$ 210,642	85%
Permits	\$ 3,664,209	\$ 2,349,940	\$ 264	\$ 1,314,005	64%
Plan Review	\$ 2,631,852	\$ 1,594,876	\$ -	\$ 1,036,976	61%
Safe Drinking Water	\$ 23,312	\$ 9,245	\$ -	\$ 14,067	40%
Solid Waste Management	\$ 2,607,742	\$ 1,619,770	\$ -	\$ 987,972	62%
Underground Storage Tank	\$ 405,343	\$ 151,704	\$ -	\$ 253,639	37%
<b>Total</b>	<u>\$ 21,503,965</u>	<u>\$ 12,631,928</u>	<u>\$ 26,543</u>	<u>\$ 8,845,494</u>	59%

**Southern Nevada Health District  
Income Statement (unaudited)  
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<b>EXPENDITURES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Encumbrances</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>Community Health</b>					
Administration	\$ 620,365	\$ 354,983	\$ -	\$ 265,382	57%
Clinical Health Laboratory	\$ 1,213,968	\$ 760,973	\$ 162,900	\$ 290,095	76%
EMS & Trauma	\$ 969,518	\$ 550,797	\$ 41,617	\$ 377,104	61%
Informatics	\$ 612,193	\$ 190,825	\$ 45,943	\$ 375,426	39%
Chronic Disease Prevention	\$ 1,858,702	\$ 1,075,978	\$ 61,656	\$ 721,068	61%
Disease Surveillance	\$ 4,049,746	\$ 2,212,605	\$ 7,000	\$ 1,830,141	55%
Public Health Preparedness	\$ 812,086	\$ 482,650	\$ -	\$ 329,436	59%
Public Health Laboratory	\$ 982,329	\$ 551,100	\$ 651	\$ 430,578	56%
Vital Records	\$ 2,216,317	\$ 974,204	\$ -	\$ 1,242,112	44%
<b>Total</b>	<b>\$ 13,335,224</b>	<b>\$ 7,154,116</b>	<b>\$ 319,767</b>	<b>\$ 5,861,341</b>	<b>56%</b>
<b>Administration</b>					
Administration	\$ 2,164,884	\$ 1,519,111	\$ 186,176	\$ 459,597	79%
Business Group	\$ 1,048,620	\$ 762,992	\$ -	\$ 285,628	73%
Facilities	\$ 3,598,074	\$ 2,186,452	\$ 306,504	\$ 1,105,118	69%
Finance	\$ 2,241,964	\$ 1,470,247	\$ 60,960	\$ 710,757	68%
Food Handler Education	\$ 973,781	\$ 570,283	\$ -	\$ 403,498	59%
Human Resources	\$ 1,023,496	\$ 674,386	\$ 16,265	\$ 332,845	67%
Information Technology	\$ 3,483,980	\$ 1,960,501	\$ 530,041	\$ 993,438	71%
Legal Services	\$ 797,953	\$ 288,302	\$ -	\$ 509,651	36%
Public Information Office	\$ 741,745	\$ 463,010	\$ 2,077	\$ 276,658	63%
Sub-Total	\$ 16,074,497	\$ 9,895,284	\$ 1,102,023	\$ 5,077,190	68%
Disaster Relief	\$ -	\$ 80,150	\$ -	\$ (80,150)	
Admin-Cost Reimbursemen	\$ (18,073,061)	\$ (9,901,085)	\$ -	\$ (8,171,976)	55%
<b>Total</b>	<b>\$ (1,998,564)</b>	<b>\$ 74,350</b>	<b>\$ 1,102,023</b>	<b>\$ (3,174,936)</b>	
<b>Transfers Out</b>	<b>\$ 1,475,639</b>	<b>\$ 1,450,639</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>98%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,206,966</b>	<b>\$ 32,885,914</b>	<b>\$ 1,318,958</b>	<b>\$ 19,002,094</b>	<b>64%</b>

**Southern Nevada Health District  
Income Statement (unaudited)  
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**Summary - Special Revenue Funds**

<b>Fund Balance, July 1, 2017</b>	<u>\$ 13,120</u>				
	<b>Budget</b>	<b>YTD Actual</b>	<b>Rec / Enc</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>Revenue</b>	\$20,432,052	\$14,365,967	\$ (2,083,740)	\$ 8,149,824	60%
<b>Expenditures</b>	<u>\$20,432,052</u>	<u>\$12,802,919</u>	<u>\$ 1,248,502</u>	<u>\$ 6,380,631</u>	69%
<b>Surplus/(Deficit)</b>	<u>\$ -</u>	<u>\$ 1,563,049</u>	<u>\$ (3,332,241)</u>	<u>\$ 1,769,193</u>	
<b>Fund Balance as of February 28, 2018</b>				<u><u>\$ (1,756,073)</u></u>	

**Summary - Capital Project Fund**

<b>Fund Balance, July 1, 2017</b>	<u>\$ 4,022,961</u>				
	<b>Budget</b>	<b>YTD Actual</b>	<b>Rec / Enc</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>Revenue</b>	\$ 40,000	\$ 43,232	\$ (7,727)	\$ 4,496	89%
<b>Expenditures</b>	<u>\$ 2,157,004</u>	<u>\$ 638,082</u>	<u>\$ (22,041)</u>	<u>\$ 1,540,963</u>	29%
<b>Surplus/(Deficit)</b>	<u>\$ (2,117,004)</u>	<u>\$ (594,851)</u>	<u>\$ 14,314</u>	<u>\$ (1,536,467)</u>	
<b>Fund Balance as of February 28, 2018</b>				<u><u>\$ 3,442,424</u></u>	

**Summary - Bond Reserve Fund**

<b>Fund Balance, July 1, 2017</b>	<u>\$ 1,529,419</u>				
	<b>Budget</b>	<b>YTD Actual</b>	<b>Rec / Enc</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>Revenue</b>	\$ 1,360,639	\$ 1,364,310	\$ -	\$ (3,671)	100%
<b>Expenditures</b>	<u>\$ 1,600,000</u>	<u>\$ 1,090,818</u>	<u>\$ -</u>	<u>\$ 509,182</u>	68%
<b>Surplus/(Deficit)</b>	<u>\$ (239,361)</u>	<u>\$ 273,492</u>	<u>\$ -</u>	<u>\$ (512,853)</u>	
<b>Fund Balance as of February 28, 2018</b>				<u><u>\$ 1,802,911</u></u>	

**Southern Nevada Health District  
Income Statement (unaudited)  
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<b>Summary - Insurance Liability Fund</b>
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<b>Fund Balance, July 1, 2017</b>	<u>\$ 347,044</u>				
	<b>Budget</b>	<b>YTD Actual</b>	<b>Rec / Enc</b>	<b>(over)/under budget</b>	<b>% Spent / Encumbered</b>
<b>Revenue</b>	\$ 133,000	\$ 104,022	\$ -	\$ 28,978	78%
<b>Expenditures</b>	<u>\$ 280,400</u>	<u>\$ 172,678</u>	<u>\$ -</u>	<u>\$ 107,722</u>	62%
<b>Surplus/(Deficit)</b>	<u>\$ (147,400)</u>	<u>\$ (68,655)</u>	<u>\$ -</u>	<u>\$ (78,745)</u>	
<b>Fund Balance as of February 28, 2018</b>			<u><u>\$ 278,389</u></u>		

Grantor	Div	Grant Name	Original Start	End	Total Amount	Amount Expended thru 02/28/18	% spent	s/b	Notes
State of Nevada	100	CHWNV_18 Medical Case Management	7/1/2017	8/31/2018	\$ 48,500	\$ 21,150	44%	57%	
Federal HRSA FP	100	Family planning	4/1/2017	3/31/2018	\$ 1,513,427	\$ 1,286,219	85%	92%	
Federal HRSA HSI	100	Healthy Start Initiative	4/1/2017	3/31/2018	\$ 680,250	\$ 547,865	81%	92%	
State of Nevada	100	Immunization Adult	1/4/2016	9/29/2018	\$ 271,141	\$ 222,569	82%	79%	
State of Nevada	100	Immunization Program	4/1/2017	6/30/2018	\$ 696,475	\$ 536,241	77%	73%	
State of Nevada	100	Maternal and child health program HD#16002	7/1/2017	6/30/2018	\$ 86,999	\$ 36,884	42%	67%	
March of Dimes	100	Family planning pregnancy	11/6/2017	10/31/2018	\$ 19,328	\$ 2,834	15%	33%	
State of Nevada	100	Maternal and child health program NFP HD16264	10/1/2017	9/30/2018	\$ 97,877	\$ 35,326	36%	42%	
UNLV	100	NV Childhood Lead Poisoning	9/30/2017	9/29/2018	\$ 90,130	\$ 4,328	5%	42%	
Intrastate Interlocal - Nursing NHV	100	Nevada Home Visiting HD #16195	10/1/2017	9/30/2018	\$ 207,832	\$ 86,916	42%	42%	
Intrastate Interlocal - Nursing NHV	100	Nevada Home Visiting	7/8/2014	9/30/2017	\$ 1,261,066	\$ 1,194,141	95%	100%	Closed-\$1,145,082
Boston University	100	Peer Navigation Building Bridge (PNBBC_18)	7/1/2017	8/31/2017	\$ 25,000	\$ 3,266	13%	100%	Closed
Boston University	100	Peer Navigation Building Bridge (PNBC2_18)	9/1/2017	8/31/2018	\$ 75,000	\$ 25,116	33%	50%	
Interlocal - Clark County	100	Public health nurse liaison-child protective	7/1/2017	6/30/2018	\$ 78,707	\$ 51,462	65%	67%	spent \$75,453
Interlocal - Clark County	100	OAGHSP 18	7/1/2017	6/30/2018	\$ 78,686	\$ 41,900	53%	67%	
Contract w/ Catholic Charities	100	Refugee Health	10/1/2016	9/30/2017	\$ 160,000	\$ 164,725	103%	100%	Closed-\$354,854
Contract w/ Catholic Charities	100	Refugee Health	10/1/2017	9/30/2018	\$ 160,000	\$ 33,000	21%	42%	spent \$33,833
Interlocal - Clark County RWA	100	Ryan White Part A	3/1/2017	2/28/2018	\$ 1,244,022	\$ 1,183,132	95%	100%	
Interlocal - Clark County RWA	100	Ryan White Part A Careware	6/20/2017	8/15/2017	\$ 8,000	\$ 325	4%	100%	Closed
State of Nevada	100	Ryan White Part B Care Act - Healthcare - RHHS	4/1/2017	3/31/2018	\$ 96,797	\$ 82,460	85%	92%	
State of Nevada	100	Ryan White Part B Case Management	10/1/2017	9/29/2018	\$ 355,040	\$ 6,801	2%	42%	
State of Nevada	100	Ryan White Part B Pharmacy	10/1/2017	9/29/2018	\$ 207,005	\$ 64,329	31%	42%	
State of Nevada	100	SAPTA (SAPTB_18)	10/1/2017	9/30/2018	\$ 40,000	\$ 15,294	38%	42%	
State of Nevada	100	SAPTA (BHPT2_17)	10/1/2016	9/30/2017	\$ 40,000	\$ 15,745	39%	100%	Closed
State of Nevada	100	TB Elimination & Control_18	1/1/2017	12/31/2017	\$ 329,930	\$ 35,247	11%	17%	
State of Nevada	100	TB Elimination & Control_17	1/1/2017	12/31/2017	\$ 342,978	\$ 342,186	100%	100%	Closed
Federal TPP 1B	100	Teenage Pregnancy Prevention Tier 1B	7/1/2017	6/30/2018	\$ 749,999	\$ 454,031	61%	67%	
UNLV	100	UNSOM_18	11/1/2017	4/30/2018	\$ 95,000	\$ 12,732	13%	67%	
Federal Foodill	200	Foodbourne Illness Surveillance	9/30/2017	9/30/2018	\$ 192,500	\$ 44,142	23%	42%	
Federal Foodill	200	Foodbourne Illness Surveillance	9/30/2016	9/30/2017	\$ 192,500	\$ 160,204	83%	100%	Closed
AFDO Training	200	Training	9/1/2017	11/1/2017	\$ 3,000	\$ 3,000	100%	100%	Closed
AFDO Social Media	200	Social Media	1/11/2017	11/1/2017	\$ 3,000	\$ 3,000	100%	100%	Closed
Naccho Mentorship	200	NACCHO #	11/21/2016	8/31/2017	\$ 11,000	\$ 10,999	100%	100%	Closed
Department of HHS Food and Drug Admin	200	Retail Food RPS	7/1/2017	6/30/2018	\$ 70,000	\$ 27,827	40%	67%	
Intrastate Interlocal - Environmental SDW	200	Safe Drinking Water	7/1/2017	6/30/2019	\$ 250,000	\$ 83,578	33%	33%	
Intrastate Interlocal - Environmental UST	200	Underground Storage Tank	7/1/2017	6/30/2018	\$ 170,000	\$ 170,000	100%	67%	Closed \$170,000

Grantor	Div	Grant Name	Original Start	End	Total Amount	Amount Expended thru 02/28/18	% spent	s/b	Notes
State of Nevada	600	Adult viral hepatitis prev & control	11/1/2016	10/31/2017	\$ 45,725	\$ 45,725	100%	100%	Closed
State of Nevada	600	Adult viral hepatitis prev & control	11/1/2017	10/31/2018	\$ 45,725	\$ 8,983	20%	33%	
State of Nevada	600	CDCPHEP CRI	7/1/2017	6/30/2018	\$ 525,292	\$ 257,509	49%	67%	
State of Nevada	600	CDCPHEP CRI	7/1/2016	6/30/2018	\$ 481,557	\$ 416,975	87%	83%	
State of Nevada	600	CDCPHEP PAIS 14994	7/1/2016	6/30/2018	\$ 2,322,471	\$ 2,162,663	93%	83%	
State of Nevada	600	CDCPHEP PAIS 14994	7/1/2017	6/30/2018	\$ 2,372,736	\$ 1,555,277	66%	67%	
AIDS United	600	DEII	9/1/2017	8/31/2018	\$ 276,936	\$ 109,638	40%	50%	
AIDS United	600	DEII	9/1/2016	8/31/2017	\$ 271,534	\$ 271,534	100%	100%	Closed
State of Nevada	600	DHS-Counter Terrorism Ctr	9/1/2017	8/31/2019	\$ 87,780	\$ 15,283	17%	25%	
Federal DHS	600	DHS-First Responders	9/30/2017	9/29/2018	\$ 486,479	\$ 37,982	8%	42%	
State of Nevada	600	DHS-Security System	9/1/2017	8/31/2019	\$ 35,000	\$ 23,565	67%	25%	
State of Nevada	600	ELC Cont #16085	8/1/2017	7/31/2018	\$ 626,300	\$ 236,395	38%	58%	
State of Nevada	600	ELC Ebola # 14909	4/1/2015	3/31/2018	\$ 519,745	\$ 519,745	100%	97%	
State of Nevada	600	Funds for Healthy Nevada (FHN) Tobacco	7/1/2017	6/30/2018	\$ 413,133	\$ 156,651	38%	67%	
State of Nevada	600	Heart Disease and Stroke Prevention	6/30/2017	6/29/2018	\$ 9,912	\$ 5,602	57%	67%	
State of Nevada	600	HIV prevention_18	1/1/2018	12/31/2018	\$ 1,852,611	\$ 126,721	7%	17%	
State of Nevada	600	HIV prevention_17	1/1/2017	12/31/2017	\$ 1,309,344	\$ 1,309,344	100%	100%	Closed
State of Nevada	600	Hiv/Aids Surveillance_18	1/1/2018	12/31/2018	\$ 143,341	\$ 16,081	11%	17%	
State of Nevada	600	Hiv/Aids Surveillance_17	1/1/2017	12/31/2017	\$ 130,043	\$ 130,043	100%	100%	Closed
State of Nevada	600	HPP PHEP Ebola #15115	9/1/2015	6/30/2020	\$ 655,390	\$ 257,447	39%	48%	
State of Nevada	600	HPP_17 PHP ASPR # 15562	7/1/2016	6/30/2018	\$ 669,803	\$ 577,731	86%	83%	
State of Nevada	600	HPP_18 PHP	7/1/2017	6/30/2018	\$ 765,498	\$ 466,682	61%	67%	
State of Nevada	600	Obesity prevention program	6/30/2017	6/29/2018	\$ 25,998	\$ 15,707	60%	67%	
State of Nevada	600	OPIOID Crisis in Nevada	4/1/2017	9/30/2017	\$ 65,446	\$ 65,446	100%	100%	Closed
State of Nevada	600	People Who Inject Drugs (PWID_17)	5/18/2017	9/30/2017	\$ 82,218	\$ 49,985	61%	100%	Closed
State of Nevada	600	PHHSBG HD16287	10/1/2017	9/30/2018	\$ 41,800	\$ 9,978	24%	42%	
State of Nevada	600	PHHSBG HD15705	10/1/2016	9/30/2017	\$ 38,000	\$ 38,000	100%	100%	Closed
State of Nevada	600	PHP ZIKA_17	7/1/2016	6/30/2018	\$ 243,000	\$ 159,714	66%	83%	
Federal Pich	600	Pich	9/30/2016	9/29/2017	\$ 2,487,737	\$ 2,443,523	98%	100%	Closed
State of Nevada	600	RxDrug HD15661	9/1/2017	8/31/2018	\$ 16,189	\$ 1,082	7%	50%	
State of Nevada	600	RxDrug HD15661	8/30/2016	8/31/2017	\$ 79,749	\$ 79,749	100%	100%	Closed
State of Nevada	600	Ryan White Part B Care Act - EIS	4/1/2017	3/31/2018	\$ 256,703	\$ 194,503	76%	92%	
State of Nevada	600	SAPTA HIV Testing Program OEDS	10/1/2017	9/30/2018	\$ 284,143	\$ 111,574	39%	42%	
State of Nevada	600	SAPTA HIV Testing Program OEDS	10/1/2016	9/30/2017	\$ 284,143	\$ 252,926	89%	100%	Closed
State of Nevada	600	SAPTA IDU HIV HD15825	10/1/2017	9/30/2018	\$ 108,259	\$ 13,323	12%	42%	
State of Nevada	600	SAPTA IDU HIV HD15825	10/1/2016	9/30/2017	\$ 88,259	\$ 80,253	91%	100%	Closed
State of Nevada	600	SNAP Education, Div of Welfare & Supportive Ser	10/1/2017	9/30/2018	\$ 139,744	\$ 41,099	29%	33%	
State of Nevada	600	STD Prevention and Control Program_18	1/1/2018	12/31/2018	\$ 453,065	\$ 50,833	11%	17%	
State of Nevada	600	STD Prevention and Control Program_17	1/1/2017	12/31/2017	\$ 464,049	\$ 464,049	100%	100%	Closed

**Grants Expired and Awarded  
February 2018**

**February 2018**

<b>Grants Expired</b>					
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Ryan White Part A (rwa_17)	P-HRSA	2/28/2018	\$ 1,284,022.22	end of performance period	10.50

<b>Grants Awarded</b>							
<i>Project Name</i>	<i>Grantor</i>	<i>Received</i>	<i>Start Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Ryan White Part A, Amd#1 CQM	P-HRSA	2/2/2018	3/21/2017	2/28/2018	\$ 40,000.00	add CQM/OEDS portion	0.31
NV Childhood Lead Poison Prev	P-CDC	2/2/2018	9/30/2017	8/31/2018	\$ 91,130.00	new grant	0.73

Funding Opportunity Beginning December 14, 2017

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Program Manager	Request Amount	Est. Start	End	Sub Date
1	Public Health Associate Program	F-CDC	1/18/18	Imm/ Outreach	Rick C.	\$ -	10/1/18	9/30/20	n/a
2	Birth Defects Study to Evaluate Pregnancy exposures (BS- STEPS II) rfa-dd-18-001 cdc-rfa-dd18-001	F-CDC			Kathryn B.				n/a
3	Youth Homelessness Demonstration Program FR-6100-N-35 Clark County is applying	F-HUD	4/17/18	\$43 M for 11 Awards min \$1 per community	Margarita D.				n/a
4	Graduate Medical Education (GME) New and Expanded Program Grants cannot apply at this time	State NV							
5	AmeriCorp Not applying								
6	Immunization Information Systems Sentinel Site Project	F-CDC	tbd forecast	\$300-\$400K for 3-4 years	JoAnn R.		7/1/18		n/a
1	Ryan White B	P-HRSA & Pharm Rbts	12/20/17	Referral for healthcare and supporting services	Rick C.	\$ 124,474.00	4/1/18	3/31/19	12/19/17
2	Ryan White B	P-HRSA & Pharm Rbts	12/20/17	Early intervention services	Marlo T.	\$ 331,464.00	4/1/18	3/31/19	12/14/17
3	Public Health Associate Program (PHAP)	F-CDC	1/18/18	HIV/AIDS/STD	Rick C.	\$ -	10/1/18	9/30/20	1/16/18
4	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Solid Waste/ Safe Drinking Water	Herb S.	\$ -	10/1/18	9/30/20	1/16/18
5	Public Health Associate Program (PHAP)	F-CDC	1/18/18	Quality Improvement Performance Measurement	Andy G.	\$ -	10/1/18	9/30/20	
6				drowning prevention	Nicole B.				1/16/18
7	EMS First Responders non-competing application year 2	F-SAMHSA	1/23/18	EMS First Responders - NARCAN	John H.	\$ 490,058.00	9/30/18	9/29/19	1/18/18
8	Preventive Medicine Residency Program	HRSA	1/26/18	MPH Residency Program	Andy G.	\$ 2,000,000.00	5/1/18	4/30/23	1/26/18
9	Implementation of Evidence-Informed Models to Improve HIV Health Outcomes for Black Men Who Have Sex with Men (BMSM) - Demonstration Sites hrsa-18-047	F-HRSA	2/5/18	\$300,000/year x 3 yrs	Margarita D.	\$ 900,000.00	8/1/18	7/31/21	2/2/18
10	community health nurse - state of nv (chwnv)	S-rebates	asap	amendment - increasing funds \$107,988	Rick C.	\$ 107,988.00	7/1/18	6/30/19	2/20/18
11	Immunization program - continuation (imm)	PT-CDC	3/5/18	do not exceed \$557,180	JoAnn R.	\$ 557,180.00	7/1/18	6/30/19	3/1/18



Funding Opportunity Beginning December 14, 2017

	Title of Opportunity	Funding Agency	Actual Due Date	Description/Info	Program Manager	Request Amount	Est. Start	End	Sub Date
1	Title X Family Planning Program pa-fph-18-001	F-OPA	5/24/18	Family Planning 3 years	Rick C.	tbd	9/1/18	8/31/21	
2	CDC HIV-AIDS, Viral Hepatitis, STD, TB cdc-rfa-ps18-1807	F-CDC	4/13/18	HIV/AIDS/STD/TB	tbd	tbd	7/2/18	7/1/23	
3	Emerging Leaders in Public Health program FY2019	O-Kresge	4/2/18 - 4/30/18	receiving leadership coaching and development and \$125,000	Dr. Iser	tbd	tbd	tbd	
4	Ryan White HIV/AIDS Part C Capacity Development Program hrsa-18-051	F-HRSA	3/9/18	\$150,000 for one yr	Sony V.	\$ 150,000.00	9/1/18	8/31/19	
5	Rural Health Mobile Clinic	S-Funds for Healthy NV	asap	\$51,294	JoAnn R.	\$51,530	4/1/01	6/30/18	
6	Title X Family Planning Program Extension to 8/31/2018	F-OPA	3/9/18	In propotion of 5/12 or approved budget	Rick C.	\$ 620,000.00	4/1/18	8/31/18	
7	<del>FQHC Incubator Funds</del> Social Security Block Grant - Title XX funds radioactive material	State NV	asap	\$200,000 by 6/30/18	JoAnn R.	\$ 196,393.00	signed	6/30/18	
8	Sexual Risk Avoidance Education Program hhs-2018-acf-acyf-sr-1358	F-ACF	tbd forecast	\$300-\$450K	Margarita D.	tbd	tbd	tbd	
9	Promoting, Strengthening and Enhancing Disease Prevention by Collaboration with Targeted Stakeholders cdc-rfa-ip18-1804	F-CDC	tbd forecast	tbd	tbd	tbd	tbd	tbd	



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

**Date:** April 26, 2018

**RE:** Updated Classification Specifications

- **APRN** - Currently Schedule 27 (\$75,280.92 - \$105,086.28) FLSA Exempt, Bargaining Unit Eligible

**SUMMARY:**

Change the current class specification to include an **APRN II** (Schedule 29; \$83,403.84 - \$116,364.56) FLSA Exempt, Bargaining Unit Eligible

Advancement to the “II” level is not automatic and is based on position availability, funding, minimum requirements met, interview outcomes and at the discretion of the Division Director.

Class specification updated to attract more quality candidates.

- **EMPLOYEE HEALTH NURSE** - Currently Schedule 24 (\$64,599.60 - \$90,140.96) FLSA Exempt, Bargaining Unit Ineligible

**SUMMARY:**

Updated the class specification to amend language regarding types of vaccinations administered and to strengthen language regarding involvement with contract negotiations.

1. “Administer adult vaccinations per ACIP guidelines and SNHD protocol”
2. “Significantly involved in decisions of management affecting the collective bargaining agreement.”

- **GRANTS WRITER** – Current Schedule 23 (\$61,380.28 - \$85,599.80) FLSA Non-exempt, Bargaining Unit Eligible

**SUMMARY:**

Change the current Schedule from 23 to Schedule 24 (\$64,599.60 - \$90,140.96); no other changes to the job description are requested.

**ADVANCED PRACTICE REGISTERED NURSE I/II (APRN I/II)**

**DEFINITION**

The APRN is responsible for providing direct patient care in the context of focused and/or comprehensive health care visits within the assigned clinical area in accordance with SNHD standards and guidelines in a competent, efficient, sensitive, professional manner. Advancement to the “II” level is not automatic and is based on position availability, funding, minimum requirements met, and interview outcomes and at the discretion of the Division Director.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from higher level supervisory or management staff
- Exercises technical and functional supervision over clerical and professional staff

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Obtain appropriate patient health history; provide health related screenings; conduct and appropriately document medical examination as related to assigned public health clinic(s) and program(s)
- Perform general physical examinations including heart, neck, pulmonary chest, cardiovascular, abdominal, and other routine exams; perform pelvic and breast examinations; initiate and perform selected diagnostic tests
- Offer and provide specialized screening procedures, discuss and provide medications, confirm patient understanding of medications and related procedures.
- Identify physical and emotional illnesses through observations, interpretations of laboratory findings, and analysis of patient medical records; analysis of diagnostic tests and physical exam; prescribe and administer medications; provide or assist in providing appropriate medical care, and provide appropriate community referrals as needed
- Counsel patients under medical treatment programs in order to assess their health progress; identify reoccurring problem areas; establish written and verbal treatment plans to solve specific problem areas; evaluate compliance with the treatment program and modify treatment program based on patient response to treatment
- Provide health related counseling on the prevention of communicable diseases; coordinate health programs with community organizations and agencies; provide general health related information and instruction to individuals and families
- Provide relevant health instruction, health promotion, and health maintenance for assigned clinical program(s) such as family planning, sexual health, tuberculosis, or immunizations
- Provide HIV risk assessment evaluation, pre-test counseling, testing, and post-test counseling
- Maintain operational activities and patient care for assigned clinic(s) and program(s); participate in a variety of health care responsibilities including administering immunizations, performing pregnancy and tuberculosis tests, and diagnosing and treating clients for drug addiction, sexually transmitted disease and other illnesses
- Assist with medical emergencies; administer first aid for minor injuries and health problems including fainting, seizures, vomiting, and other minor injuries or health problems
- Participate in departmental meetings, quality assurance activities, and trainings which affect policies related to the delivery of health care
- Provide clinical supervision of unlicensed personnel and licensed practical nurses as needed
- Serve as clinical preceptor to health professions and public health students; review work of registered nurses, licensed practical nurses, and assistants to ensure compliance with proper and established health care procedures

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Advanced Practice Registered Nurse (*Continued*)**

- Collaborate with members of the health care team, SNHD programs, community agencies, and resources through joint planning and coordination of activities in providing comprehensive care
- Perform related duties and responsibilities as required

## **QUALIFICATIONS**

### **Knowledge of:**

- Advanced principles, procedures, methods and techniques of health care including assessment, diagnosis, plan of care, implementing interventions, evaluations and referrals
- Evidence based and/or research informed medical treatments for a variety of health status
- Normal growth patterns of newborns and infants
- A variety of contagious and transmittable diseases, how they are contracted and spread, and their proper treatments and immunizations
- A variety of possible reactions or side effects to vaccines and immunizations
- Procedures and methods of laboratory testing and interpretation
- A variety of community agencies and other outside resources available to patients
- Medical terminology
- Principles and procedures of medical record keeping
- Principles and procedures of medical report preparation
- Universal precautions and infection control practices
- Pertinent Federal, State, and local laws, codes and regulations regarding health care

### **Ability to:**

- Perform general physical examinations
- Prepare and perform diagnostic tests in order to evaluate treatments for patients with a variety of infections and illnesses
- Systematically assess the health status of persons and families
- Provide responsible and advanced nursing and health care
- Administer a variety of prescribed medications
- Administer proper vaccines and immunizations
- Insert, fit, examine, and remove a variety of female contraceptives
- Teach patients about proper uses of birth control and emergency contraception
- Perform selected diagnostic procedures
- Respond to emergency situations
- Administer first aid
- Interview patients prior to examinations in order to assess their health statuses
- Counsel patients on a variety of health care related issues
- Operate standard medical testing equipment
- Prepare, perform and interpret laboratory tests
- Prepare medical records and reports
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

## **Training and Experience Guidelines**

### **Advanced Practice Registered Nurse I**

#### **Training:**

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Advanced Practice Registered Nurse (*Continued*)**

- A Master's degree from an accredited college or university with major course work in nursing or a related health field that is acceptable to the Nevada State Board of Nursing for certification as an Advanced Practice Registered Nurse; Certification as an advanced practice registered nurse by a nationally recognized certification agency approved by the Nevada State Board of Nursing.

**OR**

- Alternate APRN qualification if certification is prior to July 2014 as set forth by the Nevada State Board of Nursing.

**Experience:**

- One year of experience as an advanced practice registered nurse preferred.

**Working Conditions**

- Must perform SNHD services with individuals having disease conditions
- Standing and stooping for extended periods of time

**License or Certificate**

- Possession of, or ability to obtain, an appropriate, valid State Advanced Practice Registered Nurse License
- Possession of an appropriate, valid State Registered Nursing License
- Possession of, or ability to obtain, an appropriate, valid CPR Certificate
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

**Advanced Practice Registered Nurse II**

Advancement to the "II" level is not automatic and is based on position availability, funding, minimum requirements met, and interview outcomes and at the discretion of the Division Director.

**Training:**

- A Master's degree from an accredited college or university with major course work in nursing or a related health field that is acceptable to the Nevada State Board of Nursing for certification as an Advanced Practice Registered Nurse; Certification as an advanced practice registered nurse by a nationally recognized certification agency approved by the Nevada State Board of Nursing.

**Experience:**

- Five years of experience as an advanced practice registered nurse preferred.

**Working Conditions**

- Must perform SNHD services with individuals having disease conditions
- Standing and stooping for extended periods of time

**License or Certificate**

- Possession of, or ability to obtain, an appropriate, valid State Advanced Practice Registered Nurse license without restrictions
- Possession of an appropriate, valid State Registered Nursing License
- Possession of, or ability to obtain, an appropriate, valid CPR Certificate
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

**EMPLOYEE HEALTH NURSE**

**DEFINITION**

To plan, coordinate and provide training for activities to protect employees who may be exposed to harmful airborne substances through pandemic or emergency/disaster events.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from the HR Administrator

**DISTINGUISHING CHARACTERISTICS**

This is a position for a Registered Nurse whose major responsibilities are related to the emergency preparedness of all employees of the Health District. This includes prevention as well as preparedness activities. Confidentiality, discretion and protection of HIPAA protected information is required.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Responsible for implementing and updating an annual respiratory protection program for SNHD employees for pandemic or highly infectious respiratory diseases which might include N95 respirators, powered air purifying respirators; perform initial medical screening prior to fit testing; and maintain and update online training program for N95 fit testing, per OSHA requirements
- Maintain databases to document employees fit tested for respirators, employee immunization records, employee attendance and/or declination to attend Blood Borne Pathogen training
- Manage employee flu vaccine drive annually; schedule and provide for staffing mobile clinics for employee flu vaccine clinics for offsite locations
- Maintain and update “just in time” program for Powered Air Purifying Respirator training; update N95/PAPR Protection Program for SNHD
- Provide new employee training and annual required training per the Blood Borne Pathogen OSHA requirements; provide employee follow up after BBP exposure, including review of incident and plan for precautions to decrease future incidents
- Administer adult vaccinations per ACIP guidelines and SNHD protocol
- Administer and evaluate TB tests for employees as needed
- Update program plans, rules and regulations for each area of responsibility in a timely manner
- Act as a referral source for information on blood borne pathogens, immunizations and respiratory protection to employees, public and private entities, as well as the community
- Significantly involved in decisions of management affecting the collective bargaining agreement
- May participate in any public health response team as needed or where appropriate
- Perform related duties and responsibilities as required

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Employee Health Nurse (*Continued*)**

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of the public health preparedness program
- Principles, procedures, methods of preventative activities as well as treatments related to assigned program
- Pertinent federal, state and local laws, codes and regulations related to assigned program
- Principles and practices of nursing diagnosis
- A variety of contagious and communicable diseases, how they are contracted and spread, and signs and symptoms
- Procedures and methods of laboratory testing and interpretation
- Community partners and outside resources for public health emergency preparedness
- Principles and procedures of medical documentation
- Universal precautions and infection control practices
- Fit testing for the N95 respirator and use of alternate respiratory protection i.e. PAPR
- Computer software programs utilized for record keeping and documentation, including Word, Excel, Power-Point and PortaCount software
- Blood borne pathogens; blood borne pathogen training and appropriate follow up after a BBP exposure
- OSHA requirements for blood borne pathogens and respiratory protection
- Adult education principles, methods and formats
- HIPAA regulations

**Ability to:**

- Prepare and conduct employee awareness classes and seminars
- Assess employees prior to administering vaccines, determine which immunizations are needed, and at what intervals, and then administer vaccines
- Manage and schedule staffing for clinics to administer injections and or medications
- Respond to emergency situations and maintain professional practices in high stress situations
- Maintain confidentiality
- Communicate well to address small and large diverse groups
- Understand and follow complex oral and written instructions
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work independently in the absence of supervision
- Use computer proficiently
- Interpret laboratory results in order to recommend appropriate immunization(s)
- Understand and assist with Grant funding update requirements and reports
- Review employee confidential information to determine which employees are eligible for incident response

**Training and Experience Guidelines**

**Training:**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in nursing or equivalent registered nursing experience

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Employee Health Nurse (Continued)**

**Experience:**

- Four years of registered nursing experience including one year of experience in community health nursing

**Working Conditions**

- Must perform District services with individuals having diseases including communicable diseases
- Standing and stooping for extended periods of time
- May be exposed to a variety of working environments
- May travel from site to site for extended periods of time in varied weather conditions

**License or Certificate**

- Possession of an appropriate, valid Nevada Registered Nursing License
- Possession of, or ability to obtain within 30 days of employment, an appropriate, valid C.P.R. Certificate
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

FLSA Exempt

Bargaining Unit Ineligible

Schedule 24

Approved by the Board of Health on 01/28/16

Updated by Chief Health Officer on 03/30/2018



## **GRANTS WRITER**

### **DEFINITION**

To identify, research, write and submit grant applications.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general administrative direction from the Director of Administration, or higher level staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Identify diversified funding and grant sources for current and new or expanded District programs and activities
- Coordinate proposals with the strategic business plan and mission of the District
- Prepare, and maintain updated internal assessments of projects and initiatives requiring funding resources
- Develop and prepare grant applications including writing/amending program descriptions and compiling required data
- Coordinate and manage preparation and writing of grant applications in a timely manner
- Initiate and maintain communication with relevant agencies and personnel, internally and externally
- Develop procedures and systems to maintain and archive all internal documents and documentation related to assigned grants, including drafts, originals and subsequent versions of contracts, proposals, general communication, technical documents, white papers, policies and procedures, guidelines, agendas, plans and programs, meeting minutes, etc.
- Develop reference, instruction and information services for staff as requested
- Provide consultation services on research strategies, tactics and tools for the development of grants for submission as requested
- Develop and provide staff with templates and boiler plate documents to assist in grant preparation
- Facilitate access to diverse scientific, medical, technical and business research/reference services as requested
- Review books, journals, technical reports and electronic media relevant to Health District funding and business development needs, and maintain a high level of awareness of current trends, methods, strategies, and applicable technologies
- Anticipate District information needs to ensure information and resources are in step with industry trends and Health District needs
- Evaluate and recommend potential technologies, tools and data sources for data research to support grant application and report preparation
- Assist in gathering data and presentation of public health data, including current demographics for grant applications and reports
- Prepare monthly reports/summaries on status of grants
- Perform related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern Office procedures, methods and computer equipment
- Applicable Federal and State laws, District policies, rules and regulations
- MS Word, Excel and Internet
- Database applications
- Document Management Systems
  
- Successful grant writing strategies
- Electronic information sources

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Grants Writer (Continued)**

#### **Ability to:**

- Prepare, develop, and /or write complex grant applications and funding proposals
- Provide excellent/proven written communication skills
- Work independently and provide self initiative
- Learn, interpret and apply policies, laws, rules and regulations
- Work cooperatively with diverse staff
- Work flexibly and creatively in a rapidly changing environment
- Maintain high work standards under minimal supervision
- Analyze and present data effectively
- Provide relevant research results in a timely and easily understood manner
- Complete grant applications efficiently and effectively
- Maintain expert level of organizational skills, manual and electronic
- Provide strong analytical skills with attention to detail
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contracted in the course of work

#### **Training and Experience Guidelines**

##### **Training:**

- Equivalent to a bachelor's degree in public administration, business administration, statistics, grant administration, or related subject

##### **Experience:**

- Four years of experience in grant writing, business development, administrative analysis, grant administration or closely related experience

##### **License or Certificate**

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

##### **Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

Bargaining Unit Eligible

FLSA Non-Exempt

Schedule 24

Approved by the Board of Health on 5/23/02

Revisions approved by the Board of Health on 2/22/07

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Board of Health on 6/23/16

Revisions approved by the Chief Health Officer on 04/06/2018