



# Memorandum

**Date:** October 25, 2018

**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** *JS*

**RE:** Administration Division Monthly Report – September 2018

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Sept 2017	Sept 2018		YTD FY18	YTD FY19	
Maintenance Responses	188	123	↓	490	500	↑
Electrical Work Orders	7	11	↑	16	33	↑
HVAC Work Orders	6	4	↓	30	35	↑
Plumbing Work Orders	14	2	↓	21	9	↓
Preventive Maintenance	15	19	↑	50	44	↓
Security Responses	524	528	↑	1714	1624	↓

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Sept 2017	Sept 2018		YTD FY18	YTD FY19	
Service Requests Completed	590	480	↓	1533	1480	↓
Service Requests Opened	644	434	↓	1582	1487	↓
Service Requests Open over 30 days	154	81	↓	416	237	↓

Information Services System Availability 24/7	Sept 2017	Sept 2018		YTD FY18	YTD FY19	
Total System	99.90	99.97	↑	99.91	99.74	↓

Total Monthly Work Orders by Department	Sept 2017	Sept 2018		YTD FY18	YTD FY19	
Administration	165	190	↑	431	592	↑
Community Health	117	71	↓	322	222	↓
Environmental Health	109	64	↓	339	251	↓
Clinical Services	199	155	↓	441	415	↓

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Sept 2017</b>	<b>Sept 2018</b>		<b>YTD FY18</b>	<b>YTD FY19</b>	
Total number of calls received	644	434	↓	1582	1489	↓
Number of first call resolutions	12	8	↓	17	17	→
Number of Lock-out calls	9	5	↓	12	23	↑

#### ADMINISTRATION Finance - Fiscal Year Data

<b>Total Monthly Work Orders by Department</b>	<b>Aug 2017</b>	<b>Aug 2018</b>		<b>YTD FY18</b>	<b>YTD FY19</b>	
Grants Pending – Pre Award*	4	2	↓	9	5	↓
Grants in Progress – Post Award**	12	16	↑	33	33	→
Purchase Orders Issued	190	183	↓	552	626	↑

\* Grant application was created and submitted to agency

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

#### ADMINISTRATION Academic Affairs - Fiscal Year Data

<b>Academic Affairs- Internships</b>	<b>August 2018</b>
Internships-Total Interns <sup>1</sup>	26
Internship Hours <sup>2</sup>	509

<sup>1</sup> Total number of monthly interns includes 7 semester-long students from May-August 2018 and 6 semester-long students from August-December 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

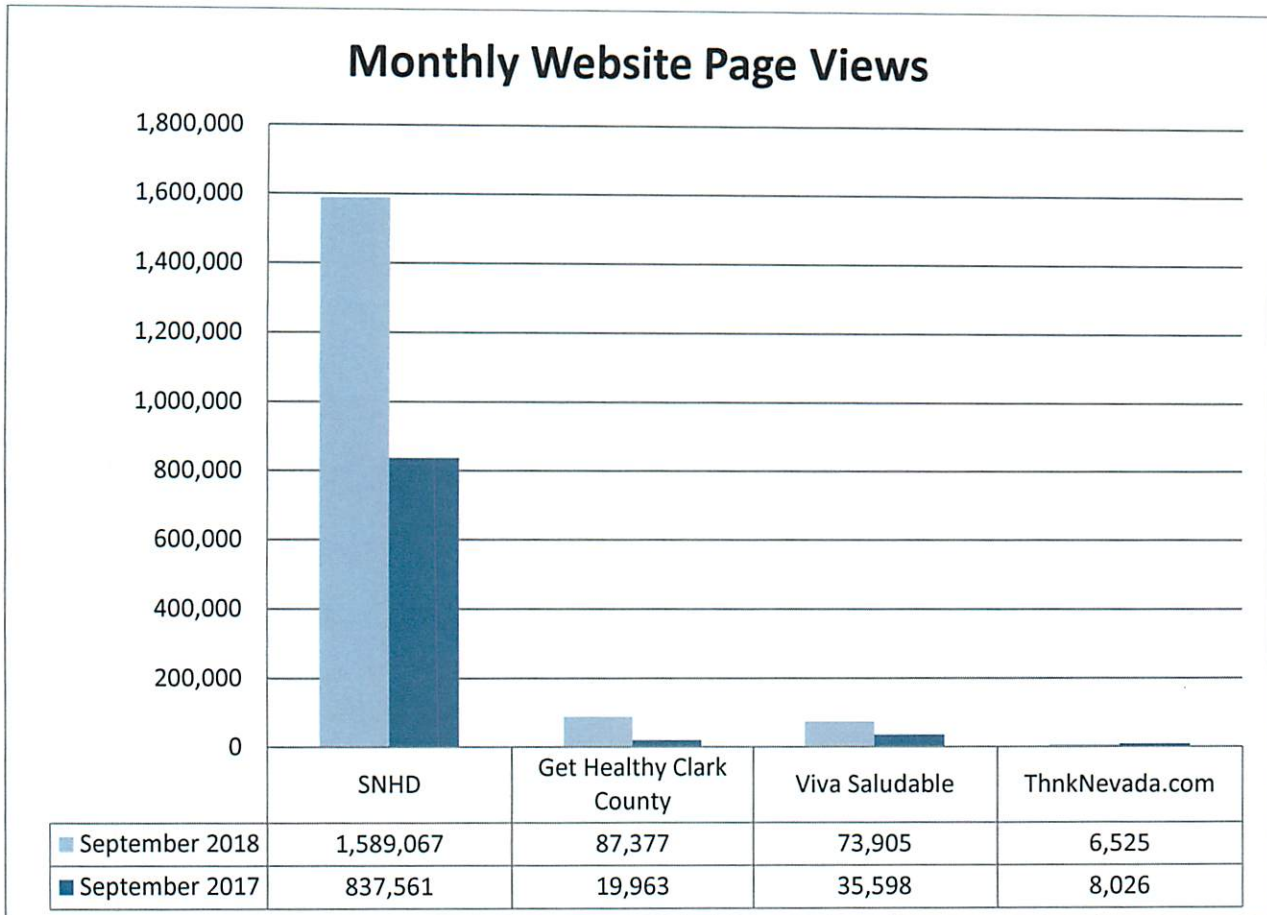
<b>Media, Collateral and Community Outreach Services</b>	<b>Sep 2017</b>	<b>Sep 2018</b>		<b>YTD FY18</b>	<b>YTD FY19</b>	
Media - Print Articles	16	6	↓	73	79	↑
Media - Broadcast stories	7	10	↑	25	46	↑
Collateral - Advertising/Marketing Products	21	18	↓	60	62	↑
Community Outreach - Total Volunteers <sup>1</sup>	22	29	↑			
Community Outreach - Volunteer Hours	1,342	1,222	↓	3,140.5	4,016	↑

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

\*Facebook, Instagram, and Twitter numbers are not cumulative.

Social Media Services		Sep 2017	Sep 2018		YTD FY18	YTD FY19
*Facebook SNHD	Likes	3,658	3,895	↑	3,658	3,895
*Facebook Henderson PHC	Likes	1,480	1,447	↓	1,480	1,447
*Facebook Mesquite PHC	Likes	464	462	↓	464	462
*Facebook GHCC	Likes	5,404	5,771	↑	5,404	5,771
*Facebook SHC	Likes	1,833	1,770	↓	1,833	1,770
*Facebook THNK/UseCondomSense	Likes	6,213	6,092	↓	6,213	6,092
*Facebook SNHD THNK Project	Likes	38	44	↑	38	44
*Facebook FamCam	Likes	26	39	↑	26	39
*Facebook Food Safety	Likes	N/A	22	↑	N/A	22
*Instagram SNHD	Followers	109	413	↑	109	413
*Instagram Food Safety	Followers	N/A	236	↑	N/A	236
*Twitter EZ2Stop	Followers	406	418	↑	406	418
*Twitter SNHDflu	Followers	782	872	↑	782	872
*Twitter Food Safety	Followers	19	43	↑	19	43
*Twitter GetHealthyCC	Followers	322	331	↑	322	331
*Twitter SNHDinfo	Followers	2,473	2,782	↑	2,473	2,782
*Twitter TuSNHD	Followers	223	231	↑	223	231
*Twitter THNK/ UseCondomSense	Followers	685	720	↑	685	720
*Twitter SoNVTraumaSyst	Followers	80	110	↑	80	110
YouTube SNHD	Views	43,957	8,555	↓	124,385	27,359
YouTube THNK/UseCondomSense	Views	101	156	↑	360	411

\*Twitter, Instagram, and Facebook numbers are not cumulative



## **HUMAN RESOURCES MONTHLY REPORT** **SEPTEMBER 2018**

### **Employment/Recruitment:**

- 8 New Hires
- 518 active employees as of September 30, 2018
- 6 Terminations, including 3 retirements
- 2 Promotions, including 2 Flex-reclasses
- 0 Lateral Transfers
- 0 Demotions
- 35 Interviews
- Turnover rates
  - Administration – 0.00%
  - Clinical Services – 3.31%
  - Community Health – 0.83%
  - Environmental Health – 0.63%
- 27 Other Personnel Change forms processed

- 5 Investigations
- 19 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 3

**Employee Health Nurse**

ADA accommodation discussions: 1

Employee TB tests: 6

Employee Vaccinations: 34

New Hire Bloodborne Pathogen class training: 1

Post Heb B titer blood draws: 0

Respirator Fit test: 11

**Other Activities for Employee Health Nurse:**

- Employee Flu clinic, 77 employees vaccinated with assistance of Immunization Project staff
- PAPR maintenance at 700 MLK building completed
- Employee Flu clinic dates for October scheduled confirmed and calendar distributed
- Initiated discussion with key individuals to utilize OPHP budgeted funds for MRC Volunteer vaccination. Process created and active as of Oct 1
- Initial audio recording of BBP training completed on behalf of OEDS for HIV 101 training.
- In Progress:
  - annual update of Bloodborne Pathogen Exposure control plan
  - update of Respiratory Protection plan

**Trainings/Meetings Attended by Staff:**

- N95 Day webinar – Trending topics in Respiratory protection (Karen Atkins)
- NVPERLA/SNIPMA conference (Kimberly Monahan)

**Projects in Progress/Other items**

- Preparation for open enrollment (Susan Damitz)
- Creating an electronic process using One Solution to request temporary employees (Kimberly Monahan and Adriana Alvarez)
- LPN development project and STEM grant (Kimberly Monahan and Adriana Alvarez)
- SAPTA audit (Kimberly Monahan)



**PAYROLL EARNINGS SUMMARY**

**September 22 to October 05, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 343,225.42	\$ 7,123,446.93	\$ 2,495,611.54	\$10,285,494.00	24%
ENVIRONMENTAL HEALTH	\$ 430,495.54	\$ 8,571,268.67	\$ 2,942,025.57	\$11,396,176.00	26%
COMMUNITY HEALTH	\$ 328,451.76	\$ 6,931,338.81	\$ 2,376,033.53	\$9,689,098.00	25%
ADMINISTRATION	\$ 314,230.71	\$ 6,235,507.81	\$ 2,159,139.83	\$8,433,999.00	26%
 TOTAL	 \$1,416,403.43	 \$28,861,562.22	 \$9,972,810.47	 \$39,804,767.00	 25%
 FTE	 518				
 Regular Pay	\$ 1,238,856.16	\$ 23,580,200.66	\$ 8,298,491.22		
Training	\$ 17,110.31	\$ 239,455.48	\$ 59,617.70		
Final Payouts	\$ -	\$ 579,963.72	\$ 160,969.17		
OT Pay	\$ 5,662.75	\$ 100,845.07	\$ 38,730.66		
Leave Pay	\$ 136,187.79	\$ 3,860,389.73	\$ 1,301,411.23		
Other Earnings	\$ 18,586.42	\$ 500,707.56	\$ 113,590.49		
	 \$ 1,416,403.43	 \$ 28,861,562.22	 \$ 9,972,810.47		



CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT****September 22 to October 05, 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>
STEVENS, MICHAEL P	8.00	\$288.59	HENRI, CORINNE J	6.75	\$199.21
CHAMBERLAIN, ROBERT C	8.00	\$288.59			
VUKSANOVIC, DAN	2.00	\$55.85			
TERRIQUEZ, ARTURO	5.00	\$139.63			
Total Administration	<b>23.00</b>	<b>\$772.66</b>		<b>6.75</b>	<b>\$199.21</b>

**COMMUNITY HEALTH**

<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
EWING, TABITHA L	4.50	\$175.38	CLARK, RYAN	7.88	\$215.12
DELISE, BRANDON	16.00	\$689.88			
MCINTYRE, ERIC	5.00	\$204.87			
O'CONNOR, KELLI J	3.50	\$154.94			
JULIAN, GERALD	16.00	\$745.10			
ABITRIA, VINCENT R	7.75	\$516.39			
BAUTISTA, ILENE E	7.25	\$424.92			
DEL ROSARIO, EDNA	0.50	\$15.07			
Total Community Health	<b>60.50</b>	<b>\$2,926.55</b>		<b>7.88</b>	<b>\$ 215.12</b>

**CLINICAL SERVICES**

<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
MACIEL PEREZ, MARISOL	6.50	\$259.78	AVALOS, MAYRA L	8.25	\$146.05
CENABRE, MARIA T	0.50	\$19.98	AGUILAR, BECKY S	1.13	\$36.74
CHONGTAI, LORIZA R	0.75	\$47.46	FLORES, JESSICA C	1.13	\$45.10
GONZALES, VIRTUDES	1.00	\$60.14	HOMER, ANNMARIE	1.13	\$36.74
RETA, GLORIA	0.50	\$21.02	PANALIGAN, TEODORITA	1.50	\$60.14
BRANTNER, LONITA A	0.50	\$19.98	RIVERA, SHEILA A	0.75	\$24.49
REVILLA, MILA	7.25	\$436.00	SPRANCE GROGAN, CAROLYN S	1.13	\$36.74
YEGON, MERYLYN C	2.00	\$126.55	VALDIVIESO ESTRADA, ISABEL	1.50	\$48.98
			EARNEY, RAYLEEN D	9.00	\$342.86
Total Clinical Services	<b>19.00</b>	<b>\$990.91</b>		<b>25.50</b>	<b>\$777.83</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT****September 22 to October 05, 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>
HERNANDEZ, STEPHANIE	2.75	\$104.45	BROUNSTEIN, JODI	5.63	\$214.29
KELTON, JASON A	3.25	\$167.74	CAVIN, ERIN M	5.63	\$198.45
KNOWLES, MIKKI M	8.25	\$365.21	HEMBERGER, ADRIANA	0.75	\$19.98
HALL, LATONIA V	0.50	\$21.56	LETT, KENDRA A	5.25	\$150.91
KARNS, ALFRED J	0.50	\$27.16	PARANGAN, CHRISTOPHER D	5.25	\$132.93
SAN NICOLAS, THOMAS	6.00	\$286.51	SAN NICOLAS, THOMAS	2.25	\$71.63
			SHARIF, RABEA	11.25	\$315.35
			TAYLOR JR, GEORGE E	3.00	\$108.65
Total Environmental Health	<b>21.25</b>	<b>\$972.63</b>		<b>39.00</b>	<b>\$1,212.18</b>
Combined Total	<b>123.75</b>	<b>\$5,662.75</b>		<b>79.13</b>	<b>\$2,404.33</b>



**PAYROLL EARNINGS SUMMARY**

**September 08 to September 21, 2018**

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 345,207.51	\$ 6,769,655.42	\$ 2,141,820.03	\$10,285,494.00	21%
ENVIRONMENTAL HEALTH	\$ 423,528.78	\$ 8,140,773.13	\$ 2,511,530.03	\$11,396,176.00	22%
COMMUNITY HEALTH	\$ 322,298.00	\$ 6,602,887.05	\$ 2,047,581.77	\$9,689,098.00	21%
ADMINISTRATION	\$ 309,428.98	\$ 5,921,277.10	\$ 1,844,909.12	\$8,433,999.00	22%
 TOTAL	 \$1,400,463.27	 \$27,434,592.70	 \$8,545,840.95	 \$39,804,767.00	 21%
 FTE	 520				
 Regular Pay	\$ 1,244,464.76	\$ 22,339,800.99	\$ 7,058,091.55		
Training	\$ 10,759.71	\$ 222,345.17	\$ 42,507.39		
Final Payouts	\$ -	\$ 571,001.28	\$ 152,006.73		
OT Pay	\$ 3,054.50	\$ 95,182.32	\$ 33,067.91		
Leave Pay	\$ 130,865.03	\$ 3,724,141.80	\$ 1,165,163.30		
Other Earnings	\$ 11,319.27	\$ 482,121.14	\$ 95,004.07		
	 \$ 1,400,463.27	 \$ 27,434,592.70	 \$ 8,545,840.95		



CHIEF HEALTH OFFICER OR  
DIRECTOR OF ADMINISTRATION

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**September 08 to September 21, 2018**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ADMINISTRATION</b>					
<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
STEVENS, MICHAEL P	8.00	\$288.59	PRICE, KERI A	18.00	\$531.22
TERRIQUEZ, ARTURO	5.25	\$146.61			
CHAMBERLAIN, ROBERT C	8.00	\$288.59			
HASSELBAUER, FORREST L	4.50	\$220.41			
PALMER, MICHAEL J	8.50	\$395.84			
MCMAHAN, CLAUDE R	8.50	\$485.72			
NESZMERY, MICHAEL	8.00	\$391.84			
VUKSANOVIC, DAN	1.50	\$41.89			
Total Administration	<b>52.25</b>	<b>\$2,259.49</b>		<b>18.00</b>	<b>\$531.22</b>

<b>COMMUNITY HEALTH</b>					
<u>Employee</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Total Community Health	<b>0.00</b>	<b>\$0.00</b>		<b>0.00</b>	<b>\$0.00</b>

<b>CLINICAL SERVICES</b>					
<u>Employee</u>	<u>Hours</u>	<u>Value</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
DOMINGUEZ, LILIANA	0.50	\$13.28	AGUILAR, BECKY S	0.38	\$12.25
HOMER, ANNMARIE	1.00	\$48.98	ARIAS DE LUJAN, MARIA	0.38	\$15.03
BRANTNER, LONITA A	0.50	\$19.98	FLORES, JESSICA C	1.13	\$45.10
CHONGTAI, LORIZA R	0.50	\$31.64	GOODSPEED, ANITA	0.38	\$10.51
GONZALES, VIRTUDES	1.50	\$90.21	PANALIGAN, TEODORITA	0.75	\$30.07
CENABRE, MARIA T	2.00	\$79.93	RIVERA, SHEILA A	2.25	\$73.47
RETA, GLORIA	0.50	\$21.02	SPRANCE GROGAN, CAROLYN S	5.63	\$183.68
CASTRO, JANET V	0.50	\$13.96	VALDIVIESO ESTRADA, ISABEL	4.88	\$159.19
			CAPURSO, CYNTHIA	0.75	\$30.07
			CONROY, ANA C	0.75	\$30.07
			DINDA, KARIN	0.75	\$27.82
			GUTIERREZ, SHEILA T	0.38	\$12.25
			LIONETTI, YAMILETH L	3.00	\$133.26
			MCCARTHY, LYNDIA A	2.25	\$90.21
			VILLANUEVA, MICHELLE	2.25	\$90.21
Total Clinical Services	<b>7.00</b>	<b>\$319.00</b>		<b>25.88</b>	<b>\$943.17</b>

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**September 08 to September 21, 2018**

**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>
KNOWLES, MIKKI M	4.50	\$199.21	ACEVEDO, SHANAE C	3.00	\$79.93
DEOCAMPO, CATHERINE N	1.50	\$55.48	COHEN, VALERIE NICOLE S	7.50	\$251.28
GBAFA, PATIENCE E	0.50	\$18.49	DE HAAN, CHRISTIAN M	4.50	\$143.25
LETT, KENDRA A	2.50	\$107.79	RAMIREZ LUNA, BIANCA	3.75	\$110.67
COHEN, VALERIE NICOLE S	1.50	\$75.38	TAYLOR JR, GEORGE E	4.50	\$162.97
DIAZ, NATHAN J (SDW_19)	3.00	\$139.71			
HOUSTON, DONNA	0.25	\$15.82			
GARCIA, JASON M	0.25	\$11.07			
Total Environmental Health	<u>14.00</u>	<u>\$622.95</u>		<u>23.25</u>	<u>\$748.11</u>
Combined Total	<u>73.25</u>	<u>\$3,201.44</u>		<u>67.13</u>	<u>\$2,222.50</u>

## Grants Expired and Awarded

### September 2018

<b>Grants Expired</b>					
<b>Project Name</b>	<b>Grantor</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
NV State Immunization Program - Adult Immunization (adiz_16)	P-NV IMM	9/29/2018	\$ 266,112.00	end of performance period	1.95
First Responders Naran Training Project (emsfr_18)	P-SAMHSA	9/29/2018	\$ 486,478.00	end of budget period	2.00
Foodborne Illness Surveillance - Social Media (fdill_18)	P-CDC	9/28/2018	\$ 192,500.00	end of budget period	1.17
Heart Disease and Stroke Prevention Program (hdspp_19)	P-CDC	9/29/2018	\$ 2,448.00	end of performance period	0.08
HIV Testing, Education, and linkage to Care (iduhiv_18)	P-CDC	9/30/2018	\$ 108,259.00	end of performance period	0.30
NV Childhood Lead Poisoning Prevention (nclpp_18)	P-CDC	9/29/2018	\$ 73,780.00	end of budget period	0.73
Nurse Family Partnership-Maternal Child Health (nfp_18)	P-MCH	9/30/2018	\$ 73,513.44	end of performance period	1.00
Nurse Family Partnership-MIECHV (nfp2_18)	P-MIECHV	9/30/2018	\$ 207,832.00	end of performance period	1.55
Nurse Family Partnership-Substance Abuse (nfpsa_18)	P-SAPT	9/30/2018	\$ 52,003.00	end of performance period	0.40
Chronic Disease Prevention Educational Program (phhsbg18)	P-CDC	9/30/2018	\$ 41,800.00	end of budget period	0.25
Refugee Health Program (rhp_18)	P-CDC	9/30/2018	\$ 160,875.00	end of performance period	varies
Ryan White Part B - Medical Case Management (rwbcm_18)	P-RWB	9/29/2018	\$ 342,889.45	end of performance period	3.50
Ryan White Part B - Pharmacy (rwbph_18)	P-RWB	9/30/2018	\$ 210,299.49	end of performance period	1.60
Substance Abuse Prevention and Treatment - Testing Certification and Technical Assistance (sapta_18)	P-SAPT	9/30/2018	\$ 284,143.00	end of performance period	3.00
Substance Abuse Prevention and Treatment - TB Prevention (saptb_18)	P-SAPT	9/30/2018	\$ 40,000.00	end of budget period	0.30
Supplemental Nutrition Assistance Program Education (snaped18)	P-Nutrition Ed. & Obesity	9/30/2018	\$ 139,744.00	end of performance period	1.03
Tobacco Retail (tobrt18)	P-SAPT	9/30/2018	\$ 111,422.00	end of budget period	0.25

## Grants Expired and Awarded

<b>Grants Awarded</b>							
<b>Project Name</b>	<b>Grantor</b>	<b>Received</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
Opiate Dashboard (rxdrug18, amd#1)	P-CDC	9/4/2018	9/1/2017	8/31/2018	\$ -	Budget redirect	0.00
Opiate Dashboard (rxdrug19)	P-CDC	9/12/2018	9/1/2018	8/31/2019	\$ 15,363.00	renewal	0.00
Title X Family Planning (fp_19)	P-OAHS	9/4/2018	9/1/2018	3/31/2019	\$ 903,000.00	competing continuation	15.54
Foodborne Illness Surveillance - Social Media (fdill_18 Amd#5)	P-CDC	9/5/2018	9/30/2017	9/29/2018	\$ -	Budget redirect	0.00
Foodborne Illness Surveillance - Social Media (fdill_18 Amd#6)	P-CDC	9/12/2018	9/30/2017	9/29/2018	\$ -	change in key personnel	0.00
Ryan White Title III HIV Capacity Development and Planning (rwcap_19)	P-RWB	9/16/2018	9/1/2018	8/31/2019	\$ 150,000.00	new award	0.59
Title X Family Planning (fp_19 Amd#1)	P-OAHS	9/14/2018	9/1/2018	3/31/2019	\$ -	change in grantee project director	0.00
Peer Navigation Building Bridges to the Community (pnbbc_19)	P-HRSA	9/14/2018	9/1/2018	8/31/2019	\$ 75,000.00	non-competing continuation	0.75
Racial and Ethnic Approaches to Community Health (reach_19)	P-CDC	9/19/2018	9/30/2018	9/29/2019	\$ 791,860.00	new award	2.80
Foodborne Illness Surveillance - Social Media (fdill_19 Amd#1)	P-CDC	9/21/2018	9/30/2018	9/29/2019	\$ 52,184.00	budget carryover	0.00
Racial and Ethnic Approaches to Community Health (reach_19 Amd#1)	P-CDC	9/27/2018	9/30/2018	9/29/2019	\$ -	change in Authorized Official	0.00
Ryan White Part B - Pharmacy (rwbph_19)	P-RWB	9/27/2018	10/1/2018	3/31/2019	\$ 169,345.81	extension	1.30
Ryan White Part B - Medical Case Management (rwbcm_19)	P-RWB	9/27/2018	10/1/2018	3/31/2019	\$ 228,661.10	extension	2.00
Public Health Preparedness Program - Cities Readiness Initiative (cri_19)	P-CDC	9/28/2018	7/1/2018	6/30/2019	\$ 526,292.00	renewal	3.50
Public Health Preparedness (phep_19)	P-CDC	9/28/2018	7/1/2018	6/30/2019	\$ 2,005,519.00	renewal	11.35
Public Health Preparedness Program - Hospital Preparedness Program (hpp_19)	P-CDC	9/28/2018	7/1/2018	6/30/2019	\$ 1,076,397.00	renewal	5.45





# Memorandum

**Date:** October 25, 2018

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

**From:** **Amy Hagan**, Human Resources Administrator  
**Joseph P. Iser, MD, DrPH**, Chief Health Officer

A handwritten signature in blue ink that reads 'Amy Hagan'.

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**RE:** UPDATED AND NEW CLASSIFICATION SPECIFICATIONS

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- **Passport Acceptance Agent** – NEW POSITION

Summary: New job description created for a Passport Acceptance Agent to assist the public with the passport application process.

Schedule 12 (\$35,795.22 - \$50,021.52), FLSA Non-exempt, Bargaining Unit Eligible

- **Senior Compliance Specialist/Analyst** – NEW POSITION

Summary: New job description created for a Senior Compliance Specialist/Analyst to assist with development, implementation, management, evaluation, and performance of the Health District's Compliance Program.

Schedule 23 (\$62,914.78 - \$87,739.79), FLSA Exempt, Bargaining Unit Ineligible

- **Laboratory Manager** – UPDATED POSITION

Summary: Update the Laboratory Manager position to clarify the educational requirement.

Schedule 29 (\$85,488.94 - \$90,119,273.67), FLSA Exempt, Bargaining Unit Ineligible

NOTE: The Facilities Services Superintendent position has been eliminated.



- Employee Health Nurse – UPDATED POSITION

Summary: Update the Employee Health Nurse position to clarify supervision received and the educational requirements. Also added duty to “develop and implement other occupational health programs as necessary.”

Schedule 24 (\$66,214.60 - \$92,394.49), FLSA Exempt, Bargaining Unit Ineligible

**PASSPORT ACCEPTANCE AGENT**

**DEFINITION**

To assist the public with the passport application process; provide a broad variety of clerical, secretarial, and administrative support duties; and perform related duties as assigned. Work involves recurring tasks that require following standardized sequential steps, processes, or procedures.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from supervisory 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.*

- Assist clients by accepting, reviewing, and ensuring completeness of passport applications and required documentation.
- Provide courteous, respectful, and efficient customer service.
- Determine use of proper forms based on applicant's citizenship, travel plans, and individual circumstances.
- Ability to operate camera; maintain passport photo processing; verify photo meets federal passport regulations and guidelines.
- Ability to administer the passport oath.
- Complete transactions with customers for services; operate a cash drawer to receive accepted forms of payments; balance cash drawers each day; produce daily cashing reports
- Provides support duties such as assisting program clientele in person, electronically, and on the telephone; answer telephones, take messages and relay information to others as requested by the supervisor.
- Performs data entry onto passport forms.
- Prepares mailing of passport applications, ensure correct postage is applied and coordinate shipping.
- Provides routine administrative support; maintains records and files; enters data in computer equipment/software; summarizes data as required for reports; searches specific online sites for factual information as directed.
- Interacts with other agencies; schedules appointments and arranges meetings.
- Performs related duties and responsibilities as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of customer service and proper phone etiquette
- Correct English usage, grammar, spelling, and punctuation
- Office procedures, methods, and other equipment
- Operation of computers and other office machines
- Knowledge of Microsoft Word, Microsoft Excel
- Basic math skills
- Basic principles and procedures of cash handling
- Reading skills sufficient to understand information and material related to the assignment

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Passport Acceptance Agent (Continued)**

**Ability to:**

- Become a Passport Agent through the U.S Department of State Passport Services office.
- Maintain a high level of security and confidentiality of restricted information
- Accurately process payments for services
- Communicate effectively, both orally and in writing
- Learn mandated requirements and procedures for accepting and preparing official, legal documents
- Use computers, telephones, copiers, facsimile machines and other office equipment
- Add, subtract, multiply and divide numbers accurately
- Proficiently complete internet research request
- Understand and follow oral and written direction
- Deal with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds
- Exercise tact and diplomacy in dealing with technical, complex and confidential customer issues and situations
- Establish and maintain effective working relationships with all those encountered during the course of work

**TRAINING AND EXPERIENCE GUIDELINES:**

**Training:**

- Graduation from high school or equivalent education
- Intermediate competency in Microsoft Word, basic competency in Excel
- Minimum typing speed of 45 words per minute

**Experience:**

- One year of clerical and administrative support

**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

Passport Acceptance Agent Schedule 12

Approved by Chief Health Officer on 09/18/2018

**SENIOR COMPLIANCE SPECIALIST/ANALYST**

**DEFINITION**

To assist with development, implementation, management, evaluation, and performance of the Health District's Compliance Program.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the Attorney, the Chief Health Officer or designee.
- May supervise project and/or Compliance Program 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. The duties listed below are intended as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

- Develop, implement, and manage the Health District's Compliance Program.
- Plan and conduct compliance monitoring
- Prepare reports and make recommendations for corrective action to management and the Board of Health
- Investigate compliance-related employee questions and concerns
- Develop and provide appropriate Health District-wide training programs on compliance issues throughout the Health District, including programs for new hire orientation, compliance, internal control issues, anti-fraud, and other programs as necessary.
- Review and develop policies and procedures to ensure compliance with regulatory, accreditation, and internal standards.
- Assist in the formulation, review, and revision of written policies, procedures, and guidelines designed to address management and administrative processes and compliance issues.
- Ensure appropriate standards, practices, and internal controls, including a code of conduct, are adopted, published, and explained to employees
- Conduct assessments to monitor existing HIPAA practices, facilitate program risk and breach assessments, make process improvement recommendations, and oversee implementation of recommendations to support on-going compliance.
- In charge of Records Information Management Program. Conduct assessments to monitor existing records information management practices, facilitate and implement process improvements to support on-going compliance.
- Conduct assessments to monitor and review department and program policies and processes. Facilitate and implement process improvements to support on-going compliance.
- Chair the Health District's Compliance Committee. Establish and convene such committees as necessary to facilitate the Compliance Program.
- Lead or oversee investigations of alleged Compliance Program violations. Recommend and/or initiate appropriate corrective action, including enhancements to the Compliance Program and applicable regulatory disclosures.
- Recommend, develop, and provide staff education to ensure future compliance.
- Recommend new/revised policies and procedures, approval processes, and monitoring methods.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Senior Compliance Specialist/Analyst (*Continued*)**

- Develop implementation plan and schedule for corrective action.
- Prepare and present written reports of findings, including recommendations to management and the Board of Health for correction of deficiencies to ensure the department/program has a plan to implement changes.
- Investigate questions/concerns received by e-mail, voice-mail, "hotline,"etc., to determine specifics and provide recommendations for resolution. Maintain logs with appropriate documentation on questions/concerns received and ensure prompt response.
- Ensure appropriate records of the Compliance Program are generated and maintained.
- Keep current with compliance best practices and, as needed, represent the Health District in external compliance and ethics forums.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Regulatory background and/or knowledge.
- Excellent interpersonal and communication skills; able to conduct educational sessions for a variety of audiences
- Strong verbal and written communication skills. Must be diplomatic and able to make difficult decisions while remaining objective.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Safety policies and safe work practices applicable to the workplace.
- Strong leadership skills.

**Ability to:**

- Value and promote leadership throughout multiple levels within the organization and set an example to foster an environment of teamwork, delegations, and mentoring.
- Develop strong internal and external relationships and interact effectively with Leadership, all levels of staff, and the Board of Health
- Promote a culture of compliance.
- Manage organizational change, problem solve, draw relevant conclusions, and identify and implement appropriate, high impact solutions/decisions.
- Possess an ability to analyze, understand, and prepare budgets and supporting financial documents.
- Clearly and effectively communicate on the telephone, in person, in writing, and effectively present materials and findings to appropriate audiences.
- Interact positively and professionally with leadership and staff.
- Spot errors, inconsistencies, and pay attention to detail.
- Work independently, set priorities, and organize work to accomplish tasks efficiently and/or within deadlines.
- Be resilient and flexible.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Senior Compliance Specialist/Analyst (Continued)**

**TRAINING AND EXPERIENCE GUIDELINES:**

**Education and Training:**

- Bachelor's degree in Healthcare Administration, Public Health, Finance or related field required.
- Preference given to candidates with MBA or Master's in Healthcare Administration, Public Health, Finance, or related field preferred.
- Candidates with GASBY and/or GAPP given additional consideration.
- Compliance Certification a plus.

**Experience:**

- At least 3 to 5 years of experience in public health, health care administration, and/or internal auditing.
- At least 3 to 5 years progressively responsible administrative, leadership, and/or consultative positions.
- Experience with laws, regulations and standards relating to compliance and ethics strongly preferred.
- Public agency compliance and/or internal audit experience a plus.

**License or Certificate:**

- A valid Nevada driver's license and the ability to maintain insurability under the Health District's vehicle insurance program.

**WORKING CONDITIONS**

**Environmental Conditions:**

- The employee works in an office environment where the noise level is usually quiet.

**Physical Conditions:**

- The physical conditions described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods, lift objects weighing up to 25 pounds, and repetitively use a computer keyboard. The employee must possess visual acuity.

**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 an 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.*

*Some positions require specialized skills, experience, certification, or other requirements that will be identified by the hiring authority at the time of the recruitment.*

FLSA Exempt

Bargaining Unit Ineligible

Schedule 23

Approved by the Chief Health Officer on 09/18/2018



**LABORATORY MANAGER**

**DEFINITION**

To plan, organize, coordinate, and oversee the overall operation of laboratory activities concerned with the examination and testing of potentially hazardous biological, chemical and environmental materials.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Director of Community Health and the Chief Health Officer or designee. Also receives direction from the contract or designated Laboratory Director.
- Exercises general supervision over all laboratory personnel.

**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.*

- Train, supervise, and evaluate the performance of laboratory staff; develop work performance standards; schedule and assign work and develop priorities; provide technical expertise as needed or requested.
- Establish and revise laboratory policies and procedures; develop and maintain appropriate control and quality assurance procedures; ensure compliance with current safety requirements; coordinate laboratory activities with other state and federal agencies and entities.
- Participate in long-range planning and budgeting processes; project personnel, and equipment needs; develop and monitor the laboratory budget; recommend purchase of equipment and supplies.
- Maintain knowledge of technological advancements in public health laboratory testing, computer applications, and specialized instrumentation.
- Work cooperatively with health providers and health officials, regarding the identification of chemical and biological hazards; provide clients and event appropriate agencies information as appropriate; maintain confidentiality of information as appropriate.
- Prepare and maintain required documentation of test results; record and analyze data using computer hardware and software.
- Maintain current knowledge of advances in laboratory technology; federal and state regulations; attend seminars, lectures, meetings, and professional conferences.
- Provide technical consultation to other laboratories and health service programs.
- Perform laboratory testing which involves complex, non-standardized innovative procedures.
- Conduct workshops sponsored by the District or in cooperation with state and federal agencies.
- Consult and network with other public health laboratories and agencies; communicate findings to appropriate individuals and authorities as required by law and agency policy.
- Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Basic principles and practices in the fields of biology, physiology, and/or chemistry.
- Quality assurance procedures applicable to a laboratory.
- Bacteriological principles, techniques, and terminology used in the examination of food, water, clinical, and environmental samples.
- Principles, techniques, and terminology used in immunology; the common causes of disease and methods transmission, and control of communicable diseases.
- Laboratory scientific resource material; laboratory equipment and its maintenance and care.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Laboratory Manager (*Continued*)**

- Methods of scientific research and relevant scientific theories.
- State and federal guidelines and regulations pertinent to laboratory safety and security.
- 49CFR packaging and shipping of diagnostic, infectious, and hazardous materials.
- Principles of supervision, training, and performance evaluation.
- Appropriate computer operations, software, and peripherals.
- General rules for safe exposure and handling of chemical and biological hazards.
- HIPAA regulations

**Ability to:**

- Plan, organize, coordinate, and supervise varied complex projects.
- Perform laboratory tests.
- Provide technical guidance to staff.
- Keep records and make reports.
- Analyze situations accurately and take effective action.
- Work cooperatively and effectively with others.
- Ensure proper safety precautions and procedures.
- Prepare and approve budgets.

**Training and Experience Guidelines**

**Training:**

- Equivalent to a master's degree from an accredited college or university in medical technology, chemistry, biology, or a closely related field

**Experience:**

- Six years of experience including two years under the direction of a qualified doctorate level director in a hospital, university, health department, medical research institution, or Medicare approved laboratory, as specified in Nevada State requirements; with two (2) years supervisory experience involving supervision of professional laboratory personnel.

**Working Conditions:**

- Contact with chemical and biological hazards.
- Color vision must be adequate to successfully perform the job.
- Machine noise.
- May be required to wear special personal protective equipment (PPE), including a respirator.

**License or Certificate:**

- Possession of or ability to obtain a valid Nevada driver's license.
- Possession of, or ability to obtain, certification as a General Supervisor from the Nevada State Bureau of Regulatory Health Services.
- Must be able to fulfill requirements of the CDC Select Agent program.
- Must be able to obtain within 120 days a Security Risk Assessment (SRA) from the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS).

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Laboratory Manager (Continued)**

#### **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 Ineligible – Administrative Employee

FLSA Exempt

Schedule 29

Approved by the Board of Health on April 24, 2003

Revisions approved by the Board of Health on November 20, 2003

Revisions approved by the Board of Health on March 27, 2008

Revisions made by Chief Health Officer on 08/13/2018

**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
- Nursing oversight provided by the Chief Administrative Nurse

**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
- Develop and implement other occupational health programs as necessary.
- 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:**

- 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
- Preference is given to a candidate who has met the standards for board certification as a Certified Occupational Health Nurse or Certified Occupational Health Nurse-Specialist and either the COHN or COHN-S credentials are awarded.

#### **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

Updated by Chief Health Officer on 08/08/2018





# Memorandum

**Date:** October 25, 2018  
**To:** Southern Nevada District Board of Health  
**From:** Andy Glass, Director of Administration

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**RE:** Lease and/or Purchase of Property

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Following direction from the Board of Health, Southern Nevada Health District has continued discussions with the property owner of Decatur Crossing for the lease and/or purchase of property. These discussions follow consultation with the property managers of the City of Las Vegas and of Clark County regarding the possible common interests which either the County or the City might have which would be congruent with the needs of SNHD. Neither the County nor the City have current needs which would suggest jointly moving forward with SNHD. In addition, a cursory review of the proposed lease and proposed sale documents by both the City of Las Vegas and Clark County have indicated that both the lease price and the purchase price are within expected lease and purchase prices. The Health District had previously appraised the BOH of other properties which had been looked at in addition to Decatur Crossing. The other properties being considered were not able to meet the needs of the Health District. In keeping with BOH direction, we have enlisted the services of a real estate broker to represent the Health District when negotiating with the property owner. In addition, we have retained an appraiser to present a thorough and complete of this commercial property. We are also having engineering inspection of both the roofs and the air handling systems of the buildings. We expect to have the above-mentioned reports presented at the October 30 Finance Committee meeting.