




Memorandum

Date: July 25, 2019
To: Southern Nevada District Board of Health
From: Joseph Iser, MD, DrPH, MSc, Chief Health Officer 
RE: Administration Division Monthly Report – June 2019

ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	June 2018	June 2019		YTD FY18	YTD FY19	
Maintenance Responses	149	153	↑	1814	1925	↑
Electrical Work Orders	6	4	↓	81	91	↑
HVAC Work Orders	10	11	↑	129	123	↓
Plumbing Work Orders	2	8	↑	55	45	↓
Preventive Maintenance	11	24	↑	148	183	↑
Security Responses	540	500	↓	7062	6659	↓

ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	June 2018	June 2019		YTD FY18	YTD FY19	
Service Requests Completed	575	548	↑	6164	6489	↑
Service Requests Opened	584	556	↑	6069	6520	↑
Service Requests Open over 30 days	63	74	↑	1013	922	↓

Information Services System Availability 24/7	June 2018	June 2019		YTD FY18	YTD FY19	
Total System	98.76	98.87	↑	99.33	99.55	↑

Total Monthly Work Orders by Department	June 2018	June 2019		YTD FY18	YTD FY19	
Administration	150	198	↑	1872	2340	↑
Community Health	120	100	↑	1248	1103	↓
Environmental Health	123	81	↑	1280	1138	↓
Clinical Services	182	169	↓	1701	1908	↑

First Call Resolution & Lock-Out Calls	June 2018	June 2019		YTD FY18	YTD FY19	
Total number of calls received	584	556	↑	6069	6520	↑
Number of first call resolutions	9	0	↓	89	41	↓
Number of Lock-out calls	20	9	↓	106	110	↑

ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	June 2018	June 2019		YTD FY18	YTD FY19	
Grants Pending – Pre-Award*	3	3	→	32	51	↑
Grants in Progress – Post-Award**	14	2	↓	106	92	↓
Purchase Orders Issued	206	263	↑	1962	2360	↑

* 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- Internships/Residents/Fellows	June 2019
Internships-Total Interns ¹	320
Internship Hours ²	898

¹ Total number of monthly interns includes 4 semester-long students (May-August 2019).

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

Orientations Provided:

- 7 internship/clinical rotations orientations conducted: 20 students and residents

Internship Interviews:

- 3 students
- 3 students accepted internships

Academic Health Department (AHD):

- Meeting with Julia Flannery, Workforce Development Manager, Pima County Public Health (Tucson, AZ) regarding AHD Summit at SNHD
- Phone meeting with Dr. Kimberly Shoaf, University of Utah School of Public Health

Meetings/Trainings Attended:

- Subject Matter Expert for Academic Affairs Policy at Policy Committee Meeting
- Workforce Development Committee Meeting
- Meeting with Dr. Paula Frew, Dr. Makayla Palmer, and Dr. Elizabeth Lawrence from UNLV Health for Nevada Initiative regarding collaboration and research opportunities
- Meeting with Dr. Sara Hunt, Director of UNLV Mental and Behavioral Health Coalition and Assistant Dean of Behavioral Health Sciences at the School of Medicine, regarding behavioral health student opportunities
- Meeting with Amie Duford and Mandy Moor, Touro University Nevada Physician Assistant Studies Program

- Meeting with Touro University Nevada Provost and Executive Leadership regarding collaboration and primary care
- Meeting with Dr. Anne Weisman, UNLV School of Medicine's Director of Wellness and Integrative Medicine, regarding opportunities for medical students
- Meeting with Vivian Surwill, UNLV School of Public Health Accreditation Coordinator
- SNHD Preventive Medicine Graduate Medical Education Committee
- Health District After Dark (HDAD) Planning Committee
- Administration Round Table
- Strategic Plan Development Committee

Projects in Progress/Other Items:

- September/October 2019 (day TBD): Inaugural HDAD
- December 2-3, 2019: Western Regional AHD Summit
- Records retention schedule for Academic Affairs and Preventive Medicine Residency
- LEP/SI Policy and Translator Code of Ethics for Health Equity QI committee
- Participated in Healthy Aging Project
- Participated as Domain 5 and Domain 10 co-lead
- Academic Affairs SharePoint Intranet site as site owner

ADMINISTRATION Office of Communications – Monthly Activity Report and Fiscal Year Data

News Releases Disseminated:

- 06.25.2019: Health District and community partners offer free rapid HIV testing on National HIV Testing Day
- 06.19.2019 Health District declares acute hepatitis A outbreak in Clark County
- 06.11.2019: Health District offers heat safety tips
- 06.10.2019: First West Nile-positive mosquitoes of the season identified

Media Contacts:

- 06.27.2019: KSNV-TV 3: Opioid/Narcan training
- 06.27.2019: Las Vegas Review-Journal: Environmental Health complaints
- 06.27.2019: Las Vegas Review-Journal: Hepatitis A outbreak
- 06.26.2019: Las Vegas Weekly: Health concerns from wildfires
- 06.26.2019: KVVU-TV 5: National HIV Testing Day
- 06.25.2019: KLAS-TV 8: Pool safety
- 06.19.2019: Nevada Independent: 2015 cigarette tax impacts
- 06.19.2019: KNPR-FM/State of Nevada: Emerging public health issues
- 06.19.2019: KBLR-TV 39: Hepatitis A outbreak
- 06.19.2019: KINC-TV 15: Hepatitis A outbreak
- 06.19.2019: KTNV-TV 13: Hepatitis A outbreak
- 06.19.2019: KLAS-TV 8: Hepatitis A outbreak
- 06.19.2019: KVVU-TV 5: Hepatitis A outbreak
- 06.19.2019: KSNV-TV 3: Hepatitis A outbreak
- 06.19.2019: Las Vegas Review-Journal: Hepatitis A outbreak
- 06.19.2019: KBLR-TV 39: Smoke-free apartments
- 06.18.2019: KVVU-TV 5: Opioid statistics
- 06.17.2019: KVVU-TV 5: Child care center complaints
- 06.13.2019: Laughlin Nevada Times: Mosquitoes/West Nile virus
- 06.12.2019: Nevada Current: AB 317

- 06.11.2019: KLAS-TV 8: Marijuana dispensaries
- 06/11.2019: KTNV-TV 13: Service animals in restaurants
- 06.11.2019: KVVU-TV 5: Tip Top Child Development Center
- 06.11.2019: El Mundo: West Nile virus positive mosquitoes
- 06.10.2019: KTNV-TV 13: Pool inspections/chemical levels
- 06.10.2019: KTNV-TV 13: Reinspection of Tip Top Child Development Center
- 06.10.2019: KSNV-TV 3: Heat safety
- 06.10.2019: Boulder City Review: West Nile positive mosquitoes
- 06.07.2019: KTNV-TV 13: Pool safety inspections, chemicals in pools, etc.
- 06.06.2019: KTNV-TV 13: Tip Top Development Center closure
- 06.06.2019: KVVU-TV 5: Tip Top Development Center closure
- 06.06.2019: KVVU-TV 5: Measles
- 06.06.2019: KLAS-TV 8: Tip Top Development Center closure
- 06.05.2019: KLAS-TV 8: Child care closure on LV Blvd.
- 06.05.2019: Reno Gazette-Journal: Heat, climate change
- 06.05.2019: Las Vegas Review Journal: Online complaints
- 06.04.2019: Las Vegas Review-Journal: Boulder City Veterans' Home quarantine
- 06.03.2019: Fox 5: SB263 and vaping in schools
- 06.03.2019: Las Vegas Sun: SB361 – bill to allow pharmacists to prescribe contraceptives
- 06.02.2019: KVVU-TV 5: Mega-POD
- 06.02.2019: KLAS-TV 8: Mega-POD
- 06.02.2019: KTNV-TV 13: Mega-POD

Press:

- 06.27.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/snhd-offers-free-hiv-testing/>
- 06.27.2019: KTNV-TV13: <https://www.ktnv.com/news/get-tested-for-hiv-free-on-national-hiv-testing-day>
- 06.26.2019: Boulder City Review: <https://www.businessbreakingnews.net/2019/06/southern-nevada-health-district-to-offer-free-hiv-testing/>
- 06.26.2019: KVVU-TV5: https://www.fox5vegas.com/news/local/southern-nevada-health-district-offering-free-hiv-testing-on-june/article_6a410420-985c-11e9-9361-9bdb8f78e552.html
- 06.26.2019: Pahrump Valley Times: <https://pvtimes.com/news/southern-nevada-health-district-reports-case-of-west-nile-virus-71867/>
- 06.25.2019: KNPR-FM/State of Nevada: https://knpr.org/knpr/2019-06/hep-west-nile-what-else-public-health-questions-answered?fbclid=IwAR2jUe9P_Wc564gx5axdRpywqXX6snpwzcf4PpmR1zrWmfwyUJpvW2aFY9Y
- 06.25.2019: LVRJ: <https://www.reviewjournal.com/life/health/southern-nevada-health-district-to-offer-free-hiv-testing-1694656/>
- 06.25.2019: Business Breaking News: <https://www.businessbreakingnews.net/2019/06/southern-nevada-health-district-to-offer-free-hiv-testing/>
- 06.22.2019: Las Vegas Sun: <https://lasvegassun.com/news/2019/jun/22/what-you-should-know-about-measles/>
- 06.20.2019: St. George News: <https://www.stgeorgeutah.com/news/archive/2019/06/20/mks-hw-health-department-confirms-hepatitis-a-outbreak-in-clark-county/#.XREIxD9Kjcs>
- 06.20.2019: Nevada State Medical Association: <https://nvdoctors.org/health-department-confirms-hepatitis-a-outbreak-in-clark-county/>
- 06.20.2019: New Haven Register: <https://www.nhregister.com/news/article/Clark-County-sees-outbreak-of-acute-hepatitis-A-14022658.php>
- 06.19.2019: KDWN-AM/FM: <https://kdwn.com/2019/06/19/hepatitis-a-outbreak-in-clark-county-kdwns-dr-daliah-explains/>

- 06.19.2019: KVVU-TV5: https://www.fox5vegas.com/news/hep-a-outbreak/video_65171bc5-d8cf-5f64-95c6-eee682b7cbe6.html
- 06.19.2019: Daily Times: <https://www.dailytimes.live/health/acute-hepatitis-outbreak-declared-clark-county-00024482>
- 06.19.2019: KSNV-TV3: <https://news3lv.com/news/local/hepatitis-a-outbreak-declared-in-clark-county>
- 06.19.2019: LVRJ: <https://www.reviewjournal.com/life/health/clark-county-officials-declare-hepatitis-a-outbreak-1690606/>
- 06.19.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/health-district-declares-acute-hepatitis-a-outbreak-in-clark-county/>
- 06.19.2019: KTNV-TV13: <https://www.ktnv.com/news/acute-hepatitis-a-outbreak-declared-for-clark-county>
- 06.19.2019: KVVU-TV5: https://www.fox5vegas.com/news/local/hepatitis-a-outbreak-reported-by-health-officials-in-clark-county/article_6631c162-92ad-11e9-8b9f-0bf25fa8a371.html
- 06.18.2019: Nevada Current: <https://www.nevadacurrent.com/blog/trauma-advisory-board-rendered-irrelevant-by-law-wont-go-away/>
- 06.17.2019: Las Vegas Heals: <https://www.lasvegasheals.org/the-health-district-offers-heat-safety-tips/>
- 06.17.2019: Las Vegas Heals: <https://www.lasvegasheals.org/first-west-nile-positive-mosquitoes-of-the-season-identified/>
- 06.15.2019: Mohave Daily News: http://www.mohavedailynews.com/news/clark-county-reports-mosquito-tests-positive-for-west-nile/article_43238c9c-8ffa-11e9-845a-47f13cc66509.html
- 06.14.2019: KTNV-TV13: <https://www.ktnv.com/health-officials-work-to-keep-safe-chlorine-levels-in-public-pools>
- 06.12.2019: Boulder City Review: <https://bouldercityreview.com/news/west-nile-virus-found-in-three-area-mosquitoes-52944/>
- 06.11.2019: The Spectrum: <https://www.thespectrum.com/story/news/2019/06/11/west-nile-virus-mosquitoes-reported-near-lake-mead-water/1419323001/>
- 06.11.2019: KKOH-AM: <http://www.kkoh.com/2019/06/11/southern-nevada-reports-first-west-nile-virus-case-for-2019/>
- 06.11.2019: KSNV-TV3: <https://news3lv.com/news/local/health-officials-share-tips-to-beat-the-heat-as-triple-digit-temperatures-hit-las-vegas>
- 06.11.2019: KSNV-TV3: <https://news3lv.com/news/local/proper-hydration-during-excessive-heat-watch>
- 06.11.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/temptop-child-development-center-reopens-snhd-closed-it-over-62-health-violations/2070412450>
- 06.07.2019: Las Vegas Sun: <https://lasvegassun.com/news/2019/jun/07/how-do-we-plan-and-design-for-las-vegas-rapidly-wa/>
- 06.06.2019: KLAS-TV8: <https://www.lasvegasnow.com/news/local-news/owner-of-temptop-child-development-center-shocked-by-62-violations-that-shut-daycare-down/2059456411>
- 06.04.2019: LVRJ: <https://www.reviewjournal.com/entertainment/food/las-vegas-has-restaurants-to-dine-with-your-dog-1679342/>
- 06.03.2019: KTNV-TV13: <https://www.ktnv.com/news/will-nevada-raise-the-cigarette-smoking-age>
- 06.02.2019: KTNV-TV13: <https://www.ktnv.com/news/clark-county-employees-prepare-for-emergency-response-exercise>
- 06.02.2019: KLAS-TV8: https://www.lasvegasnow.com/news/emergency-response-exercise-held-at-thomas-mack-center_20190603005354/2047790837
- 06.02.2019: KVVU-TV5: https://www.fox5vegas.com/news/snhd-unlv-team-up-for-emergency-drill/video_3710ed55-a539-580e-a64b-d0ab5e0b84ae.html
- 06.02.2019: KSNV-TV3: <https://news3lv.com/news/local/triple-digit-temps-expected-this-week-authorities-remind-locals-about-heat-safety>

Products Completed:

- Finalized RMPCDC VHF and Botulism FAQ and submitted
- 20 Food Handler Safety Training videos
- Back-to-school physicals poster & flyers
- FERL Sanitizers handout
- Added a grant attribution to Know Your Numbers brochures
- THNK Resource Guide cover
- National HIV Testing Day display table
- Board of Health recognition photos
- Southern Nevada Hepatitis C Resource Directory
- Three FERL documents
- Nurse-Family Partnership Community Advisory Board invitation
- Modified We Care We Card materials to We Care We Check
- State of the Health District email invitation
- Updated SNHD locations fact sheet
- Fight the Bite pop-up exhibit
- SNHD "We're in your neighborhood" pull-up banner
- Urine, oral, and anal self-collection instructions
- Updated immunization outreach flyers with July dates
- Get Healthy Clark County/Viva Saludable postcard
- Updated new Healthy Southern Nevada business card
- Extreme heat web slider and social media graphics
- CCMS Article Walk & Bike 2 School pencil imprint
- Resized THNK's new bus ad
- Updated immunization outreach flyers
- CRUSH imprint for Las Vegas Pride wristbands
- See Dumping Say Something monitor slide
- Rapid START flyer
- Spanish Body Art Card Training Book
- Oral Health display

Advertising Placed:

- Back-to-school ad for Parents Guide magazine - July 2019
- Summer Safety Social Media Campaign
- Dental Health Month Social Media Campaign

Social Media Summary:

- Researched, developed, and posted 150 social media messages for:
 - National HIV Testing Day
 - World Refugee Day
 - Mosquito Awareness Week
 - Men's Health Month
 - Oral Health Month
 - Summer safety
 - Drowning prevention
 - Heat safety
 - Back-to-school
 - Mosquito surveillance
 - Flu
 - National Safety Month
 - Mobile Clinic

- Travel Vaccine Clinic
- Emergency preparedness
- Youth Access Day
- Water Watcher

Website Updates/Postings:

- Updated FERL FAQs
- Stats - GHCC numbers for March, April and May for specific pages related to campaign
- Flu - final analysis for 2018-1019
- Modified EH Directory
- Updated Family Planning pages
- Processed EH audio from previous meetings
- Updated Advisory Board bylaws
- Updated mosquito control/surveillance and West Nile pages
- Updated mosquito and flu surveillance pages
- Updated EMS Public Meeting pages
- Updated Viva Saludable pages
- Updated Internships/Student Learning pages
- Website alerts, reminders, service updates
- Updated banners
- News Releases / Media Advisory
- CDC Health updates
- Updated Mobile Clinic pages
- Updated Travel Vaccine pages
- Updated Food Borne Illness Complaint pages
- Updated HACCP
- Updated Aquatic Health pages
- Updated SN-HPPG minutes
- Pulled stats for Lauren DiPrete
- HEP-C Investigation 2009 (for 2019 EPI report) – recreated site and assets for use in new report
- Heat awareness
- Updated Board of Health and various committee meeting pages
- SafeHavenNV.org (resolution/handoff)
- Updated Hepatitis pages
- Updated Spanish pages
- Long -term projects:
 - FERL – modified pages and structure
 - Modified old CDC links
 - Modified old FDA links

Web Development Updates:

- Updated "How Do I" forms, and other navigation elements to improve use of FBI and EH forms
- Updated CSS to improve homepage news slider
- Updated CSS to improve mobile UI
- Removed links from FERL content
- FERL Email - recommendations and implementation
- Installed Facebook and Instagram plugin
- Updated templates on Get Healthy website
- FERL – Modified navigation
- FERL – Created and revised structure
- FERL - Recommendations and implementation

- Plugin installation and trial on Development (Facebook & Instagram)
- Modified Vital Records death certificate information and tables effective July 1, 2019
- Google Webmaster Tools - CSE modifications

Translation Services:

- Reviewed Spanish translation for Environmental Health
- Reviewed Spanish Hepatitis translation for SNHD website
- Reviewed Spanish hepatitis and measles documents for SNHD website
- Reviewed Spanish family planning documents

Community Outreach:

- Catholic Charities World Refugee Day Health Fair

Meetings of Note:

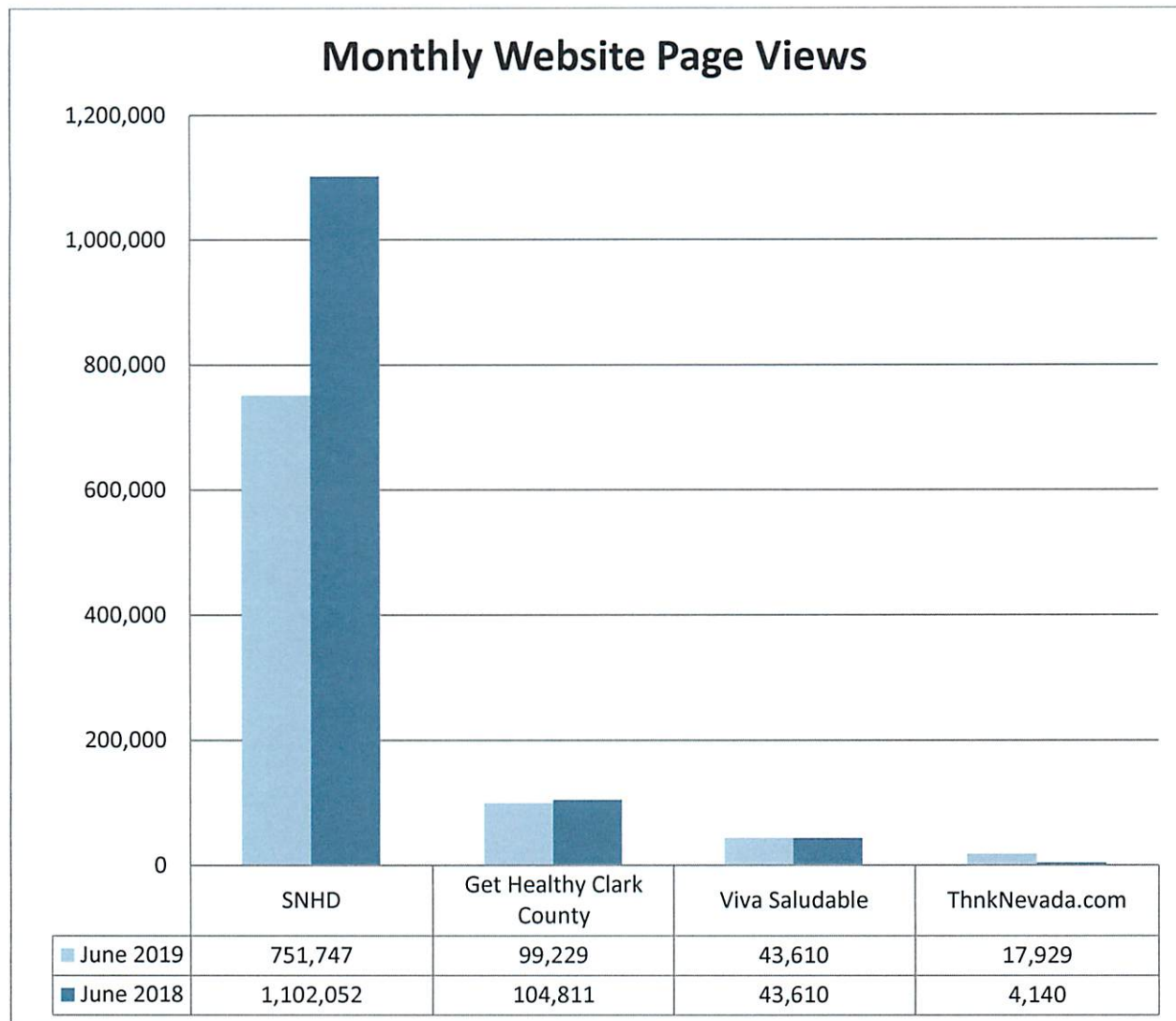
- 06.27.2019: Miriam Hickerson Consumer Protection Radio program meeting
- 06.27.2019: Code of Conduct meeting
- 06.26.2019: SHIP Presentation
- 06.26.2019: Latino Network Group meeting
- 06.26.2019: Restaurant Recognition Initiative meeting
- 06.25.2019: Intern/Social Media-Branding meeting
- 06.22.2019: Society of Professional Journalist's Public Information Officer Mixer
- 06.21.2019: Latin Chamber of Commerce Luncheon
- 06.20.2019: Latino Network Group meeting
- 06.19.2019: Intranet Site Owner Workshop
- 06.18.2019: Health District After Dark Planning Committee meeting
- 06.18.2019: Legislative Update meeting
- 06.18.2019: CDC National HIV Testing Day conference call
- 06.17.2019: Give Kids A Boost meeting
- 06.17.2019: Focus Las Vegas
- 06.14.2019: NPHA Legislative Recap meeting
- 06.12.2019: State of the Health District – EH Meeting
- 06.11.2019: Back-to-School immunizations planning meeting
- 06.11.2019: NTPC Policy Meeting
- 06.10.2019: Facebook Best Practices/Twitter/NextDoor – Ads Training
- 06.07.2019: Legislative Update meeting
- 06.05.2019: State of the Health District meeting (Johnson)
- 06.05.2019: State of Health District meeting (Leguen)
- 06.04.2019: Volunteer activity meeting
- 06.04.2019: PMQI Communication meeting
- 06.03.2019: Health Equity/Quality Improvement meeting
- 06.02.2019: Thomas and Mack Full Scale Exercise

Media, Collateral and Community Outreach Services	June 2018	June 2019		YTD FY18	YTD FY19	
Media - Print Articles	13	40	↑	237	351	↑
Media - Broadcast stories	7	25	↑	113	203	↑
Collateral - Advertising/Marketing Products	23	47	↑	234	352	↑
Community Outreach - Total Volunteers ¹	25	26	↑			
Community Outreach - Volunteer Hours	1,125	1,128	↑	13,781.5	15,485	↑

¹Total volunteer numbers fluctuate from month to month and are not cumulative.

Social Media Services		June 2018	June 2019		YTD FY18	YTD FY19
*Facebook SNHD	Likes	3,823	4,265	↑	3,823	4,265
*Facebook GHCC	Likes	5,597	5,875	↑	5,597	5,875
*Facebook SHC	Likes	1,789	1,741	↓	1,789	1,741
*Facebook THNK/UseCondomSense	Likes	6,150	5,949	↓	6,150	5,949
*Facebook SNHD THINK Project	Likes	42	48	↑	42	48
Facebook Food Safety	Likes	22	22	→	22	22
*Instagram SNHD	Followers	295	958	↑	295	958
*Instagram Food Safety	Followers	190	312	↑	190	312
*Twitter EZ2Stop	Followers	415	410	↓	415	410
*Twitter SNHDflu	Followers	849	930	↑	849	930
*Twitter Food Safety	Followers	41	53	↑	41	53
*Twitter GetHealthyCC	Followers	327	334	↑	327	334
*Twitter SNHDinfo	Followers	2,708	3,134	↑	2,708	3,134
*Twitter TuSNHD	Followers	226	260	↑	226	260
*Twitter THNK/UseCondomSense	Followers	726	723	↓	726	723
*Twitter SoNVTraumaSyst	Followers	108	117	↑	108	117
YouTube SNHD	Views	9,057	7,665	↓	288,811	109,601
YouTube THNK/UseCondomSense	Views	132	333	↑	1,581	2,889

*Facebook, Instagram and Twitter numbers are not cumulative.



ADMINISTRATION Human Resources Monthly Report – May 2019

Employment/Recruitment:

- 4 New Hires, including 0 rehires
- 560 active employees as of June 30, 2019
- 3 Terminations, no retirements
- 4 Promotions, including 4 Flex-reclasses
- 0 Lateral Transfers
- 0 Reclassifications
- 0 Demotions
- 30 Interviews (17.5 hours)
- 0 Bilingual Tests conducted, and 1 sign-language interpreter set up
- 7 job offers extended
- 11 recruitments posted
- 3 job description development/updates

- Turnover rates
 - Administration – 0.00%
 - Clinical Services – 1.43%
 - Community Health – 0.00%
 - Environmental Health – 0.63%
- 27 Other Personnel Change forms processed
- 51 Evaluations received and recorded in One Solution
- Total number of vacancies: 30.8 FTEs
- Total number of positions in recruitment: 17.8 FTEs

Worker's Compensation (PACT)

- Number of Workers Comp cases for the month: 0 (non-OSHA recordable) and 0 (OSHA recordable)
- Number of Open Cases: 9
- Number of Cases in final closing: 4

Risk Management (POOL)

- Number of new Risk Management cases for the month: 2
- Number of open cases: 4 (2 Accident Claims and 2 EEOC)

FMLA and ADA

- FMLA hours used: 528.75 hours (one pay period)
- FMLA cases open:
 - Short-term intermittent: 20
 - Block of FMLA leave: 10
 - Long-term intermittent: 16
- FMLA leave requests: 7 new, 2 recertifications, 3 return to work
- FMLA meetings with employees, one-on-one: 15
- Number of donated leave requests/paperwork processed: 2
- ADA accommodation discussions: 1

Employee Benefits

- Orientations conducted:
 - Benefit Orientation/Public Health 101: 11 employees
 - SEIU Union Orientation: 8 employees
- Benefits processed:
 - New Hires: 12
 - Changes: 1
 - Terminations: 3
- Mass Mutual 1:1's for employees (with Janet Corral): 13
 - Open new accounts: 4
 - Processed withdrawals/rollovers/purchase of service credit: 14
- One-on-one retirement meetings—includes 457(b) and PERS pension/advice and counsel: 18
- Health Insurance meetings, assist with issues, assist with disability claim forms: 19
- Non-eligible FMLA meetings with employees (medical): 3

Employee/Labor Relations

- 0 Verbal Warnings, 0 Suspensions, 0 Final Written Warnings, 1 Termination, 0 Probationary Release
- 0 Grievances
- 0 Arbitrations
- 10 hours of Labor Meetings (with Union)
- 90 hours Investigatory Meetings
- 6 Investigations
- 30 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4

Employee Health Nurse

Employee TB tests: 17

Employee Vaccinations: 70 (includes employee health fair on 06/04/2019 where 46 employees were vaccinated, supported by Immunization Project team members)

New Hire Bloodborne Pathogen class training: 2 (monitoring and training the HR Training Analyst to take over Bloodborne Pathogen training)

Post Hepatitis B titer blood draws: 3

Respirator Fit test: 35

BBP exposure follow-up: 0

Other Activities for Employee Health Nurse:

- In Progress:
 - Training a backup for Fit testing as schedule permits
 - Completion of Employee Immunization review and report of status
 - Evaluation of establishing baseline minimum employee vaccination requirement policy and procedure
 - PAPR maintenance completed June 21 – 22, 2019.

Human Resources Director

Investigations: 21 hours

Training: 12 hours

Training Development: 12 hours

Meetings with employees: 23 hours

Negotiations: 25 hours

Leadership Meetings: 27 hours

Human Resources Supervisor

Investigations: 15 hours

Training: 2 hours

Meetings with employees: 10 hours

Leadership Meetings: 2 hours

Trainings/Meetings Attended by Staff:

- Employment Law Webinar (all staff)
- Workplace Investigations Webinar (Erika Bustinza)
- Fundraising & Event Planning Committee (Erika Bustinza)
- Compliance Committee Meeting (Angela Lewis)

- Policy Committee Meeting (Angela Lewis)
- Workforce Development Committee Meeting (Angela Lewis)
- POOL/PACT Services Meeting with Jeff Coulum (Angela Lewis)
- Mass Mutual Meeting regarding loans/amendment (Angela Lewis)
- Environmental Health Monthly Director's Meeting: Worker's Compensation presentation (Angela Lewis)
- Mandatory Complaints, Investigation and Weingarten Training for all Leadership, Managers and Supervisors (Angela Lewis)
- Biweekly HR Meeting (all staff)
- TELCON/Willis, Towers, Watson concerting POOL/PACT package and workers compensation (Angela Lewis)
- SBI Intern/Environmental Health meeting with Chris Saxton (Angela Lewis)
- Webinar, American Association of Occupational Health Nurses: Identifying Dementia in the Workplace (Karen Atkins)
- Webinar, Centers for Disease Control: Pink Book Immunizations overview—3rd of 15 weekly series (Karen Atkins)
- Workplace Investigations – Witness Interviewing (Susan Damitz)
- Rare Disease Therapies over \$500,000 provided by Pacific Northwest Chapter of IFEBP (Susan Damitz)
- HR for Safety Professionals Webinar: What Every Safety Professional Must Know About Employment Law in Human Resources (Susan Damitz)
- Attended Society for Human Resources Management (SHRM) Conference 06/24/2019 and 06/25/2019 (Susan Damitz)
- Attended site-owner meeting 06/19/2019 (Susan Damitz)

Projects in Progress/Other items

- Grievance Log and Official Complaints Report, Investigation Log, and Weekly Recruitment Report for Leadership (Erika Bustinza)
- Assisted with development of Performance Improvement Plan for three employees (Erika Bustinza)
- Negotiations Bargaining Team (Erika Bustinza)
- SABA – Learning Management System (Angela Lewis)
- Policy Hub (Angela Lewis)
- Recruitment Spreadsheet for Leadership for Amy Hagan (Adriana Alvarez & Kimberly Monahan)
- FEMA Grant development meeting – (2 hours) (Adriana Alvarez & Kimberly Monahan)
- Meeting with Jeff Quinn regarding Program project coordinator job description – (Adriana Alvarez & Kimberly Monahan)
- 3 Employee meetings regarding out of class work – (Adriana Alvarez & Kimberly Monahan)
- 2 Position Control Meeting – (Kimberly Monahan, Adriana Alvarez & Scott Witherall)
- Meetings with members from Management regarding District Employment practices [Adriana Alvarez (1 hour) & Kimberly Monahan (3 hours)]
- Academic Affairs Committee – (Adriana Alvarez)
- Service Awards Subcommittee – (Adriana Alvarez)
- Neogov quarterly webinar – (Adriana Alvarez)
- Temp Agency Coordination – (Adriana Alvarez)

- On-boarding notification to IT for New hires – (Adriana Alvarez)
- NHSC portal meeting (1 hour) (Kimberly Monahan)
- Back to School meeting (1 hour) – (Kimberly Monahan)
- Health Equity Committee – (Kimberly Monahan)
- Rewards and Recognition Committee – (Kimberly Monahan)
- Work with Todd Biggs/Western Life Specialties, Inc. – Offer *M-plan supplemental life for management Schedule 29 & up* – Provide census for 35 management staff to send out for national exposure (Susan Damitz)
- Plan and coordinate Health Fair events for employees June 4th (Susan Damitz)
- Conference Call 6/6/2019 w/MM to discuss loan provisions and proposal options (Susan Damitz)
- Assist with Clark County RFP – *Section 125 ongoing through July* (Susan Damitz)
- Census Bureau *Medical Expenditure Survey 2019-* submitted on 6/10/19 (Susan Damitz)
- Reschedule Managing Difficult Employee Behaviors thru Behavioral Options, Inc. to *July 25th* (Susan Damitz)
- Work on SharePoint site (Susan Damitz)

SOUTHERN NEVADA PUBLIC HEALTH LABORATORY (SNPHL)

1. **Clinical Testing:** SNPHL continues to support the SNHD Nursing Division with Sexually Transmitted Disease (STD) testing. SNHD STD department and SNPHL cooperatively participate in the CDC Gonococcal Isolate Surveillance Project (GISP). SNPHL performs *N. gonorrhoeae* culture and submits isolates to CDC and Nursing provides the client information required by the project. In October, 2015, SNPHL began performing *C. trachomatis/N. gonorrhoeae* (CT/GC) molecular testing to support SNHD clinical programs. In December 2018, HIV-1 viral load was brought on-line to complete the CDC HIV algorithm testing.
2. **Epidemiological Testing and Consultation:**
 - A. SNPHL continues to support the disease investigation activities of the SNHD OEDS and Nursing Division.
 - B. SNPHL continues to participate in the SNHD Outbreak Investigation Committee and Foodborne Illness Taskforce.
 - C. SNPHL continues to report results of influenza testing to the CDC National Respiratory and Enteric Virus Surveillance System (NREVSS).
3. **State Branch Public Health Laboratory Testing:**
 - A. SNPHL continues to perform reportable disease isolate testing and confirmation. Isolates submitted by local laboratories are serotyped or confirmed; stored on-site; and results reported and/or samples submitted to CDC through various national programs including Public Health Laboratory Information System (PHLIS), National Antimicrobial Resistance Monitoring System (NARMS), and Influenza Surveillance.
 - B. SNPHL continues to perform CDC Laboratory Response Network (LRN) testing for biological agents on clinical and unknown environmental samples.
 - C. SNPHL is transitioning to Whole Genome Sequence (WGS) testing of *Salmonella*, *Shigella*, *Listeria*, and Shiga toxin producing *E. coli* (STEC) isolates submitted by local clinical laboratories. SNPHL will report the WGS data to the CDC PulseNet program and to the SNHD OOE. Pulse Field Gel Electrophoresis officially ends July 15, 2019.

- D. SNPHL provides courier services to SNHD public health centers and Southern Nevada hospital or commercial laboratories

4. All-Hazards Preparedness:

- A. SNPHL continues to participate with SNHD OPHP, local First Responders and sentinel laboratories to ensure support for response to possible biological or chemical agents.
- B. SNPHL staff continues to receive training on LRN protocols for biological agent confirmation.
- C. SNPHL maintains sufficient technical laboratory staff competent to perform LRN testing 24 hours per day/7 days per week.
- D. SNPHL continues to coordinate with First Responders including local Civil Support Team, HazMat, Federal Bureau of Investigation, and Las Vegas Metropolitan Police Department.
- E. SNPHL continues to provide information to local laboratorians on packaging and shipping infectious substances and chain of custody procedures.

5. June 2019 SNPHL Activity Highlights:

- A. Laboratory staff had received an average of approximately 16 hour of training this month.
- B. Training of both SNPHL new hires continues.
- C. The Clinical Supervisor position was hired and will start July 1, 2019. The Laboratory Director position remains vacant.
- D. SNPHL continues to move forward with mandated transition from PFGE to WGS. SNPHL will send one staff member to WGS training in June. Expect to be sequencing isolates by August 2019.
- E. Laboratory Manager attended APHL in St. Louis, MI. June 3 – 7, 2019.
- F. Senior Laboratory Technologist attended Whole Genome Sequencing training at CDC in Atlanta, GA week of Just 10 – 14, 2019.
- G. SNPHL has worked closely with OEDS department and local community partners on recent cases of Acute HAV, and rule out of measles cases.
- H. HIV and Syphilis testing has increased with specimens collected from the Clark County inmates.
- I. SNPHL received and confirmed an isolate from a patient at a sentenial hospital which is classified as an agent of Bioterrorism. CDC, LRN and FSAP were notified. EPI worked with the sentenial hospital for patient information and post exposure treatment.

COMMUNITY HEALTH – SNPHL – Fiscal Year Data

SNPHL Services	June 2018	May 2019		FY 2017-2018	FY 2018-2019	
Clinical Testing Services ¹	4090	5220	↑	50553	67,908	↑
Epidemiology Services ²	331	127	↓	3474	3676	↑
State Branch Public Health Laboratory Services ³	20	50	↑	503	806	↑
All-Hazards Preparedness Services ⁴	99	95	↓	966	801	↓
Environmental Health Services ⁵	566	799	↑	1012	3713	↑

- 1 Includes N. Gonorrhoeae culture, GISP isolates, Syphilis, HIV, CT/GC molecular, Gram stain testing.
- 2 Includes Stool culture, EIA, Norovirus PCR, Respiratory Pathogen PCR, Epidemiological investigations or consultations.
- 3 Includes PFGE, WGS and LRN testing, proficiency samples, reporting to CDC, courier services, infectious substance shipments, teleconferences, trainings, presentations and inspections, samples submitted to CDC or other laboratories.
- 4 Includes Preparedness training, teleconferences, Inspections.

Pre-Application Grants (Considering or Currently Writing)

Opportunity	Fund Agency	Div	Proj. Man.	Project Lead	FTE	\$ Request	Deadline	Start	End	Submitted	Answer	Notes
U=U	F-NIH	CH	Lourdes Y.				9/1/2019?					Collaboration with Boston University

Submitted Grants & Pending Grants

Opportunity	Fund Agency	Div	Project Manager	Project Lead	FTE	\$ Request	Deadline	Start	End	Submitted	Answer	Notes
IDUHV	State of NV	CH	Marlo T.	Victoria B.		65,000	7/5/2019	10/1/2019	9/30/2020	7/2/2019		
SAPTA	State of NV	CH	Marlo T.	Victoria B.		330,900	7/5/2019	10/1/2019	9/30/2020	7/2/2019		
Family Planning	State of NV	CS	Vicki V.			250,000	6/28/2019	7/1/2019	10/31/2019	6/28/2019		
Rapid Start	State of NV	CH	Lourdes Y.	Merylyn Y.		107,161	6/14/2019	9/1/2019	3/31/2020	6/14/2019		SOW submitted 6/14, budget submitted 6/27
HIV/AIDS Prison Transitional Case Mgmt	State of NV	CH	Lourdes Y.	Merylyn Y.		50,863	6/14/2019	7/1/2019	6/30/20?	6/26/2019		
Sexual Risk Avoidance Education Program	F-ACF	CS	Margarita D.	Susan C.		975,000	7/1/2019	9/30/2019	9/29/2022	6/26/2019		
National Health Services Corps	F-HRSA	CS	Vicki V.			0	5/30/2019	10/1/2019	9/30/2020	5/24/2019		
STD Sentinel Surveillance Network	F-CDC	CH	Marlo?			480,000	5/15/2019	8/15/2019	8/14/2020	5/13/2019		
Food Illness Social Media	F-CDC	EH	Lauren D.			192,500	5/15/2019	9/30/2019	9/29/2020	5/10/2019		
Ryan White Part A - RFQ from Clark County	Clark County	CS	Lourdes Y.	Merylyn Y.	2	75,000 (times 2)	5/10/2019			5/10/2019		Email to CC, acknowledged. Oral Presentation 5/24.
Overdose Data to Action	F-CDC	CH	Marlo?	Victoria?		2,967,392 (max)	5/2/2019	9/1/2019	8/30/2020	4/26/2019		
Epidemiology and Lab Capacity (ELC)	F-CDC	Admin	Emily	Lei Z		TBD	5/10/2019	7/1/2019	6/30/2020	4/23/2019		SNHD Application submitted to DPBH
REACH Non Compete	F-CDC	CH	Maria			Continuation	4/1/2019	9/30/2018	2/28/2019	3/26/2019		
Ryan White Part C rwc 19?	F-HRSA	CS	Joann	TBD		150,000	3/22/2019	9/1/2019	8/31/2020	3/22/2019		
PHAP Public Health Associate Program- CS HIV-Hep	F-CDC	CS	Lourdes Y.	Todd B.		PHAP Associate	2/4 to 2/18	9/1/2019	9/1/2021	2/18/2019		HIV/Hep C
PHAP Public Health Associate Program- CS HIV-Hep	F-CDC	Admin	Mimi	Jeff Q.		PHAP Associate	2/4 to 2/18	9/1/2019	9/1/2021	2/18/2019		Pm/QI
Legionella	F-CDC	OEDS EH	Ying Z.	Robert C.		\$200,000+	TBD	TBD	TBD	12/17/2018		BAA 75D301-19-R-67835 White Paper Sent - No Update
Rural Health Network Development Planning Program hrsa-19-025	F-HRSA	CS	White Pine delegate	PACE delegate		100,000	11/30/18	7/1/2019	6/30/20	11/30/18		Memo of Agreement in process - SNHD will be invoiced as "clinical provider", "mobile medical services provider", consultant and rural network member.

Future Grants (Date Shown is Expected NOFA Release)

Opportunity	Fund Agency	Div	Project Manager	Project Lead	FTE	\$ Request	Deadline	Start	End	Submitted	Answer	Notes
Retail Program Standards Grants	AFDO	EH	Christine S.					1/1/2020	12/31/2020			Portal opens 9/4.

Awarded

Opportunity	Fund Agency	Div	Project Manager	Project Lead	FTE	\$ Request	Deadline	Start	End	Submitted	Answer	Notes
Tobacco Control	State of NV	CH	Maria	Malcolm		640,000	4/12/2019	7/1/2019	6/30/2020	4/11/2019	7/15/2019	Funds for Healthy Nevada - Grant Dvlp Mtg Held
GME Round VI	State OSIT	Admin	Dr. L.	Marjorie		471,451	4/22/2019	7/1/2019	6/30/2020	4/19/2019	6/24/2019	Award letter received 6/24/19, \$325,000
Barclay-Giel Seed Grant	Non-Profit	EH	Vivek	Dan		7,663	2/22/2019	7/1/2019	6/30/2020	2/20/2019		Press release 6/21 (no NOA as of that date) \$7500
Retail Food Standards	FDA	EH	Christine S.			70,000	5/1/2019	7/1/2019	6/30/2020	4/29/2019	6/17/2019	
TPP Replication (Year 5)	F-OAH	CS	Xavier			749,999	4/1/2019	7/1/2019	6/30/2020	3/28/2019	6/4/2019	Awarded, budget amendment requested.
FP2_19 Title X Family Planning Full Application	F-OASH	CS	Victoria	Bernie		\$1.2 mil	1/14/2019	4/1/2019		1/15/2019	3/26/2019	
Teenage Pregnancy and Associated Risk Behaviors. thnk 19, AH-TP1-18-001	F-OASH	CS	Margarita D.	Xavier F.		1,000,000	tbd	9/1/2018	8/31/2020	6/20/18	TBD	Approved and selected. No funding due to law suit. If funded next 12-months from 10/16/18, then award will be received.
FP State NV AB 397	S	CS	Victoria	Bernie		tbd	tbd	sign	6/30/19	10/12/18	2/4/19	Awarded
AFDO - afdsm 19	P-FDA	EH	Christine	Nikki		3,000		1/2/2019	7/31/19	10/22/18	12/3/18	Received AFDO letter 12/3/2018
AFDO - afdtrn 19	P-FDS	EH	Christine	Nikki		2,444		1/2/2019	4/30/19	10/22/18	12/3/18	Received AFDO letter 12/3/2018
AFDO - afdtf 19	P-FDA	EH	Christine	Nikki		3,000		1/2/2019	5/31/19	10/22/18	12/3/18	Received AFDO letter 12/3/2018
Gilead Focus program grant on HIV, HCV, & HBV Screening - focus 19; Contract Reviews	O-Gilead	CH	Victoria	Michelle		936,774	7/22/15	1/1/2019	12/31/2019	9/14/18	11/28/18	Award Letter received 11/28/18 \$297,876
Ryan White B - rwbels	P-HRSA	CH	Marlo	Victoria		notes	tbd	4/1/2019	3/31/20	10/24/18	11/19/18	Full RWB project funded \$1,408,473.24

Ryan White B - rwbn	P-HRSA	CH CS	Marlo Fermin Todd	Victoria Lourdes		notes	tbd	4/1/2019	3/31/20	10/24/18	11/19/18	Full RWB project funded \$1,408,473.24
Ryan White B - rwbn	P-HRSA	CH CS	Marlo Fermin Todd	Victoria Lourdes		notes	tbd	4/1/2019	3/31/20	10/24/18	11/19/18	Full RWB project funded \$1,408,473.24
Ryan White B - rwbo2	P-HRSA	CH CS	Marlo Fermin Todd	Victoria Lourdes		notes	tbd	4/1/2019	3/31/20	10/24/18	11/19/18	Full RWB project funded \$1,408,473.24
NACCHO Mentorship	P-FDA	EH	Christine	Nikki		16,000	tbd	9/1/2018	8/31/19	10/11/18	11/1/18	National Environmental Health Association Annual Education Conference. Award offered on 11/13/18. Must respond by 11/16/18 then contract needs to be routed and signed if SNHD accepts
Opioid State Targeted Response (STR): Services expansion community preparedness planning - Opioid overdose - ostr_19	P-SAMHSA	CH OEDS EMS	Marlo	Brandon			Feb. 2019?		Feb 2019	11/15/18	10/23/2018	DPBH Letter Awarded \$20,000
EMSFR_19 - Technical Assistance additional funding	F-SAMHSA	CH	John H.	Laura P.		25,000	tbd	tbd	tbd	6/29/18	6/29/18	NOA received 6/29/18
emsfr_18 carry over request	F-SAMHSA	CH	John H.	Laura P.		60,422	tbd	sign	9/29/20	10/23/18	5/15/18	Carryover approved

Not Awarded

Opportunity	Fund Agency	Div	Project Manager	Project Lead		\$ Request	Deadline	Start	End	Submitted	Answer	Notes
PHAP Public Health Associate Program: CS HIV-Hep	F-CDC	CH	Kim H.	Zuwen		PHAP Associate	2/4 to 2/18	9/1/2019	9/1/2021	2/18/2019	7/2/2019	Antibiogram
Barclay G1el Seed Grant	Non-Profit	CH	Ying Z.	Jessica/Brandon		5,000	2/22/2019	7/1/2019	6/30/2020	2/21/2019	6/21/2019	OEDS - Opioid StoryMap Support. Not included in press release of awardees
STD Express Data	NACCHO	CS	Lourdes	Karin D.		30,000	3/28/2019	5/19/2019	4/30/2020	3/28/2019		
Inmate Health Care Services for Clark County Detention Center, Nevada - ccdc_19 RFP No. 604962-18	O-CC	CH	Marlo	Victoria		\$1,230,321 plus pharmacy and lab. 1 year	tbd	1/2019	12/31/2021	10/18/18		Application submitted
Healthy Start Initiative: Eliminating Disparities in Perinatal Health hrs-19-049	F-HRSA	CS	Margarita	Susan C.		4,870,000	11/27/18	4/1/2019	3/30/24	11/27/18		Year 5 not awarded
GMENV_20	S	AD	Dr. L.	Marjorie		1,048,781	tbd	7/1/2019	6/30/20	10/30/18	12/7/18	Not Awarded per Governor's Letter
Enhancing Public Health Surveillance of Autism Spectrum Disorder through the Autism and Developmental Disabilities Monitoring (ADDM) Network - addm_19 CDC RFA DD19-1001	F-CDC	CH	Victoria	Michelle		602,198	tbd	1/1/2019	12/31/2022	9/28/18	12/10/18	DHHS Letter received 12/10/2018
Nevada Recycling Grant Program Notice of Funding Opportunity - swrap_19 CDC RFA DD19-1001	S-Bureau of Waste Mgmt	EH	Herb S.	Erik A.		49,404	tbd	11/2018	12/31/2019	10/1/18	11/19/18	NDEP Letter received 11/19/2018
AITT-CSTE Informatics Team Training	CSTE	OEDS/EH	TBD	Ying Z.		5,000	Dec. 14	TBD	TBD	12/14/2018		Not Awarded

Did Not Apply

Tuberculosis Elimination and Laboratory Cooperative Agreement	F-CDC	CS					9/5/2019	12/1/2019	11/30/2024			Sent to Dr. Leguen 7/9 and requested feedback by 7/12. State applies and includes us as a subgrantee.
National Health Services Corps ELV	HRSA	CS	Vicki V.			0	6/26/2019	10/1/2019	9/30/2020			Did not meet the eligibility criteria for the ELV site. No primary care as defined by funder.
Strategic Partnerships and Planning to Support Ending the HIV Epidemic in the United States	F-CDC	CH/CS					7/12/2019	9/30/2019	9/29/2020			Did not meet the eligibility criteria. The state will submit an application.
Regional Catastrophic Preparedness Grant Program	F-FEMA	CH	Jeff Q.	Steve K.			7/8/2019	10/1/2019	9/30/2022			Clark County will not apply, our programs are not strongly aligned to warrant a lead position on the proposal.
Improving Hepatitis B & C Care Cascades CDC-RFA-PS19-1909	F-CDC	CS										Did not apply due to required status as a currently funded recipient
Capacity Building in the Ryan White HIV/AIDS Program: Technical Assistance in Innovative Program Model Replication hrsa-19-040	F-HRSA	CS CH	est. 2/14/19									Did not apply due to single grant awardee



Memorandum

Date: July 25, 2019

To: Southern Nevada District Board of Health

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

AH
JS

RE: NEW CLASSIFICATION SPECIFICATIONS

- **Dental Assistant** – NEW POSITION

This position would assist in the delivery of oral health services at the Health District by providing support during clinical procedures, communicating with patients, and providing administrative assistance in documentation and maintenance of records.

Schedule 12 (\$36,462.40 – \$50,960.00), FLSA Non-exempt, Bargaining Unit Eligible

- **Health Equity Coordinator** – NEW POSITION

This position would support the Southern Nevada Health District in integrating health equity best practices within the organization, among community partners, and across systems of care. This role promotes the advancement of health equity internally and externally, with an emphasis on reducing health disparities within the community.

Schedule 26 (\$74,755.20 – \$104,270.40), FLSA Exempt, Bargaining Unit Ineligible

- **Preventive Medicine Resident** – NEW POSITION

Candidates in this position would participate in a one or two-year preventive medicine residency program to develop the competencies to become board-certified in Public Health and General Preventive Medicine.

Schedule 15 (\$42,556.80 – \$59,404.80), FLSA Exempt, Bargaining Unit Ineligible

- **Procurement Specialist** – NEW POSITION

This position would ensure Health District procurement compliance with statutes, regulations, policies and procedures leading up to award of purchase orders and contracts. May assist in developing and implementing District Policies. May negotiate vendor contract terms and conditions.

Schedule 23 (\$64,084.80 – \$89,377.60), FLSA Non-exempt, Bargaining Unit Eligible

DENTAL ASSISTANT

DEFINITION

To assist in the delivery of oral health services at the Health District by providing support during clinical procedures, communicating with patients, and providing administrative assistance in documentation and maintenance of records.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from clinical services supervisory or management 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.*

- Practice universal precautions and other sterilization/infection control procedures and maintain equipment following OSHA guidelines on maintenance and documentation.
- Provide associated administrative support, including confirming patient appointments, reviewing patient charts, verifying insurance eligibility, and checking patients in for appointments.
- Assist clinicians in documentation of findings in patient's clinical record.
- Assist clinician with clinical procedures including extractions, restorations, impressions, and taking dental radiographs.
- Maintain and monitor dental supplies inventory including placing orders and verifying receipt of supplies.
- Manage patient documents including reviewing patient charts for missing documents, scanning documents into patients' charts, and uploading billing documents for insurance use.
- Communicate with existing patients regarding community resources that are available to them and assist in community outreach by providing information regarding available resources.
- Maintain a safe and clean working environment by complying with procedures, rules, and regulations.
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Dental technology and instruments
- Infection control
- Oral hygiene strategies to maintain oral health
- Operation of computers and other office machines; Microsoft Word
- Practices of sound business communication including correct English usage, spelling, grammar and punctuation
- Knowledge of current principles and practices of public health.
- Knowledge of audiovisual materials and equipment, computers and current software.

Initials _____ Date _____

**Southern Nevada Health District
Dental Assistant (continued)**

Ability to:

- Sterilize and maintain dental instruments
- Maintain confidentiality
- Reach sound decisions in accordance with District policies and procedures
- Understand and follow oral and written instructions
- Communicate clearly and concisely; both orally and in writing
- Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, ethnic, and health issues.
- Establish and maintain cooperative working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE GUIDELINES

Training:

- Graduation from high school or GED equivalent
- Successful completion of Dental Assistant training program

Experience:

- 1 year dental assistant experience

Working Conditions:

- Must perform District services with individuals having a variety of disease conditions.
- Lifting patients and equipment

License/Certification

- Possession or ability to obtain and maintain a valid Nevada Driver's License and the ability to maintain insurability under the District's vehicle insurance program

Conditions:

The employee works in a variety of working environments including urban and rural communities.

The employee may perform District services with individuals having disease conditions.

May require overnight stays in rural areas.

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 12

Approved by the Chief Health Officer 06/10/2019

Initials _____ Date _____

HEALTH EQUITY COORDINATOR

DEFINITION

To support the Southern Nevada Health District in integrating health equity best practices within the organization, among community partners, and across systems of care. This role promotes the advancement of health equity internally and externally, with an emphasis on reducing health disparities within the community.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from Chief Health Officer or designate.

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.*

- Researches and identifies health equity models that are considered industry standard best practices. Communicates organizational change recommendations to leadership teams for development and implementation.
- Manages health equity education programs to include day-to-day projects related to the development and implementation of trainings for teams and providers.
- Facilitates workgroups, meetings, and action committees to meet health equity objectives. Tracks action items and timelines to ensure deadlines are met.
- Systemically applies and teaches the science of health equity principles and best practices. Initiates cross-functional collaboration among leadership teams to ensure that health equity plays a role in all decision making.
- Establishes tracking mechanisms to ensure that health equity activities are documented and reportable.
- Assists in developing and implementing policies and processes through case management for reducing barriers to care and assuring timely care facilitation.
- Develops and facilitates workshops and trainings on social determinants of health, implicit bias, institutional racism, barriers to care, health equity, poverty and strategies to shift practice in clinical settings.
- Acts as a liaison to community stakeholders, to coordinate programs and partnerships that address health and social needs in communities, and to advance SNHD's community health strategy.
- Facilitates dialogue to identify and advance shared goals between departments to clarify challenges; develops strategies and builds solutions and processes to assure progress and actionable next steps in delivering care to special populations in a timely and patient-centered manner.
- Fosters and maintains effective partnerships with key stakeholders and decision makers by serving as a liaison on topics of health equity.
- Provides subject matter expertise to community partners and SNHD to implement and evaluate interventions at the community and organization.
- Represents SNHD through attendance at statewide and regional meetings, sharing health equity best practices, tools, and materials while participating in ongoing communication activities and capacity-building peer exchanges.
- Encourage evidence-based research and practice.
- Perform related duties and responsibilities as required

Initials _____ Date _____

SOUTHERN NEVADA HEALTH DISTRICT
Health Equity Coordinator (Continued)

QUALIFICATIONS

Knowledge of:

- Advanced training or demonstrated understanding of various health equity topics.
- Proven project management skills, and ability to maintain high productivity amid competing priorities.
- Medical terminology
- Computer software programs such as Electronic Medical Records system, WORD and EXCEL
- Healthcare regulations, HIPAA, and State and Federal regulations

Ability to:

- Organize and implement community health policies and programs.
- Build and maintain relationships Multitask and problem solve
- Provide project management skills and maintain high productivity amid competing priorities.
- Advance health equity in marginalized and underserved population to improve population health outcomes.
- Problem-solve in a complex environment.
- Demonstrated ability to present to key stakeholders and communicate cross-functionally.
- Maintain confidentiality
- Use Electronic Health Records System
- Understand and follow verbal and written instructions
- Communicate clearly and concisely, both verbally and in writing.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of medical professionals, community groups, and the general public
- Work independently in the absence of supervision

TRAINING AND EXPERIENCE GUIDELINES

Training:

- Master's degree in public health or a health-related profession preferred
- Advanced training or certificate in a Health Equity.

Experience:

- Five years of experience in healthcare or clinical environment.
- Two years of related leadership experience.
- Two years of Public Health experience preferred.

Working Conditions:

- May travel from site to site for extended periods of time in varied weather conditions

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

Initials _____ Date _____

SOUTHERN NEVADA HEALTH DISTRICT
Health Equity Coordinator (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.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 26

Approved by the Chief Health Officer on 05/23/2019

Initials _____ Date _____

PREVENTIVE MEDICINE RESIDENT

DEFINITION

To participate in a one or two-year preventive medicine residency program to develop the competencies to become board-certified in Public Health and General Preventive Medicine.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Residency Program Director and from other Southern Nevada Health District (SNHD) personnel acting in their capacity as faculty members of the residency program.

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.*

- Under supervision of SNHD providers designated as faculty members for the residency program, provide direct patient care in one or more SNHD clinics.
- Under supervision of SNHD staff designated as faculty members for the residency program, complete practicum rotations in several public health programs.
- Participate in didactic sessions and in research-related activities.
- Complete competency-based activities; track completion of these activities.
- Complete required self-assessments and evaluations.
- Complete coursework or other activities required to receive a Master of Public Health (MPH) or similar degree, if currently not holding an MPH or similar degree.
- Participate in patient safety and quality improvement initiatives.
- Adhere to program policies and procedures.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current principles and practices of medicine
- Patient assessment practices
- Regulations and laws relating to medical practice
- Diagnostic, treatment and prescriptive authority of a medical doctor
- Principles and standards of HIPAA regulations
- Medical records documentation
- Infection control policies and procedures
- Handling, storage, use and disposal of hazardous materials

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Operate computer and software programs, including MS Office applications
- Work independently in the absence of supervision

Initials _____ Date _____

**Southern Nevada Health District
Preventive Medicine Resident (continued)**

TRAINING AND EXPERIENCE GUIDELINES

Training:

For the two-year residency program:

- Completion of at least 12 months of clinical education (at least 10 months providing direct patient care in both inpatient and outpatient settings) in an ACGME-accredited residency program, an American Osteopathic Association (AOA) – approved residency program, a Royal College of Physicians and Surgeons of Canada (RCPSC) – accredited or College of Family Physicians of Canada (CFPC) – accredited residency programs located in Canada, or in residency programs with ACGME-International (ACGME-I) Advanced Specialty Accreditation.
- Completion of requirements to be eligible to enroll in a Master of Public Health (MPH) or similar degree program.

For the one-year residency program:

- Completion of an accredited residency program.
- Completion of a Master of Public Health (MPH) or similar degree (or at least 50% of the requirements for such degrees, plus completion of requirements to be eligible to enroll in a Master of Public Health (MPH) or similar degree program).

Experience:

- At least one year of experience in an accredited residency program.

License or Certificate:

- Possession of a license to practice medicine or osteopathy in the State of Nevada or ability to obtain a limited license as a rotating resident within 3 months of employment.
- 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 of normal assigned duties during the incident and/or emergency.

All employees hired into this classification will be required to undergo Respirator Fit testing and be up-to-date with the following vaccines: Hepatitis B, MMR (Measles, Mumps, Rubella), Varicella (Chicken Pox), Tetanus, Diphtheria, Pertussis and Annual Influenza vaccination.

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

Bargaining Unit Ineligible

FLSA Exempt

Schedule 15

Approved by the Chief Health Officer 06/12/2019

Initials _____ Date _____

PROCUREMENT SPECIALIST

DEFINITION

Ensures Health District procurement compliance with statutes, regulations, policies and procedures leading up to award of purchase orders and contracts. May assist in developing and implementing District Policies. May negotiate vendor contract terms and conditions.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Manager, Financial Services
- Does not exercise supervision over 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.*

- Develop, evaluate, monitor, and mediate procurement services to ensure consistency, uniformity and cost-effectiveness in obtaining materials, supplies, equipment or services for all District divisions in accordance with applicable State and Federal laws, regulations, policies and principles of sound fiscal management; ensure potential vendors are treated fairly and equitably
- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, quantity discounts, standardization, and value analysis
- Engage in procurement planning with internal clients to identify and provide high quality service and timely meet supply, equipment, or service delivery requirements
- Research market sources and suppliers to locate and ensure the most cost effective and competitive pricing for the purchase of equipment, supplies, and services
- Prepare Requests for Proposals (RFP) with particular emphasis on understanding the statement of work, evaluation criteria, timeline, and submittal requirements. terms and conditions, certification and representations and assurances.
- Review all submitted proposals for compliance with RFP, draft the Health District's response to any exceptions taken
- As necessary, collaborate with the appropriate program subject matter expert(s) and Contract Administrator to ensure the completeness of the RFP and any associated attachments
- Conduct pre- and post-bid meetings, inform vendors and contractors of Health District policies, procedures, insurance and bonding requirements and other matters related to doing business with the Health District
- Coordinate and manage evaluation committee activities, develop categories and weights of proposal evaluation criteria, analyze bids, recommend awards, and prepare the necessary award documentation
- Respond to protests regarding bid awards
- Respond to any staff or contractor inquiries related to proposed contracts and/or grants
- Maintain accurate and up to date records and files on bids, awards, and inventories and prepare periodic and/or special reports
- Develop and manage process for evaluation of work performed by sub-recipients/vendors
- Manage ERP contractual data, including adding funding, correcting funding codes, closing contract records, etc.
- Collaborate with Accounts Payable to resolve contractual purchase order issues
- Enter new PEIDs, including new vendor background checks
- Lead the District P-Card program, managing card purchase limits, updating codes, running reports, issuing new cards, training users, reconciliation of statements

Initials _____ Date _____

**Southern Nevada Health District
Procurement Specialist (continued)**

- With the appropriate program and accountant, develop and coordinate process for monitoring grant-related performance by sub-recipients and procurement contractors
- Review Contract Request Forms (CRF(s)) submitted to Financial Services for compliance with statutes, regulations, policies and procedures before forwarding CRF to appropriate accountant for fiscal review and approval
- Act as liaison between Financial Services business function subject-matter experts and subject-matter experts of other programs as necessary to initiate and gain appropriate approval of joint department CRF packages for submittal to Contract Administrator
- Manage Property Records of Fixed Assets and Equipment; plan and manage the disposition and disposal of surplus property in accordance with Nevada Revised Statutes
- Team closely with Purchasing Agent on Requests for Bids and finalizing bids which may be awarded as a contract
- Serve as primary backup to Purchasing Agent, including award of purchase orders, responding to purchasing questions, ensuring sufficient number of quotes, posting and responding to questions through NGEM
- Coordinate and manage new vendors, including background assessments and vendor data in District ERP system
- Performs related duties and responsibilities as assigned

QUALIFICATIONS

Knowledge of:

- Concepts of principles, practices, and techniques used in public purchasing and procurement, including the competitive bidding process
- Uniform Guidance and other applicable Federal State and local regulations and procedures related to the purchasing procurement functions, particularly as related to federal grants
- Professional techniques for dealing effectively with co-workers and the public, in person and over the telephone
- Appropriate computer functions and programs, modern office procedures, Enterprise Resource Planning Systems experience
- Principles and procedures of financial record keeping and reporting
- Correct and appropriate English usage, grammar and punctuation; proper spelling of commonly used words
- Nevada Government E-Marketplace System experience is a plus

Ability to:

- Develop clear, concise and comprehensive solicitation documents Communicate effectively and professionally both in writing and orally with all internal and external business partners with the highest level of integrity
- Review documents for clarity and accuracy with a high attention to detail
- Drive process improvement in solicitation functions within the Health District and employ Best Practices
- Develop and administer policies, guidelines and/or regulations governing the procurement of Health District goods and services
- Maintain attention to detail and accuracy while meeting critical deadlines
- Work independently to effectively organize work responsibilities, set priorities, and adjust frequently to changing priorities
- Meet critical deadlines; complete job assignments without close supervision
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities
- Effectively use business software and tools; drive efficiencies in leveraging technological solutions
- Use initiative and judgment within established guidelines

Initials _____ Date _____

**Southern Nevada Health District
Procurement Specialist (continued)**

TRAINING AND EXPERIENCE GUIDELINES

Training:

- Bachelor's degree from an accredited college or university in a Business or related field with emphasis on Business Contracting, Procurement and/or Purchasing.

Experience:

- At least Four years of increasingly responsible working experience which includes developing requests for proposals, selecting vendors, managing relationships and effective use of financial systems.
- Experience in a public agency is preferred.
- Experience in healthcare, public health, or similar environment is preferred.

License or Certificate:

- Possession of or ability to obtain a valid Nevada Driver's License as a condition of employment

WORKING CONDITIONS

- Mobility to work in a typical office setting and use standard office equipment
- Vision abilities to include close vision and the ability to adjust focus; to read printed materials and a VDT screen

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, ICA 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 23
Approved by the Chief Health Officer 06/18/2019

Initials _____ Date _____

PAYROLL EARNINGS SUMMARY

June 01 to June 14, 2019

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 376,015.18	\$ 4,904,379.40	\$ 9,242,964.01	\$10,285,494.00	90%
ENVIRONMENTAL HEALTH	\$ 436,642.92	\$ 5,683,341.64	\$ 10,871,419.91	\$11,396,176.00	95%
COMMUNITY HEALTH	\$ 388,344.83	\$ 4,714,419.07	\$ 8,855,791.88	\$9,689,098.00	91%
ADMINISTRATION	\$ 314,935.83	\$ 4,133,928.36	\$ 7,950,880.08	\$8,433,999.00	94%
TOTAL	<u>\$1,515,938.76</u>	<u>\$19,436,068.47</u>	<u>\$36,921,055.88</u>	<u>\$39,804,767.00</u>	<u>93%</u>
FTE	562				
Regular Pay	\$ 1,297,515.34	\$ 16,038,587.80	\$ 30,034,242.01		
Training	\$ 12,089.33	\$ 143,417.08	\$ 255,114.24		
Final Payouts	\$ -	\$ 166,106.96	\$ 398,916.61		
OT Pay	\$ 18,963.45	\$ 54,597.06	\$ 124,685.77		
Leave Pay	\$ 172,994.08	\$ 2,604,146.51	\$ 5,269,165.10		
Other Earnings	\$ 14,376.56	\$ 429,213.06	\$ 838,932.15		
	<u>\$ 1,515,938.76</u>	<u>\$ 19,436,068.47</u>	<u>\$ 36,921,055.88</u>		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

June 01 to June 14, 2019

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ACEVES, JESUS	CRI_19	5.50	\$146.05	PRICE, KERI A	1.50	\$44.27
ALLEN, DELILA	CRI_19	5.00	\$221.34			
AVANCY, ELENITA O	CRI_19	6.00	\$245.85			
CHAMBERLAIN, ROBERT C		8.00	\$288.59			
HIDROSOLLO, DARYL	CRI_19	6.00	\$252.28			
JOHNSON, LANCE V		1.00	\$36.07			
RUIZ, GEORGE		4.00	\$144.29			
STEVENS, MICHAEL P		8.00	\$288.59			
VALENTINO, LAURA	CRI_19	7.00	\$279.76			
VUKSANOVIC, DAN		0.50	\$14.71			
YUMUL, JOSEPH Y	CRI_19	6.00	\$325.94			
Total Administration		57.00	\$2,243.47		1.50	\$44.27

COMMUNITY HEALTH

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BECKWITH, PATRICIA	CRI_19	7.00	\$442.92	MARTINEZ SAINZ, JOSE R	12.75	\$269.65
BOWERS, JENNIFER D	CRI_19	6.00	\$342.86			
BULLOCH KHAYAT, MARY D	CRI_19	8.00	\$412.90			
DE LOS SANTOS, SHERILYN M	CRI_19	6.00	\$180.79			
EWING, TABITHA L	HIVPRV19	12.00	\$491.69			
HARMON, JENNIFER J	CRI_19	6.00	\$342.86			
HARVEY, AMINEH D	CRI_19	6.00	\$301.54			
HERRERA, REYNA A	CRI_19	5.00	\$204.87			
KING, MICAH N	CRI_19	5.75	\$274.57			
KINGSLEY, CHAD A	CRI_19	6.00	\$333.88			
MEZA, MELANIE J	HIVPRV19	8.50	\$348.28			
MEZA, MELANIE J	CRI_19	5.25	\$215.12			
MONTGOMERY, JOSHUA M	HIVPRV19	11.50	\$521.77			
MONTGOMERY, JOSHUA M	CRI_19	5.50	\$249.54			
MORAN, DEBORAH R	CRI_19	6.00	\$272.23			
O'CONNOR, KELLI J	HIVPRV19	12.00	\$531.22			
PAGAN, WENDY	CRI_19	6.75	\$375.61			
QIU SHULTZ, ZUWEN	CRI_19	6.00	\$360.83			
REYES, REBECCA	CRI_19	6.00	\$252.28			
ROSSI BOUDREAU THIB, DUSTIN M	CRI_19	7.50	\$332.01			
SAITO, SANDI L	CRI_19	5.00	\$210.23			
STANFORD, SABRA	HIVPRV19	3.50	\$111.03			
STANFORD, SABRA	CRI_19	6.00	\$190.34			
Total Community Health		157.25	\$7,299.37		12.75	\$269.65

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

June 01 to June 14, 2019

Overtime Hours and Amounts

Comp Time Hours Earned and Value

CLINICAL SERVICES

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
ARQUETTE, JOCELYN M	CRI_19	6.00	\$351.65	BROWN, PREANA C	1.13	\$19.36
AVALOS, MAYRA L	CRI_19	6.00	\$171.81	CAMARENA, KRYSTAL S	1.88	\$46.23
BROWN, YORDANOS Z	FP2_19	2.00	\$133.26	CLAIBORNE, CAROL	3.38	\$59.75
CALDERON, ARACELY	CRI_19	6.00	\$205.75	DOMINGUEZ, LILIANA	1.13	\$20.94
CLAIBORNE, CAROL	CRI_19	6.00	\$159.33	FRITZMAN, SHERI	0.75	\$30.07
CRUZ, STACY	CRI_19	6.00	\$159.33	REED, DEBORAH D	1.13	\$28.49
ENZENUER, LIZETTE	CRI_19	5.50	\$243.47	SPRANCE GROGAN, CAROLYN S	1.50	\$48.98
FALKNER, LISA M	CRI_19	5.75	\$148.43	VALDIVIESO ESTRADA, ISABEL	0.75	\$24.49
FINCHER, INA B		0.50	\$30.07			
FOLKES, ADELINA	CRI_19	5.75	\$224.09			
GONZALES, ROXANNE C	CRI_19	5.50	\$269.39			
GONZALES, TRINIDAD O	CRI_19	6.00	\$360.83			
GUTIERREZ, SHEILA T	CRI_19	5.75	\$281.64			
MACIEL PEREZ, MARISOL	CRI_19	6.50	\$259.78			
MATTESON, KIMBERLY A		0.50	\$17.15			
MCTIER, CHIKA	CRI_19	5.50	\$276.41			
MUBUIFOR, LINUS N		1.00	\$63.27			
NAVARRO, MARITES L	CRI_19	6.00	\$360.83			
OREA-VALENCIA, MIRELLY	CRI_19	6.00	\$159.33			
PERALEZ, JESSICA		0.25	\$6.45			
ROBLES, CYNTHIA I		4.25	\$169.85			
ROSSI BOUDREAU THIB, LESTER A	CRI_19	7.50	\$284.85			
RUBIO LERMA, ADRIANA	CRI_19	6.00	\$190.34			
RUBIO, DALIAH C	CRI_19	6.00	\$301.54			
VILLANUEVA, MICHELLE	CRI_19	6.00	\$360.83			
WHITAKER, ANGELA	CRI_19	6.00	\$171.81			
Total Clinical Services		128.25	\$5,361.49		11.63	\$278.31

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

June 01 to June 14, 2019

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ENVIRONMENTAL HEALTH

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BANALES, JASON	CRI_19	6.00	\$272.23	MERRIWEATHER, DANTE L	2.63	\$110.73
BROUNSTEIN, JODI	FDILL_19	1.50	\$85.72	SMITH, JESS W	2.63	\$66.47
COHEN, VALERIE NICOLE S	CRI_19	4.50	\$226.15	WHITESIDES, VIRGINIA M	3.38	\$110.21
COTTAM, CAROL S	CRI_19	5.50	\$219.81	WUBE, SABA	1.13	\$28.49
EDWARDS, TARA A	FDILL_19	2.75	\$134.70			
GRUJICIC, NATASA	CRI_19	6.00	\$227.88			
HALL, NANCY	CRI_19	6.25	\$395.46			
HOUSTON, DONNA		0.50	\$31.64			
KELTON, JASON A	FDILL_19	3.00	\$154.84			
KNOWLES, MIKKI M	CRI_19	6.00	\$279.41			
LEWIS, BRITTANY D	CRI_19	4.75	\$226.82			
MUTH, JAMES W	CRI_19	6.50	\$318.37			
NAVARRETE, GEORGE	FDILL_19	1.00	\$61.65			
RAINVILLE, SCOTT A		3.00	\$143.25			
SAN NICOLAS, THOMAS	CRI_19	5.50	\$262.63			
SHARIF, RABEA	CRI_19	5.25	\$232.41			
VASILEVSKY, KRISTINE	CRI_19	5.00	\$215.59			
WHITESIDES, VIRGINIA M	CRI_19	6.00	\$293.88			
YOUNG, ROBERTA	CRI_19	6.25	\$276.68			
Total Environmental Health		<u>85.25</u>	<u>\$4,059.12</u>		<u>9.75</u>	<u>\$315.88</u>
Combined Total		<u>427.75</u>	<u>\$18,963.45</u>		<u>35.63</u>	<u>\$908.11</u>

The overtime hours charged to project CRI_19 were fully funded by the CH Cities Readiness Initiative grant to conduct the full-scale emergency response training exercise.

PAYROLL EARNINGS SUMMARY

June 15 to 28, 2019

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2018/19</u>	
CLINICAL SERVICES	\$ 371,882.87	\$ 5,335,408.62	\$ 9,669,438.23	\$10,285,494.00	94%
ENVIRONMENTAL HEALTH	\$ 426,039.56	\$ 6,147,131.66	\$ 11,333,876.68	\$11,396,176.00	99%
COMMUNITY HEALTH	\$ 374,826.83	\$ 5,091,376.78	\$ 9,230,618.71	\$9,689,098.00	95%
ADMINISTRATION	\$ 312,376.43	\$ 4,457,194.70	\$ 8,270,590.55	\$8,433,999.00	98%
TOTAL	<u>\$1,485,125.69</u>	<u>\$21,031,111.76</u>	<u>\$38,504,524.17</u>	<u>\$39,804,767.00</u>	<u>97%</u>
FTE	562				
Regular Pay	\$ 1,312,927.00	\$ 17,364,751.13	\$ 31,360,405.34		
Training	\$ 5,144.66	\$ 148,561.74	\$ 260,258.90		
Final Payouts	\$ -	\$ 248,267.11	\$ 481,076.76		
OT Pay	\$ 3,360.07	\$ 57,957.13	\$ 128,045.84		
Leave Pay	\$ 155,538.80	\$ 2,764,556.43	\$ 5,429,575.02		
Other Earnings	\$ 8,155.16	\$ 447,018.22	\$ 845,162.31		
	<u>\$ 1,485,125.69</u>	<u>\$ 21,031,111.76</u>	<u>\$ 38,504,524.17</u>		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

June 15 to 28, 2019

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
STEVENS, MICHAEL P		15.00	\$541.10	ALFORD, CAMILLE A	2.25	\$45.25
VUKSANOVIC, DAN		1.00	\$29.42	GILLIAM, TINA	1.50	\$43.10
CHAMBERLAIN, ROBERT C		15.00	\$541.10			
RUIZ, GEORGE		5.00	\$180.37			
Total Administration		<u>36.00</u>	<u>\$1,291.99</u>		<u>3.75</u>	<u>\$88.34</u>

COMMUNITY HEALTH

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
HERRERA, REYNA A	HIVPRV19	2.50	\$102.44	HANSEN, DANIELLE K	3.75	\$105.00
HANSEN, DANIELLE K		0.00	\$0.00			
O'CONNOR, KELLI J	HIVPRV19	12.00	\$531.22			
EWING, TABITHA L	HIVPRV19	12.00	\$491.69			
BAUTISTA, ILENE E	PHEPLB19	3.50	\$205.13			
Total Community Health		<u>30.00</u>	<u>\$1,330.48</u>		<u>3.75</u>	<u>\$105.00</u>

CLINICAL SERVICES

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
AVALOS, MAYRA L		0.00	\$0.00	AVALOS, MAYRA L	2.63	\$51.37
MATTESON, KIMBERLY A		0.75	\$25.72	SPRANCE GROGAN, CAROLYN S	1.50	\$50.21
ELLIS, REGENA M		0.75	\$45.10	BURQUEZ AHUJA, LILIA	0.75	\$20.48
ROBLES, CYNTHIA I		6.00	\$239.79	CAPURSO, CYNTHIA	1.50	\$61.64
SOY, RONNY C	RWACM19	0.50	\$33.32	DINDA, KARIN	2.25	\$90.11
PERALEZ, JESSICA		0.75	\$19.36	FRITZMAN, SHERI	1.88	\$77.04
WOOLFOLK, MARIO	RWBNM_19	1.00	\$28.63	WOODS, ROSANNA	0.75	\$28.52
				CLAIBORNE, CAROL	3.00	\$54.45
				HADDRILL, SCOTT W	0.75	\$25.10
				THARAYANI, SIBYL	0.75	\$25.10
Total Clinical Services		<u>9.75</u>	<u>\$391.92</u>		<u>15.75</u>	<u>\$484.03</u>

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

June 15 to 28, 2019

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ENVIRONMENTAL HEALTH

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
BANALES, JASON		1.50	\$68.06	CASTRO, SHANAE C	3.75	\$113.44
ROBINSON, GARY P	FDILL_19	4.50	\$214.88	NORTHAM, KORIE	4.50	\$154.53
ROCHE, PAMELA		0.50	\$21.56	TRAM, LINDA	0.75	\$20.48
PARK, JAMES B		0.50	\$18.49	CLARKE, MICHELLE	1.88	\$73.22
SPRINGER, LATONIA V H		0.50	\$22.69			
Total Environmental Health		<u>7.50</u>	<u>\$345.68</u>		<u>10.88</u>	<u>\$361.67</u>
Combined Total		<u>83.25</u>	<u>\$3,360.07</u>		<u>34.13</u>	<u>\$1,039.04</u>