



Memorandum

Date: November 21, 2019

To: Southern Nevada District Board of Health

From: Fermin Leguen, MD, MPH, Acting Chief Health Officer *FL*

RE: Administration Division Monthly Report – October 2019

ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Oct 2019	Oct 2020		YTD FY19	YTD FY20	
Maintenance Responses	179	203	↑	679	647	↓
Electrical Work Orders	9	10	↑	42	36	↓
HVAC Work Orders	13	10	↓	48	34	↓
Plumbing Work Orders	5	8	↑	14	25	↑
Preventive Maintenance	13	21	↑	57	75	↑
Security Responses	656	642	↓	2280	2298	↑

ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Oct 2018	Oct 2019		YTD FY19	YTD FY20	
Service Requests Completed	497	482	↓	1977	2157	↑
Service Requests Opened	527	481	↓	2014	2170	↑
Service Requests Open over 30 days	80	87	↑	317	350	↑

Information Services System Availability 24/7	Oct 2018	Oct 2019		YTD FY19	YTD FY20	
Total System	99.94	99.41	↓	99.84	99.27	↓

Total Monthly Work Orders by Department	Oct 2018	Oct 2019		YTD FY19	YTD FY20	
Administration	165	175	↑	757	731	↓
Community Health	73	102	↑	295	431	↑
Environmental Health	97	92	↓	348	403	↑
Clinical Services	162	113	↓	577	592	↑

First Call Resolution & Lock-Out Calls	Oct 2018	Oct 2019		YTD FY19	YTD FY20	
Total number of calls received	527	481	↓	2016	2170	↑
Number of first call resolutions	3	0	↓	20	1	↓
Number of Lock-out calls	10	5	↓	33	19	↓

ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	Oct 2018	Oct 2019		YTD FY19	YTD FY20	
Grants Pending – Pre-Award*	2	5	↑	5	13	↑
Grants in Progress – Post-Award**	16	12	↓	33	31	↓
Purchase Orders Issued	183	249	↑	626	793	↑

* Grant application was created and submitted to agency

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

ADMINISTRATION Academic Affairs - Fiscal Year Data

Academic Affairs-Interns/Clinical Rotations/Residents/Fellows	Oct 2019	Fiscal YTD
Internships-Total Interns ¹	25	79
Internship Hours ²	990	3155

¹ Total number of monthly interns includes 11 semester-long students (August-December 2019).

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

Orientations Provided:

- 1 orientation provided: 5 physician assistant students and 2 resident physicians

Health District After Dark (HDAD):

- Inaugural HDAD held on October 23
- 61 people in attendance

Academic Health Department (AHD):

- Meeting with Dr. Gillian Barclay, UNLV Academic Health Center Specialist, Office of the President, regarding research strategy and collaborative research plan

Meetings/Trainings Attended:

- Workforce Development Committee Meeting
- QI Council
- USAF Nellis AFB public health meet and greet
- ICS 300 and 400 training

Projects in Progress/Other Items:

- December 2-3, 2019: Western Regional AHD Summit

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

News Releases Disseminated:

- 10.17.2019: Southern Nevada Health District reports first West Nile virus death in Clark County
- 10.15.2019: Fourth vaping-related illness confirmed in Clark County
- 10.11.2019: Health District, Southern Nevada HIV Awareness Consortium offer free HIV screenings for National Latinx AIDS Awareness Day
- 10.03.2019: Chief Health Officer announces retirement
- 10.2019: Public Health Update: Solid Waste Hearing Officer

Media Contacts:

- 10.30.2019: KTNV-TV 13: Expired yogurt/dairy products at local grocery store
- 10.29.2019: KSNV-TV 3: Raw sewage at condo complex
- 10.28.2019: KVVU-TV 5: STDs in women
- 10.25.2019: KVVU-TV 5: STDs in women
- 10.24.2019: Las Vegas Review-Journal: Vaping investigation how-to
- 10.23.2019: KLAS-TV 8: Health District After Dark
- 10.23.2019: KBLR-TV 39/Telemundo: Landlord/Tenant Hotline
- 10.22.2019: Nevada Current: Childhood lead poisoning prevention, testing, investigations
- 10.22.2019: SCATV/Anthem: Immunizations for seniors
- 10.22.2019: CNN: Flu surveillance reports
- 10.22.2019: KTNV-TV 13: Number of food establishment complaints 2019 vs. 2018
- 10.17.2019: Telemundo: Landlord-Tenant rights
- 10.17.2019: KTNV-TV 13: Norovirus at Rex Bell Elementary School
- 10.17.2019: KSNV-TV 3: Norovirus at Rex Bell Elementary School
- 10.17.2019: KLAS-TV 8: Norovirus at Rex Bell Elementary School
- 10.17.2019: Las Vegas Review-Journal: First West Nile virus-related death in Clark County
- 10.17.2019: KSNV-TV 3: *Legionella* at Rawson-Neal Hospital
- 10.17.2019: KLAS-TV 8: *Legionella* at Rawson-Neal Hospital
- 10.17.2019: USA Today/Reno Gazette Journal: *Legionella* at Rawson-Neal Hospital
- 10.17.2019: KVVU-TV 5: First West Nile virus-related death in Clark County
- 10.16.2019: Nevada Current: New trauma center guidelines
- 10.16.2019: Las Vegas Review-Journal: *Legionella* at Rawson-Neal Hospital
- 10.16.2019: KTNV-TV 13: *Legionella* at Rawson-Neal Hospital
- 10.16.2019: Nevada Current: National Lead Poisoning Prevention Week
- 10.15.2019: KSNV-TV 3: Fourth vaping illness
- 10.15.2019: KBLR-TV 39/Telemundo: Fourth vaping illness (*reporter reassigned to another story*)
- 10.15.2019: KVVU-TV 5: Fourth vaping illness
- 10.15.2019: USA Today/Reno Gazette Journal: Fourth vaping illness
- 10.14.2019: Las Vegas Sun: Smoking rates/current state of smoking in Nevada
- 10.11.2019: KVVU-TV 5: End of mosquito surveillance season
- 10.10.2019: KSNV-TV 3: Flu shots
- 10.10.2019: KVVU-TV 5: Flu shots/pertussis vaccine and pregnant women
- 10.10.2019: Entrepreneur Magazine: Black market cannabis/update on local cases

- 10.09.2019: WSOC (ABC-Charlotte): American Airlines flight attendant may have exposed passengers to hepatitis A on multiple flights
- 10.09.2019: KSNV-TV 3: Flu shots and pregnant women
- 10.09.2019: KLAS-TV 8: STD rates
- 10.07.2019: Nevada Current/freelance: Healthy Baby program
- 10.07.2019: Updated vaping-related lung illness numbers
- 10.07.2019: KVVU-TV 5: Flu season
- 10.07.2019: Out-of-Home Networks: Neighborhood pool requirements/lifeguard requirements
- 10.07.2019: KVVU-TV 5: Vaping rates
- 10.04.2019: KSNV-TV 3: Flu season, vaccine
- 10.04.2019: KNPR-FM/State of Nevada: Vaping/e-cigarette panel discussion
- 10.04.2019: KVVU-TV 5: Flu vaccine shortages
- 10.03.2019: KVVU-TV 5: Vaping illness updates

Press:

- 10.29.2019: KSNV-TV3: <https://news3lv.com/news/local/las-vegas-condo-unit-dealing-with-raw-sewage>
- 10.28.2019: KLAS-TV8: <https://www.8newsnow.com/news/local-news/flu-season-is-underway/>
- 10.25.2019: CCSD Newsroom: <https://newsroom.ccsd.net/on-the-path-to-fitness-ccsd-and-snhd-encourage-safe-walking-and-bicycling/>
- 10.23.2019: KLAS-TV8: <https://www.8newsnow.com/news/local-news/panel-discusses-cbd-cannabis/>
- 10.22.2019: Nevada Current: <https://www.nevadacurrent.com/2019/10/28/health-providers-urged-to-test-for-lead-poisoning-in-children/>
- 10.17.2019: LVRJ: <https://www.reviewjournal.com/local/henderson/henderson-police-get-donation-of-opioid-overdose-medication-1872986/>
- 10.17.2019: Nevada Current: <https://www.nevadacurrent.com/blog/draft-offers-insight-into-proposed-trauma-center-approval-process/>
- 10.17.2019: KTNV-TV13: <https://www.ktnv.com/news/southern-nevada-health-district-first-west-nile-death-in-clark-county>
- 10.17.2019: KVVU-TV5: https://www.fox5vegas.com/news/local/health-district-reports-first-west-nile-virus-related-death-in/article_3857bdd6-f0fa-11e9-aa2a-ef694e2959b4.html
- 10.17.2019: KSNV-TV3: <https://news3lv.com/news/local/first-death-from-west-nile-virus-reported-in-clark-county-for-season>
- 10.17.2019: LVRJ: <https://www.reviewjournal.com/life/health/first-west-nile-death-reported-in-clark-county-1872454/>
- 10.17.2019: KLAS-TV8: <https://www.8newsnow.com/news/breaking-news/first-west-nile-death-reported-in-clark-county/>
- 10.15.2019: KTNV-TV13: <https://www.ktnv.com/positivelylv/tonight-free-hiv-syphilis-screenings-in-las-vegas>
- 10.15.2019: Reno Gazette Journal: <https://www.rgj.com/story/news/politics/2019/10/15/nevadas-top-cop-warns-against-street-sold-vapes/3986967002/>
- 10.15.2019: LVRJ: <https://www.reviewjournal.com/local/4th-case-of-vaping-related-illness-reported-in-clark-county-1870992/>
- 10.15.2019: KTNV-TV13: <https://www.ktnv.com/news/fourth-vaping-related-illness-confirmed-in-clark-county>

- 10.15.2019: KLAS-TV8: <https://www.8newsnow.com/news/southern-nevada-health-district-confirms-4th-case-of-vaping-related-illness/>
- 10.15.2019: KVVU-TV5: https://www.fox5vegas.com/news/health-district-reports-th-case-of-vaping-related-illness-in/article_cbe87f96-ef64-11e9-a027-931b7863d384.html
- 10.15.2019: KSNV-TV3: <https://news3lv.com/news/local/fourth-vaping-related-illness-reported-in-clark-county>
- 10.14.2019: KVVU-TV5: https://www.fox5vegas.com/news/insurance-companies-to-charge-higher-rates-for-vape-users/article_944b5a3c-ed74-11e9-970d-8be28ece9a82.html
- 10.14.2019: KSNV-TV3: <https://news3lv.com/news/local/nevadas-attorney-general-warning-consumers-about-purchasing-street-sold-vape-products>
- 10.11.2019: KNPR-FM: <https://knpr.org/headline/2019-10/snhd-reminds-pregnant-women-get-flu-shot>, <https://knpr.org/knpr/2019-10/vaping-illnesses-rise-should-governments-step>
- 10.10.2019: KSNV-TV3: <https://news3lv.com/news/local/flu-season-is-here-but-nevadas-immunization-rates-are-abysmal>
- 10.09.2019: KLAS-TV8: <https://www.8newsnow.com/news/cdc-says-united-states-reaching-record-number-of-std-cases-nevada-ranks-1st-for-primary-and-secondary-syphilis/>
- 10.07.2019: KTNV-TV13: <https://www.ktnv.com/money/consumer/why-your-home-kitchen-would-fail-a-health-inspection>
- 10.03.2019: KLAS-TV8: <https://www.8newsnow.com/news/local-news/controversial-health-district-leader-dr-joe-iser-sets-jan-3-retirement-date/>
- 10.03.2019: KSNV-TV3: <https://news3lv.com/news/local/chief-doctor-for-southern-nevada-health-district-to-retire>
- 10.03.2019: LVRJ: <https://www.reviewjournal.com/news/politics-and-government/clark-county/dr-joe-iser-chief-of-southern-nevada-health-district-is-retiring-1862814/>

Products Completed:

- District Dish – October/November/December 2019
- New EH Deputy Health Officer badges
- GHCC blog images
- NCIAA Guides
- Teen Tuesday and THINK youth access day website banners
- BSHOP and BeSHOP posters for November-December dates
- Health District After Dark event program
- Updated Health District After Dark poster
- Check Your Phone graphic for Vital Records kiosk screens
- Nevada Day closure graphics for website and social media
- Naloxone “get out of jail” pocket card
- Opioid/non-opioid pocket card
- New headshots for Lisa Falkner and Jayde Garcia in MCH
- Photo of Sarah Lugo getting 50 Under 50 recognition certificate
- Halloween slider for GHCC website
- CCMS Article
- Fight the Flu video starring Dr. Johnson
- Excellence in EH plaque template
- SNPHL bloodborne pathogen training voiceover
- 24x36 English Privacy Practices poster
- 24x36 Ryan White Mission, Vision, and Values poster

- 11x17 HIV, gonorrhea, syphilis, and chlamydia fact posters
- 11x17 core values posters for Ryan White program
- Special Processes Course flyer
- THNK Newsletter
- Added numbers to birth certificate vouchers
- Service Awards honoree posters
- Spanish Intimate Partner Violence infographic

Advertising Placed:

- Parents Guide Flu ad and article – November 2019
- Las Vegas Kids Directory Flu ad – November/December 2019

Social Media Summary:

- Researched, developed, and posted 88 social media messages for:
 - National Preparedness Month
 - National Latinx AIDS Awareness Day
 - Domestic Violence Awareness Month
 - National Lead Poisoning Prevention Week
 - Immunization Outreach Team
 - Nurse Family Partnership
 - Vaping/E-cigarettes
 - Flu
 - Quit Smoking
 - Mobile Clinic
 - Passport Services
 - Vegas Stronger
 - Health District After Dark
 - Mosquito Monday
 - Foodie Friday
 - Spirit Week
 - Nevada Day
 - Halloween

Website Updates/Postings:

- SNHD policy
- EH Inspector Directory
- Food Handler Safety Training
- Vital Records
- Body Art
- EMS minutes and agenda
- SWHO minutes
- Epi disease statistics
- BOH agenda, video/audio
- Advisory Board
- RTAB
- MAB
- DDP
- FAB agenda
- CHC agenda
- So.N HPPG Agenda

- No Smoking and Vaping
- Non-Smoking and URL redirects to GHCC
- Bed bugs FAQ
- Flu
- Mosquito/West Nile
- Hep A Outbreak
- Hepatitis A
- Hepatitis C
- Website banners
- A to Z
- News Releases
- Public Notices
- Hepatitis Awareness page
- THNKNevada updates
- Long-term projects:
 - Smoking Signage - Complete
 - FDAP
 - FERL
 - EHRCP
 - Hepatitis A
 - Flu
 - West Nile
 - Collect2Protect
 - Special Processes Training Event

Web Development Updates:

- Solid Waste fillable form
- EHRCP
- FERL
- Viva WordPress Server - Removed 34,000+ spam messages
- AVADA template adjustments
- Site CSS adjustments
- Site templates
- Security certification error
- Special Processes forms
- URL redirects
- CHC template
- Special Processes page and Feedback form

Translation Services:

- SNHD Privacy Notice
- Food Handler Safety Training re-test information
- Foodborne Illness brochure
- Reviewed Spanish Food Safety Daily Checklist for EH
- Reviewed Spanish FERL documents for EH

Community Outreach:

- 10.23.2019: Clark County Health Expo
- 10.22.2019: Clark County Health Expo

Meetings of Note:

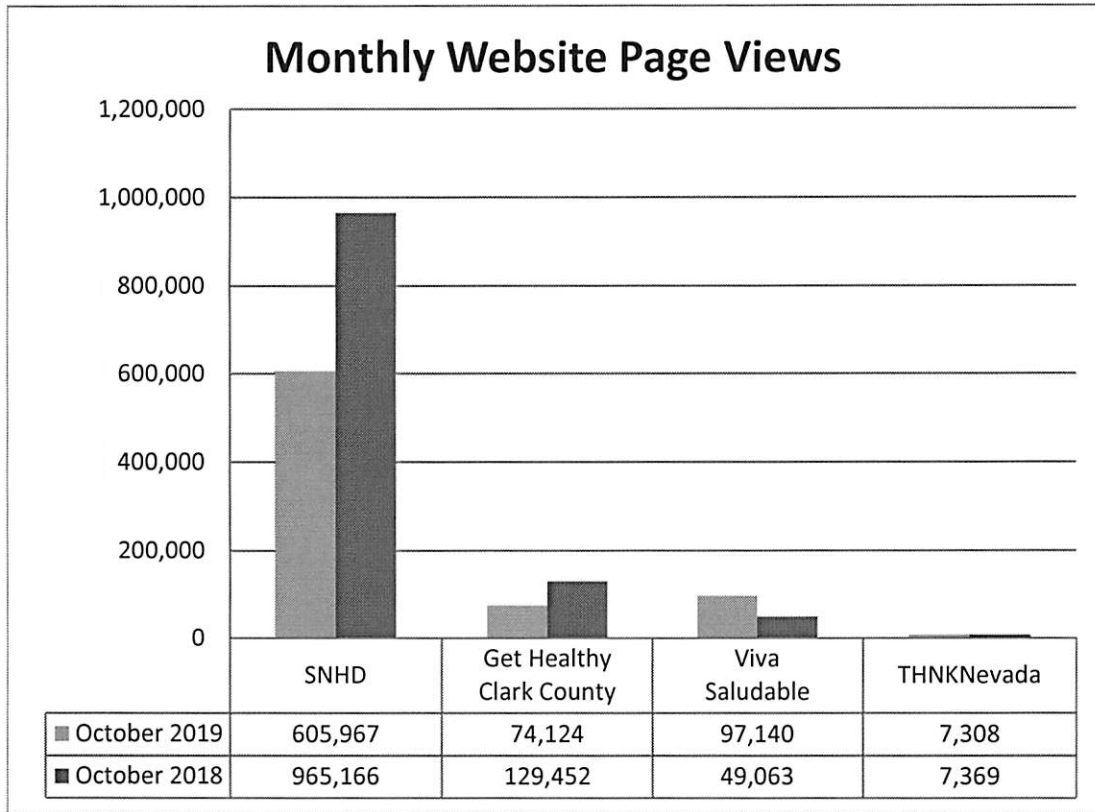
- 10.31.2019: CDC EVALI call
- 10.31.2019: All Hands meeting
- 10.31.2019: ICS Huddle
- 10.30.2019: Silver Crucible tabletop exercise
- 10.30.2019: Finance Committee meeting
- 10.30.2019: Southern Nevada Community Health Center Board meeting
- 10.24.2019: Census Communications Meeting
- 10.24.2019: CDC Vaping Update
- 10.24.2019: ICS Huddle
- 10.22.2019: Operations Briefing
- 10.22.2019: All Hands Meeting
- 10.21.2019: ICS Huddle
- 10.17.2019: Department Operations Center Annual Training
- 10.17.2019: Latino Network Group meeting
- 10.17.2019: NTPC Communication Subgroup meeting
- 10.17.2019: JLMC Meeting
- 10.15.2019: Position Control meeting
- 10.14.2019: Nevada Health Link meeting
- 10.14.2019: Public Health Advisory Board meeting
- 10.11.2019: ISDS Records Search meeting
- 10.10.2019: CDC Vaping Illness Conference Call
- 10.08.2019: Quality Improvement Council meeting
- 10.08.2019: Operations Briefing
- 10.08.2019: HSEEP Information Sharing Exercise
- 10.07.2019: KTNV-TV13 In-studio Interview with Larry Rogers
- 10.07.2019: ICS Huddle
- 10.04.2019: ICS Huddle
- 10.03.2019: Three Square Meeting
- 10.03.2019: Bonita Michoacán Meeting
- 10.03.2019: CDC Vaping Illness Briefing
- 10.03.2019: Desert Pines Community Health Sciences Partnership Meeting
- 10.03.2019: ICS Huddle
- 10.02.2019: Command and General Staff Meeting
- 10.02.2019: ICS Huddle
- 10.01.2019: Operations Briefing

Media, Collateral and Community Outreach Services	Oct 2018	Oct 2019		YTD FY19	YTD FY20	
Media - Print Articles	20	25	↑	99	205	↑
Media - Broadcast stories	22	25	↑	68	112	↑
Collateral - Advertising/Marketing Products	31	32	↑	93	156	↑
Community Outreach - Total Volunteers ¹	30	28	↓			
Community Outreach - Volunteer Hours	1,395	1,696	↑	5,411	5,818	↑

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

Social Media Services		Oct 2018	Oct 2019		YTD FY19	YTD FY20
*Facebook SNHD	Likes	3,915	4,507	↑	3,915	4,507
*Facebook GHCC	Likes	5,765	5,854	↑	5,765	5,854
*Facebook SHC	Likes	1,764	1,728	↓	1,764	1,728
*Facebook THNK/UseCondomSense	Likes	6,072	5,890	↓	6,072	5,890
*Facebook SNHD THNK Project	Likes	44	49	↑	44	49
Facebook Food Safety	Likes	22	22	→	22	22
*Instagram SNHD	Followers	472	1,076	↑	472	1,076
*Instagram Food Safety	Followers	243	323	↑	243	323
*Twitter EZ2Stop	Followers	416	417	↑	416	417
*Twitter SNHDflu	Followers	886	955	↑	886	955
*Twitter Food Safety	Followers	46	58	↑	46	58
*Twitter GetHealthyCC	Followers	331	348	↑	331	348
*Twitter SNHDinfo	Followers	2,826	3,308	↑	2,826	3,308
*Twitter TuSNHD	Followers	237	269	↑	237	269
*Twitter THNK/UseCondomSense	Followers	720	726	↑	720	726
*Twitter SoNVTraumaSyst	Followers	114	120	↑	114	120
YouTube SNHD	Views	9,657	85,691	↑	37,016	320,584
YouTube THNK/UseCondomSense	Views	362	650	↑	773	2,061

*Facebook, Instagram and Twitter numbers are not cumulative.



ADMINISTRATION Human Resources Monthly Report – Oct 2019

Employment/Recruitment:

- 7 New Hires, including 0 rehires
- 558 active employees as of October 31, 2019
- 3 Terminations, including 2 retirements
- 3 Promotions, including 2 Flex-reclasses
- 0 Lateral Transfers
- 0 Reclassifications
- 1 Demotions (resulting from lay-off of Administrative Analyst)
- 101 Interviews (59 hours)
- 0 Translator Tests conducted, and 1 sign-language interpreter set up
- 30 job offers extended (includes 6 organizational change offer letters)
- 9 recruitments posted
- Turnover rates
 - Administration – 0.79%
 - Clinical Services – 0.69%
 - Community Health – 0.00%
 - Environmental Health – 0.64%
- 32 Other Personnel Change forms processed
- 40 Evaluations received and recorded in One Solution

- Total number of vacancies: 55.025 FTEs
- Total number of positions in recruitment: 41.025 FTEs

Human Resources Director

Investigations: 4 hours

Training Development: 3 hours

Meetings with employees: 31 hours

Committee/Team/Employee engagement meetings: 24 hours

Leadership Meetings: 22 hours

Leadership reports/plans: 8 hours

Interviews: 10 hours

FMLA and ADA

- FMLA hours used: 957.50 hours
- FMLA cases open (# of employees):
 - Short-term/Long-term intermittent: 34
 - Block of FMLA leave: 13
- FMLA leave requests: 8 new, 7 return to work notices
- FMLA meetings with employees, one-on-one: 11
- Number of donated leave requests/paperwork processed: 0
- ADA accommodation discussions/interactive meeting: 5 employees

Employee Benefits

- Orientations conducted:
 - Benefit Orientation/Public Health 101: 4 employees
- Benefits processed:
 - New Hires: 8
 - Changes: 1
 - Terminations: 9
- Mass Mutual 1:1's for employees (with Janet Corral): 15
- Retirement meetings one-on-one, includes 457(b) and PERS pension/advice and counsel: 9
- Retirement, processed withdrawals/rollovers/purchase of service credit/new accounts: 12
- Health Insurance
 - Open Enrollment one-on-one meetings (Health Insurance, FSA, Guardian): 84 employees
 - Processed health insurance changes: 38 employees
 - Processed FSA enrollments: 54 employees

Employee/Labor Relations (Erika Bustinza)

- 2 Verbal Warnings, 0 Written Warnings, 0 Suspensions, 1 Final Written Warning, 0 Terminations, 1 Probationary Release
- 3 Grievances
- 0 Arbitrations
- 4 hours of Labor Meetings (with Union)
- 80 hours Investigatory Meetings
- 5 Investigations
- 30 hours ER/LR Meetings with managers or employees

- Number of EEOC/NERC and EMRB cases: 2
- Performance Improvement Plan/Discipline: 5 employees
- Maintain Grievance Log and Official Complaints Report, Investigation Log, and Weekly Recruitment Report for Leadership (Erika Bustinza)

Trainings/Meetings Attended by Staff:

- 2 Position Control Meetings – (Kimberly Monahan, Adriana Alvarez & Scott Witherall)
- RW Part B Grant Meeting – (Kimberly Monahan and Adriana Alvarez)
- National Health Service Corp Meeting (Kimberly Monahan)
- Nurse Corp meeting (Kimberly Monahan)
- Suicide Prevention: How About the Workplace webinar (Susan Damitz)
- Open Enrollment meeting with Guardian – 31 employees (Susan Damitz)
- General Open Enrollment meeting – 32 employees (Susan Damitz)
- Unlimited PTO webinar (Susan Damitz)

Committee Meetings Attended by Staff:

- Academic Affairs Committee – (Adriana Alvarez)
- Service Awards Subcommittee – (Adriana Alvarez)
- Health Equity Committee (Kimberly Monahan)
- Rewards and Recognition Committee (Kimberly Monahan)
- Fundraising & Event Planning Committee (Erika Bustinza)

Projects in Progress/Other items

- Per Diem Pool with Maxim, 2.5 hours – (Adriana Alvarez & Kimberly Monahan)
- Temp Agency Coordination – (Adriana Alvarez)
- On-boarding notification to IT for New hires – (Adriana Alvarez)
- Job Description for DIIS II & meeting with Department – (Adriana Alvarez), meeting time 1 hour
- Job Description for FQHC Operations Manager (Kimberly Monahan)
- Roseman Nursing Students Job Fair (Kimberly Monahan)
- SharePoint activities, 2.0 hours (Amanda Shore)
- Records Information Management activities, 13 hours (Amanda Shore)
- Employee Vaccination activities, 11 hours (Amanda Shore)
- Open Enrollment activities assisting Susan Damitz, 1.5 hours (Amanda Shore)
- Human Resources Intranet site, Labor Relations (Erika Bustinza)
- Open Enrollment (Susan Damitz)

Human Resources Supervisor Report

Worker's Compensation (PACT)

- Number of Workers Comp cases for the month: 0 (non-OSHA recordable) and 0 (OSHA recordable)
- Number of Open Cases: 5
- Number of Cases in final closing: 3

Risk Management (POOL)

- Number of new Risk Management cases for the month: 1
- Number of open cases: 4

Human Resources Supervisor Employee/Labor Relations

- 18 hours Meeting with Employees and Managers
- 5 hours of Labor Meetings (with Union)
- 15 hours Investigatory Meetings
- Number of EEOC/NERC and EMRB cases: 1

Trainings/Meetings Attended by Staff:

- 1st – ICS 300 Training
- 2nd – ICS 300 Training
- 4th - Policy Hub Meeting
- 4th - Safety Incident Meeting
- 7th – SABA Sprint Meeting
- 8th - SABA Sprint Implementation Meeting
- 9th - Compliance Committee Meeting
- 9th - Policy Committee Meeting
- 10th – IPMA-HR Webinar: Effective Internal Investigations
- 14th - Administration Meeting: Service Award honorees
- 15th – Personnel Code changes meeting
- 17th – Telecommuting/ Remote Work meeting
- 21st - Leadership/Management/ Supervisors Meeting
- 23rd – Compliance Committee Meeting
- 23rd – Policy Committee Meeting
- 25th – Remote Work Policy Meeting
- 28th - Administration Meeting
- 29th – Position Control Meeting
- 31st – Training Plan Meeting w/ Sr. Compliance Specialist
- 31st - Investigation Update
- Meeting

Projects in Progress/Other items

- HR Intranet
- SABA LMS
- HR Policy Review
- Policy Hub

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. In July 2019, HCV quantitative viral load, was brought on line.
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*, *Camphylobacter*, *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 OEDS. Pulse Field Gel Electrophoresis officially ended July 15, 2019.
 - D. SNPHL provides courier services to SNHD public health centers and Southern Nevada hospitals and 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. **Oct. 2019 SNPHL Activity Highlights:**
 - A. Laboratory staff had received an average of approximately 4 hours of training this month.
 - B. Training of both SNPHL new hires in microbiology continues.

- C. Microbiology Supervisor is hired and starts Nov 4, 2019. Laboratory Technologist is hired and starts Nov 18, 2019. New position for Senior Laboratory Technologist posted for Quality Assurance and Training. New parttime courier position for specimen transport. Laboratory director position removed with reorganization of SNHD.
- D. SNPHL has submitted wet lab organism study for Whole Genome Sequencing (WGS) certification. Will train new Microbiology Supervisor in WGS and get wet lab certified.
- E. Provided training to St Rose Microbiology Dept and Valley Core Microbiology Dept for carbapenem-resistant Enterobacteriaceae and updates to Nevada reportable disease submission of specimens.
- F. QuantStudio DX instruments validated and on line. Smartcyclers are retired.
- G. Started Flu Surveillance and in talks with OEDS on how to get this information to the community.
- H. Laboratory discussed and decided not to participate in the alternate work schedule (AWS) as the department is short staffed/trained and can not carry the burden of covering for AWS employees .
- I. SNPHL working closely with OEDS department and local community partners on recent outbreak cases of Noro virus and Shigella.

COMMUNITY HEALTH – SNPHL – Fiscal Year Data

SNPHL Services	Oct 2018	Oct 2019		FY 2018-2019	FY 2019-2020	
Clinical Testing Services ¹	2871	6901	↑	14907	23,367	↑
Epidemiology Services ²	146	101	↓	1213	508	↓
State Branch Public Health Laboratory Services ³	39	220	↑	99	774	↑
All-Hazards Preparedness Services ⁴	10	12	↑	117	41	↓
Environmental Health Services ⁵	38	0	↓	2157	5,210	↑

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.

5 Includes vector testing

PAYROLL EARNINGS SUMMARY

October 05 to 18, 2019

	<u>PayPeriod</u>	<u>Calendar Year to Date</u>	<u>Fiscal Year to Date</u>	<u>Budget 2019/20</u>	
CLINICAL SERVICES	\$ 377,349.70	\$ 8,456,676.37	\$ 3,125,822.75	\$10,638,836.00	29%
ENVIRONMENTAL HEALTH	\$ 441,657.23	\$ 9,695,514.90	\$ 3,549,716.49	\$11,543,029.00	31%
COMMUNITY HEALTH	\$ 331,820.64	\$ 7,724,752.91	\$ 2,635,507.01	\$9,730,923.00	27%
ADMINISTRATION	\$ 358,804.06	\$ 7,462,977.45	\$ 3,009,338.62	\$8,458,339.00	36%
TOTAL	<u>\$1,509,631.63</u>	<u>\$33,339,921.63</u>	<u>\$12,320,384.87</u>	<u>\$40,371,127.00</u>	<u>31%</u>
FTE	552				
Regular Pay	\$ 1,314,608.73	\$ 27,713,353.14	\$ 10,348,602.01		
Training	\$ 19,597.87	\$ 302,159.81	\$ 153,598.07		
Final Payouts	\$ -	\$ 297,068.27	\$ 48,801.16		
OT Pay	\$ 7,059.00	\$ 111,939.41	\$ 53,982.28		
Leave Pay	\$ 160,276.64	\$ 4,358,929.82	\$ 1,594,373.39		
Other Earnings	\$ 8,089.39	\$ 556,471.18	\$ 121,027.96		
	<u>\$ 1,509,631.63</u>	<u>\$ 33,339,921.63</u>	<u>\$ 12,320,384.87</u>		



CHIEF HEALTH OFFICER OR
DIRECTOR OF ADMINISTRATION

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT

October 05 to 18, 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		8.00	\$294.00	MUNFORD, ELIZABETH	3.00	\$90.21
RUIZ, GEORGE		6.75	\$248.06	TERRIQUEZ, ARTURO	1.13	\$22.48
VUKSANOVIC, DAN		4.00	\$119.88			
WILSON, CANDIST D		1.75	\$83.03			
BOJORQUEZ, IBETH		13.25	\$644.55			
Total Administration		33.75	\$1,389.52		4.13	\$112.69

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	4.00	\$171.36			
EWING, TABITHA L	HIVPRV19	12.00	\$500.94			
SHINGU, MICHELE	HIVPRV19	8.00	\$379.56			
ROSSI BOUDREAU THIB, DUSTIN M	HIVPRV19	8.00	\$360.84			
MARTINEZ SAINZ, JOSE R	HIVPRV19	18.50	\$598.01			
RIVAS, DAVID A	HIVPRV19	4.50	\$187.85			
STANFORD, SABRA	HIVPRV19	14.50	\$468.71			
O'CONNOR, KELLI J	HIVPRV19	12.00	\$541.26			
Total Community Health		81.50	\$3,208.53		0.00	\$0.00

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>
NAVARRO, MARITES L	FP2_19	0.25	\$15.32	AVALOS, MAYRA L	9.00	\$175.05
VILLALOBOS, YOLANDA	FPNV_20	0.50	\$13.15	DIAZ, MICHELLE I	9.00	\$166.05
ARQUETTE, JOCELYN M		5.50	\$328.43	AGUILAR, BECKY S	3.00	\$99.81
ERIZA, LORENA	FPNV_20	6.00	\$162.27	ARIAS DE LUJAN, MARIA	3.00	\$122.52
POWELL, TASHEKA C	ADHEPA20	0.50	\$24.95	BRANTNER, LONITA A	0.38	\$10.18
HOMER, ANNMARIE		0.50	\$24.95	HILARIO, CHRISTIAN J	0.75	\$20.36
VALDIVIESO ESTRADA, ISABEL		0.50	\$24.95	HODGE, VICTORIA	1.50	\$37.68
AGUILAR, BECKY S		1.25	\$62.38	POWELL, TASHEKA C	4.50	\$149.72
CALDERON, ARACELY		0.75	\$26.20	SPRANCE GROGAN, CAROLYN S	1.50	\$49.91
CASTILLO, JOCELYN		1.25	\$84.84	WOODS, ROSANNA	0.38	\$14.55
GONZALES, VIRTUDES		1.00	\$61.26	PATTERSON, KIMBERLY N	0.38	\$11.28
PANALIGAN, TEODORITA		1.25	\$76.58			
CHONGTAI, LORIZA R		0.50	\$33.94			
RUIZ, ADINA		0.25	\$10.18			
SALOMON, VICKI L		0.25	\$9.67			
LANDINI, KARLEENA		2.00	\$92.43			
MATTESON, KIMBERLY A		0.75	\$26.20			
DICKEY, SHANNON		0.25	\$10.18			
PEREZ, JOSE A		0.75	\$19.72			
DINDA, KARIN		0.75	\$44.79			
FINCHER, INA B		1.25	\$76.58			
CAPURSO, CYNTHIA		0.25	\$15.32			
FRITZMAN, SHERI		1.50	\$91.89			
SOY, RONNY C	RWACM19	1.00	\$67.88			
Total Clinical Services		28.75	\$1,404.06		33.38	\$857.09

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT
October 05 to 18, 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>
KNOWLES, MIKKI M		4.75	\$225.36	BROUNSTEIN, JODI	1.50	\$58.22
HERNANDEZ, STEPHANIE		2.00	\$79.41	DILLION, KIMBERLY	3.38	\$101.49
WUBE, SABA		4.75	\$187.58	PARANGAN, CHRISTOPHER D	1.50	\$39.71
SHEFFER, THANH V		8.00	\$379.56	RAMAKRISHNAN, VEENA	2.25	\$65.88
ROCHE, PAMELA		0.75	\$32.94	SHARIF, RABEA	1.88	\$56.38
BANALES, JASON		1.25	\$57.77	SULLIVAN, KELSI	3.75	\$96.71
GUZMAN, MICHELLE D		0.50	\$24.95			
HALL, LATONIA V H		1.50	\$69.32			
Total Environmental Health		23.50	\$1,056.89		14.25	\$418.38
Combined Total		167.50	\$7,059.00		51.75	\$1,388.16