



Memorandum

Date: April 23, 2020

To: Southern Nevada District Board of Health

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

RE: Administration Division Monthly Report – March 2020

ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	March 2019	March 2020		YTD FY19	YTD FY20	
Maintenance Responses	176	158	↓	1432	1455	↑
Electrical Work Orders	3	9	↑	74	69	↓
HVAC Work Orders	7	10	↑	89	73	↓
Plumbing Work Orders	5	8	↑	23	55	↑
Preventive Maintenance	17	17	→	123	169	↑
Security Responses	560	800	↑	5054	6226	↑

ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Mar 2019	Mar 2020		YTD FY19	YTD FY20	
Service Requests Completed	671	804	↑	4550	5271	↑
Service Requests Opened	688	846	↑	4622	5338	↑
Service Requests Open over 30 days	66	113	↑	717	793	↑

Information Services System Availability 24/7	Mar 2019	Mar 2020		YTD FY19	YTD FY20	
Total System	99.71	97.8	↓	99.79	98.48	↓

Total Monthly Work Orders by Department	Mar 2019	Mar 2020		YTD FY19	YTD FY20	
Administration	244	230	↓	1667	1756	↑
Community Health	118	190	↑	730	1139	↑
Environmental Health	135	168	↑	835	969	↑
Clinical Services	174	216	↑	1318	1407	↑

First Call Resolution & Lock-Out Calls	Mar 2019	Mar 2020		YTD FY19	YTD FY20	
Total number of calls received	688	846	↑	4622	5338	↑
Number of first call resolutions	7	1	↓	35	17	↓
Number of Lock-out calls	16	15	↓	81	71	↓

ADMINISTRATION Finance - Fiscal Year Data

Total Monthly Work Orders by Department	Mar 2019	Mar 2020		YTD FY19	YTD FY20	
Grants Pending – Pre-Award*	7	2	↓	44	53	↑
Grants in Progress – Post-Award**	8	13	↑	84	96	↑
Purchase Orders Issued	264	290	↑	1858	2104	↑

* 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	March 2020	Fiscal YTD
Internships-Total Interns ¹	25	127
Internship Hours ²	376 ³	6,682

¹ Total number of monthly interns includes 4 semester-long students (January-May 2020).

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

³ Due to COVID_19, all resident and student rotations were cancelled in mid-March.

Academic Affairs:

- Academic Health Department Joint Advisory Committee held on March 11 included representatives from the UNLV health professions and liberal arts schools and colleges and Touro University Nevada. Collaborative next steps were discussed.
- Health District After Dark on Housing: A Public Health Issue was postponed.
- Participated in Community-Based Participatory Research for Public Health Workers in Health Literacy grant proposal with UNLV libraries.

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

News Releases Disseminated:

- 03.31.2020: Health District implements text and email based COVID-19 notification system

- 03.30.2020: Southern Nevada District Board of Health Emergency Board Meeting
- 03.30.2020: COVID-19 Case Update
- 03.27.2020: COVID-19 Update
- 03.26.2020: COVID-19 Update
- 03.25.2020: Client accessing homeless services tests positive for COVID-19
- 03.24.2020: COVID-19 Afternoon Update
- 03.23.2020: COVID-19 Afternoon Update
- 03.23.2020: COVID-19 Update
- 03.20.2020: COVID-19 Case Update
- 03.20.2020: COVID-19 Update
- 03.19.2020: COVID-19 Update
- 03.17.2020: COVID-19 Media Update
- 03.16.2020: Southern Nevada Health District is reporting a total of 35 cases in Clark County including one death
- 03.13.2020: Correction - Southern Nevada Health District announces eight new positive cases of COVID-19
- 03.12.2020: Media Update: Clark County case numbers for March 12, 2020
- 03.11.2020: CHO COVID-19 Statement
- 03.11.2020: Southern Nevada Health District announces three new positive cases of COVID-19
- 03.09.2020: COVID-19 Media Statement
- 03.06.2020: COVID-19 Media Update
- 03.05.2020: Southern Nevada Health District announces positive case of COVID-19 in a Clark County resident
- 03.03.2020: Media Statement: CDC Announces Additional COVID-19 Infections

COVID-19 Press:

- March 31, 2020:
 - Associated Press: <https://apnews.com/ae8d82709d403e9fd9f9cc9a9136805c>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-nevada/8-new-covid-19-deaths-in-clark-county-as-state-caseload-hits-1113-1995318/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/education/north-las-vegas-high-school-reports-first-case-of-covid-19-1995978/>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/31/health-district-board-oks-3-million-quarantine-fac/>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/31/coronavirus-death-toll-rises-to-23-in-clark-county/>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/i-team-snhd-launches-notification-system-for-people-possibly-exposed-to-covid-19-patients-could-receive-texts-emails/>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/health-district-wants-to-build-3m-annex-to-isolate-covid-patients/>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/update-number-of-nevada-covid-cases-reaches-1044/>
 - KSNV-TV 3: <https://news3lv.com/news/local/number-of-coronavirus-deaths-in-clark-county-reaches-23>

- KVVU-TV 5: https://www.fox5vegas.com/coronavirus/snhd-to-discuss-possible-covid-19-treatment-facility-in-emergency-meeting-tuesday/article_f8fa31e4-7350-11ea-9fe9-8738c4d0085c.html
- March 30, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/life/health/southern-nevada-health-officials-lay-out-coronavirus-facts-1994567/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/las-vegas-quarantine-centers-just-first-step-in-search-for-more-beds-1995110/>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/30/cashman-center-alternate-facility-covid-patients/>
 - Nevada Independent: <https://thenevadaindependent.com/article/coronavirus-live-blog-week-four>
 - KSNV-TV 3: <https://news3lv.com/news/local/15th-death-reported-in-clark-county-due-to-coronavirus>
 - KSNV-TV 3: <https://news3lv.com/news/local/unlv-health-district-to-host-virtual-discussion-on-coronavirus-outbreak>
- March 29, 2020:
 - Nevada Independent: <https://thenevadaindependent.com/article/local-health-districts-grapple-with-coronavirus-after-years-of-whack-a-mole-public-health-funding>
- March 27, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/investigations/not-enough-coronavirus-tests-reporting-delays-nevadans-forced-to-wait-1992705/>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/27/demand-soars-unlv-medicine-drive-thru-virus-tests/>
 - UNLV News Center: <https://www.unlv.edu/news/article/unlv-medicine-s-icu-team-front-lines-coronavirus-crisis>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/snhd-total-covid--deaths-dhhs-reports-known-cases-in/article_7b09951c-6d3e-11ea-83c9-2b9ed28be9b2.html
- March 26, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/mask-protective-gear-shortage-leaves-nurses-afraid-feeling-unsafe-1991535/>
 - Las Vegas Review Journal: https://www.reviewjournal.com/news/politics-and-government/las-vegas/las-vegas-may-use-cashman-field-for-homeless-housing-1991820/?utm_source=onesignal&utm_medium=push_notification
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/27/nevada-coronavirus-deaths-climb-to-10-include-1st-/>
 - KSNV-TV 3: <https://news3lv.com/news/local/coronavirus-by-the-numbers-whos-sick-whos-dying-in-clark-county>
- March 25, 2020:
 - Associated Press: <https://apnews.com/dbc2623dc57799c80c40356cb442871e>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-nevada/number-of-covid-19-cases-in-nevada-tops-400-death-toll-at-10-1990641/>

- Nevada Current: <https://www.nevadacurrent.com/2020/03/25/social-distancing-not-an-option-for-those-experiencing-homelessness/>
- KSNV-TV 3: <https://news3lv.com/news/local/number-of-coronavirus-cases-in-nevada-reaches-321>
- KSNV-TV 3: <https://news3lv.com/news/local/health-department-reports-10-coronavirus-related-deaths-in-nevada-405-positive-cases>
- KSNV-TV 3: <https://news3lv.com/news/local/im-very-terrified-homeless-react-to-positive-coronavirus-case-at-local-shelter>
- KVVU-TV 5: https://www.fox5vegas.com/coronavirus/snhd-total-covid--deaths-dhhs-reports-known-cases-in/article_7b09951c-6d3e-11ea-83c9-2b9ed28be9b2.html
- KVVU-TV 5: https://www.fox5vegas.com/coronavirus/man-who-stayed-at-las-vegas-shelters-tests-positive-for/article_7bf39892-6ef1-11ea-ba93-7b05e52d3e5a.html
- March 24, 2020:
 - KSNV-TV 3: <https://news3lv.com/news/local/nevada-health-centers-get-515k-federal-grant-for-coronavirus-response>
- March 23, 2020:
 - Associated Press: <https://apnews.com/44c5c218ae1fe7565defab28056b9744>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-nevada/2-new-covid-19-deaths-in-clark-county-1989017/>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/23/two-more-coronavirus-deaths-reported-in-clark-coun/>
 - The Nevada Independent: <https://thenevadaindependent.com/article/coronavirus-live-blog-week-three>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/dhhs-nevada-reports-55-new-positive-coronavirus-cases/>
 - KLAS-TV 8: <https://www.8newsnow.com/coronavirus/i-team-nevada-still-needs-more-covid-19-tests/>
 - KSNV-TV 3: <https://news3lv.com/news/local/local-hospitals-get-creative-to-face-coronavirus-fight>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/snhd-more-covid--deaths-dhhs-reports-known-cases-in/article_7b09951c-6d3e-11ea-83c9-2b9ed28be9b2.html
- March 22, 2020:
 - Associated Press: <https://apnews.com/1d6973a0828ee99d72635604d8432bcf>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-nevada/statewide-count-of-covid-19-cases-increases-to-190-1988396/>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/dhhs-known-covid--cases-in-nevada-as-of-sunday/article_e2edf65a-6af0-11ea-a5d2-8b4b44192fb1.html
- March 20, 2020:
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/22/ventilator-shortage-disastrous-las-vegas-virus-cas/>

- March 19, 2020:
 - The Nevada Independent: <https://thenevadaindependent.com/article/coronavirus-adds-new-complications-for-nevadas-homeless-and-those-trying-to-help-them>
- March 18, 2020:
 - Associated Press: <https://apnews.com/5967081b5f0ad09d546a9444f459968a>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-las-vegas/patients-encountering-problems-with-drive-up-coronavirus-tests-1984629/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/clark-county-covid-19-cases-jump-by-27-state-total-now-86-1985348/>
 - Reuters: <https://www.reuters.com/article/us-health-coronavirus-nevada-idUSKBN21519X>
 - The Nevada Independent: https://thenevadaindependent.com/article/providers-on-the-frontlines-of-coronavirus-in-nevada-report-slow-climb-in-respiratory-cases-still-gearing-up-for-surge?utm_source=The+Nevada+Independent&utm_campaign=bdc217f35e-EMAIL_CAMPAIGN_10_30_2019_7_21_COPY_01&utm_medium=email&utm_term=0_15592b5f76-bdc217f35e-43321661
 - KLAS-TV 8: <https://www.8newsnow.com/coronavirus/i-team-some-healthcare-providers-offer-coronavirus-testing-kits-limited-in-valley/>
 - KTNV-TV 13: <https://www.ktnv.com/news/coronavirus-confirmed-cases-including-one-death>
- March 17, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/life/health/if-a-doctor-cant-get-tested-for-coronavirus-in-nevada-who-can-1984293/>
- March 16, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/clark-county-man-is-nevadas-1st-coronavirus-death-1982454/>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/16/running-very-low-southern-nevada-more-test-kits/>
 - Nevada Current: <https://www.nevadacurrent.com/2020/03/16/official-southern-nevada-considered-a-covid-19-hot-spot/>
 - The Nevada Independent: <https://thenevadaindependent.com/article/coronavirus-live-blog-week-two>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/nevada-reports-its-first-covid-19-death/>
 - KSNV-TV 3: <https://news3lv.com/news/local/first-death-tied-to-coronavirus-reported-in-clark-county-case-number-up-to-35>
 - KTNV-TV 13: <https://www.ktnv.com/news/snhd-35-covid-19-cases-in-nevada-including-1-death>
 - KTNV-TV 13: <https://www.ktnv.com/news/southern-nevada-health-district-operational-changes>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/southern-nevada-health-district-reports-first-death-in-clark-county/article_2cf14228-67ab-11ea-a2da-b365069b49ef.html
- March 15, 2020:

- Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/las-vegas-clark-county-declare-emergencies-due-to-coronavirus-1982045/>
- KVVU-TV 5: https://www.fox5vegas.com/coronavirus/las-vegas-clark-county-surrounding-cities-declare-state-of-emergency/article_7e1d4c6a-672d-11ea-be3d-6f2ce56da2c4.html
- KXNT-AM/FM: <https://kxnt.radio.com/articles/press-release/clark-county-cities-declare-state-of-emergency>
- March 13, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/education/clark-county-not-planning-to-close-schools-because-of-coronavirus-fears-yet-1978831/>
 - Nevada Current: <https://www.nevadacurrent.com/2020/03/13/are-nevada-hospitals-prepared-for-covid-19/>
 - The Nevada Independent: <https://thenevadaindependent.com/article/no-closures-yet-for-clark-county-school-district-but-leaders-describe-ongoing-contingency-plans>
- March 12, 2020:
 - Associated Press: <https://apnews.com/5e858ca2ac97d18852f24240ae9d00cf>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-las-vegas/4-more-coronavirus-cases-reported-pushing-nevada-total-to-11-1978315/>
 - Nevada Current: <https://www.nevadacurrent.com/blog/another-three-cases-of-covid19/>
 - Star Advertiser: <https://www.staradvertiser.com/2020/03/12/breaking-news/nevada-governor-issues-emergency-order-may-ban-mass-gatherings/>
 - The Hill: <https://thehill.com/policy/healthcare/public-global-health/487185-coronavirus-patient-reportedly-visited-conference-in>
 - The Nevada Independent: <https://thenevadaindependent.com/article/sisolak-declares-state-of-emergency-over-covid-19-outbreak>
 - KTNV-TV 13: <https://www.ktnv.com/news/snhd-new-presumed-positive-covid-19-cases-announced-in-clark-county>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/health-district-new-presumptive-positive-coronavirus-cases-in-clark-county/article_3f1b5690-6487-11ea-877b-23a94cac2cc9.html
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/who-gets-tested-for-coronavirus-your-doctor-decides-health-officials/article_c9761c56-64e8-11ea-b0bc-5f862fc29f9d.html
 - KXNT-AM: <https://kxnt.radio.com/articles/state-of-emergency-declared-in-nevada>
- March 11, 2020:
 - Associated Press: <https://apnews.com/1e5709483244a98f10f4cd4672cbeaef>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/clark-county-officials-discuss-coronavirus-prevention-among-homeless-1977729/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/3-new-positive-coronavirus-tests-reported-in-clark-county-1977297/>

- Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/11/testing-for-coronavirus-still-limited-clark-county/>
- Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/11/nevada-testing-for-coronavirus-increases-by-12-tim/>
- Mohave Daily News: http://www.mohavedailynews.com/laughlin_times/coronavirus-reported-in-clark-county-four-cases-in-nevada/article_c89d4e7e-642c-11ea-b031-2f33247a5d87.html
- USA Today: https://www.usatoday.com/story/travel/hotels/2020/03/11/coronavirus-patient-attending-las-vegas-conference-mirage/5025329002/?utm_source=feedblitz&utm_medium=FeedBlitzRss&utm_campaign=usatodaytravel-hotels
- KHON-TV 2 Honolulu: <https://www.khon2.com/coronavirus-2/the-southern-nevada-health-district-speaks-on-the-latest-presumptive-positive-cases-of-covid-19/>
- KLAS-TV 8: <https://www.8newsnow.com/news/local-news/mgm-woman-with-coronavirus-stayed-at-the-mirage-attended-conference/>
- KLAS-TV 8: <https://www.8newsnow.com/coronavirus/i-team-does-southern-nevada-have-enough-coronavirus-test-kits/>
- KLAS-TV 8: <https://www.8newsnow.com/news/local-news/snhd-3-new-presumptive-positive-covid-19-cases-in-clark-county/>
- KSNV-TV 3: <https://news3lv.com/news/local/5-cases-of-coronavirus-reported-in-nevada-as-who-declares-pandemic>
- KTNV-TV 13: <https://www.ktnv.com/news/snhd-3-new-presumed-positive-covid-19-cases-7-cases-total-in-nevada>
- KTVN-TV 2 Reno: <https://www.ktvn.com/story/41882597/southern-nevada-health-district-announces-three-new-positive-cases-of-covid19>
- KVVU-TV 5: https://www.fox5vegas.com/coronavirus/cdc-to-give-nevada-m-to-fight-coronavirus/article_fa2d79a2-63da-11ea-bfe3-8f006e76f26c.html
- KXNT-AM: <https://kxnt.radio.com/articles/news/nevadans-heading-home-after-leaving-infected-cruise-ship>
- KXNT-AM: <https://kxnt.radio.com/articles/news/three-new-cases-of-coronavirus-in-southern-nevada>
- March 10, 2020:
 - Mohave Daily News: http://www.mohavedailynews.com/news/warmc-takes-proactive-steps-against-coronavirus/article_b314d954-6293-11ea-b3b3-97b9e3050aa1.html
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/snhd-flu-update-reveals-no-deaths-fewer-cases/>
 - KLAS-TV 8: <https://www.8newsnow.com/coronavirus/i-team-snhd-develops-app-for-patients-under-coronavirus-surveillance/>
- March 9, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/education/las-vegas-school-that-warned-about-covid-19-contact-to-stay-open-1975797/>
 - KLAS-TV 8: <https://www.8newsnow.com/coronavirus/i-team-call-for-snhd-transparency-during-coronavirus-crisis/>

- KLAS-TV 8: <https://www.8newsnow.com/coronavirus/new-details-about-second-clark-county-coronavirus-patient/>
- KNPR-FM: <https://knpr.org/knpr/2020-03/nevada-health-officials-alert-after-coronavirus-found-state>
- KSNV-TV 3: <https://news3lv.com/news/local/ccsd-working-to-keep-parents-informed-on-coronavirus-measures>
- KSNV-TV 3: <https://news3lv.com/news/local/coronavirus-and-the-homeless-whats-being-done-in-las-vegas>
- KTNV-TV 13: <https://www.ktnv.com/news/national/coronavirus/southern-nevada-staff-quarantined-after-contact-with-covid-19-patient>
- KVVU-TV 5: https://www.fox5vegas.com/coronavirus/q-a-clark-county-school-district-answers-concerns-questions-about/article_34228e18-626e-11ea-9049-634d7b88bcb2.html
- March 8, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/clark-countys-2nd-coronavirus-case-reported-1975226/>
 - The Nevada Independent: <https://thenevadaindependent.com/article/coronavirus-cases-in-nevada-rise-to-4-after-patients-in-clark-washoe-counties-test-presumptively-positive>
 - UNLV Free Press: <https://www.unlvfreepress.com/as-coronavirus-panic-sets-in-officials-urge-vegas-to-stay-calm/>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/presumptive-positive-covid-19-cases-in-nevada-rises-to-4/>
 - KLAS-TV 8: <https://www.8newsnow.com/news/local-news/snhd-reports-2nd-presumptive-positive-covid-19-case/>
 - KSNV-TV 3: <https://news3lv.com/news/local/clark-county-confirms-second-presumptive-positive-covid-19-case>
 - KTNV-TV 13: <https://www.ktnv.com/news/everything-we-know-so-far-following-2-new-presumptive-positive-covid-19-cases-in-nevada>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/health-district-reports-nd-presumptive-positive-coronavirus-case-in-clark/article_6612e5be-617c-11ea-a02e-43e62694b0b8.html
- March 7, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/education/person-tied-to-las-vegas-charter-school-under-coronavirus-quarantine-1974484/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/coronavirus-testing-bottleneck-in-nevada-may-be-easing-1975006/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/education/nevada-school-districts-poles-apart-in-response-to-coronavirus-tests-1974985/>
 - Nevada Current: <https://www.nevadacurrent.com/2020/03/07/health-district-cdc-to-investigate-covid-19-infection-of-toronto-man-who-visited-las-vegas/>
 - The Nevada Independent: <https://www.nevadacurrent.com/2020/03/07/health-district-cdc-to-investigate-covid-19-infection-of-toronto-man-who-visited-las-vegas/>

- March 6, 2020:
 - Associated Press News: <https://apnews.com/29db93c31748db2c0684198213a0fc36>
 - CT Post: <https://www.ctpost.com/news/article/Nevada-reports-its-1st-coronavirus-case-in-Las-15108633.php>
 - Las Vegas Sun: <https://lasvegassun.com/news/2020/mar/06/getting-tested-for-coronavirus-in-nevada-easier-sa/>
 - Mohave Daily News: http://www.mohavedailynews.com/news/nevada-reports-first-covid--case/article_60dfe6b0-5f7d-11ea-a33c-4fd6d98b33dd.html
 - Nevada Current: <https://www.nevadacurrent.com/blog/toronto-man-with-covid-19-traveled-from-las-vegas/>
 - KSNV-TV 3: <https://news3lv.com/news/local/dozens-of-nevadans-possibly-exposed-to-coronavirus-on-cruise-contacted-by-health-officials>
 - KTNV-TV 13: <https://www.ktnv.com/news/snhd-adds-covid-19-testing-kits-to-lab>
 - KTNV-TV 13: <https://www.ktnv.com/news/canadian-who-traveled-to-las-vegas-diagnosed-with-covid-19>
 - KVVU-TV 5: https://www.fox5vegas.com/coronavirus/health-district-says-no-reports-that-toronto-patient-with-coronavirus/article_9ba156c8-5ffd-11ea-a9b2-d75b3325aee4.html
 - Lotus Broadcasting: Jorge Viote recorded an interview with Rosanna Romero.
- March 5, 2020:
 - Carson Now: <https://carsonnow.org/story/03/05/2020/first-patient-nevada-tests-presumptively-positive-novel-coronavirus-through-va-heal>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/clark-county-produces-tv-special-on-coronavirus-how-to-avoid-it-1972957/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/opinion/editorials/editorial-the-coronavirus-hits-southern-nevada-1973402/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/local/local-nevada/coronavirus-case-in-las-vegas-2nd-case-reported-in-washoe-county-1972652/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/education/ccsd-charter-board-silent-on-child-of-coronavirus-patient-1973076/>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/videos/coronavirus-first-presumptive-positive-case-in-nevada-video/>
 - Nevada Governor: http://gov.nv.gov/News/Press/2020/Governor_Sisolak_Releases_Statement_Regarding_Presumptive_Positive_Case_of_COVID-19_in_Nevada/
 - The Nevada Independent: <https://thenevadaindependent.com/article/first-patient-in-nevada-tests-presumptively-positive-for-novel-coronavirus-through-va-health-system>
 - Toronto Star: <https://www.thestar.com/news/gta/2020/03/05/person-who-attended-conference-in-vegas-tests-positive-for-coronavirus.html>
 - UNLV: <https://www.unlv.edu/studentwellness/coronavirus>
 - KLAS-TV 8: <https://www.8newsnow.com/coronavirus/child-of-local-coronavirus-patient-not-showing-symptoms-health-officials-monitoring/>

- KLAS-TV 8: <https://www.8newsnow.com/coronavirus/veteran-is-first-presumptive-coronavirus-case-in-nevada-isolated-at-north-las-vegas-va-hospital/>
- KSNV-TV 3: <https://news3lv.com/news/local/report-presumptive-case-of-coronavirus-reported-in-southern-nevada>
- KTNV-TV 13: <https://www.ktnv.com/news/potential-case-of-novel-coronavirus-in-nevada-reported-by-website-health-district-to-respond>
- KTNV-TV 13: <https://www.ktnv.com/news/coronavirus-special-facts-not-fear>
- KVVU-TV 5: https://www.fox5vegas.com/news/local/health-district-confirms-first-presumptive-positive-novel-coronavirus-case-in/article_ebbb3984-5f04-11ea-8137-338faf13fedc.html
- WABC-TV 7 New York: <https://abc7ny.com/health/health-officials-confirm-las-vegas-first-case-of-novel-coronavirus/5988702/>
- WFTS Tampa Bay: <https://www.abcactionnews.com/news/national/coronavirus/patient-tests-presumptive-positive-for-covid-19-in-nevada-states-first-such-case>
- March 4, 2020:
 - Carson Now: <https://carsonnow.org/story/03/04/2020/state-health-department-provide-weekly-updates-coronavirus-situation-nevada>
 - Las Vegas Review Journal: <https://www.reviewjournal.com/news/politics-and-government/las-vegas-clark-county-say-theyre-ready-for-coronavirus-1972063/>
 - Mohave Daily News: http://www.mohavedailynews.com/laughlin-times/sisolak-gives-briefing-on-covid-preparedness/article_b30be0da-5eae-11ea-9259-b7c2ae9d6bd9.html
 - CCTV COVID-19 Panel
- March 3, 2020:
 - The Nevada Independent: <https://thenevadaindependent.com/article/chief-medical-officer-says-coronavirus-outbreak-in-nevada-is-a-question-of-time-but-state-is-ready>
 - KLAS-TV 8: <https://www.8newsnow.com/coronavirus/mccarran-working-with-snhd-cdc-after-learning-coronavirus-patient-traveled/>
 - KLAS-TV 3: Jorge Viote was a guest on Miriam Hickerson's consumer affairs show to discuss COVID-19 and influenza.
 - KNPR-FM/State of Nevada: Vit Kraushaar was a guest/panelist to discuss COVID-19 <https://knpr.org/knpr/2020-02/las-vegas-braces-coronavirus>
- March 2, 2020:
 - Las Vegas Review Journal: <https://www.reviewjournal.com/life/health/4-more-flu-deaths-reported-in-clark-county-1970520/>
 - Las Vegas Review Journal: https://www.reviewjournal.com/local/local-nevada/coronavirus-in-nevada-is-matter-of-when-not-if-health-official-says-1970251/?g2i_source=newsletter&g2i_campaign=News%20Alert%20-%20Coronavirus%20in%20Nevada%20is%20matter%20of%20when,%20not%20if,%20health%20official%20says&utm_email=14C29485557484D88405A41C0A&utm_source=litrak&utm_medium=newsalert&utm_term=Coronavirus%20in%20Nevada%20is%20matter%20of%20when,%20not%20if,%20health%20official%20says%20-%20title&utm_campaign=News%20Alert%20-%20Coronavirus%20in%20Nevada%20is%20matter%20of%20when,%20not%20if,%20health%20official%20says

- o KLAS-TV 8: <https://www.8newsnow.com/video/southern-nevada-health-district-tracking-threat-of-coronavirus/4371022/>
- o KNPR-FM/State of Nevada: <https://knpr.org/knpr/2020-03/las-vegas-braces-coronavirus>
- o KTNV-TV 13: <https://www.ktnv.com/news/hundreds-of-people-evaluated-for-coronavirus-in-southern-nevada-no-positive-cases-yet>

Products Completed:

- Malama/Island ENVY rack card
- COVID-19 Guidance for Food Establishments sheet and email blast
- Email blast to childcare providers
- COVID-19 pocket guide
- "No Public COVID-19 Testing Today" sign
- Email blast to aquatic operators
- Updated teen slang dictionary
- Mosquito surveillance report
- Updated "who is at risk" portion of COVID-19 fact sheet
- Tablecloth design for XPOZ
- Nutrition Challenge slider for VivaSaludable.org
- Slam Dunk Health Report
- Social media assets for each performer at Malama event
- SNHD-branded charging locker graphics
- Recorded audio of Dr. Leguen for an animated video
- COVID-19 hotel visitor cards in 3 languages
- COVID-19 warning sign language updates
- Updated BSHOP posters with May/June dates
- GHCC JUUL and National Minority Health Month sliders
- Viva Saludable quit smoking slider
- Foodborne Illness social media campaign
- Activated RMP CDC service
- Prepped for KSNV-TV 3 and KTNV-TV 13 in-studio interviews for COVID-19 specials
- Finalized COVID-19 talking points for staff
- Updated meeting procedures
- Updated RMP CDC COVID-19 FAQs
- After-hours COVID-19 Helpline voicemails

Advertising Placed:

- Gay Vegas / Fab magazine ads for April 2020

Social Media Summary:

- Researched, created, and posted 90 COVID-19 social media messages

Website Updates/Postings:

- Added "cancelled" to SNCHC March 26 board meeting listing
- Posted notice about all immunization services moving to East Las Vegas Public Health Center
- Created new COVID-19 Guidance for Food Establishments page in the FERL
- Daily COVID-19 case count updates
- Archive of COVID-19 telebriefings and Facebook Lives
- East LV immunization clinic March 19-April 1 closure notice

- Posted news release about NSPHL and SNPHL to DHHS info on COVID-19 page
- Updated landlord/tenant complaint page
- Posted closure notice to Aquatic Health page
- Posted food resources to COVID-19 page
- Posted emergency childcare resource to COVID-19 page
- Made changes to language on vital records pages
- Daily COVID-19 case count updates
- Posted two HAN public health updates
- Updated EH inspector directory
- Mesquite office closure for March 16
- Draft DDP and MAB minutes
- Added presentation to Finance Committee agenda
- 03.09.2020 CHO succession meeting agenda
- Week 8 influenza surveillance reports
- EMS Course Evaluation form

Translation Services:

- Helpline script
- COVID-19 App
- COVID-19 phone introduction
- COVID-19 visitor information
- COVID-19 food establishment

Meetings of Note:

- 03.30.2020: CDC weekly briefing
- 03.27.2020; Media telebriefing
- 03.25.2020: Corridor of Hope Teleconference
- 03.24.2020: Zoom Training
- 03.23.2020: CDC weekly briefing
- 03.20.2020: COVID-19 Media update
- 03.18.2020: COVID-19 Operations briefing
- 03.18.2020: County Health Rankings
- 03.17.2020: State/Governor's Office COVID-19 call
- 03.16.2020: CDC weekly briefing
- 03.16.2020: SNHD All Hands meeting
- 03.13.2020: World TB Day discussion
- 03.12.2020: Census Rally with Olivia Diaz
- 03.11.2020: State/Governor's Office COVID-19 call
- 03.11.2020: COVID-19 Operations briefing
- 03.11.2020: Media press conference
- 03.10.2020: Quality Improvement Team meeting
- 03.10.2020: COVID-19 conference call
- 03.09.2020: CDC weekly briefing
- 03.09.2020: CDC media briefing
- 03.09.2020: Budget review meeting
- 03.09.2020: ICS planning meeting
- 03.09.2020: Administration budget review meeting
- 03.06.2020: Congresswoman Susie Lee briefing
- 03.06.2020: Senoras of Excellence Senores of Distinction Gala
- 03.06.2020: KSNV-TV 3 and KTNV-TV 13 in-studio interviews for COVID-19
- 03.06.2020: COVID-19 interview prep

- 03.06.2020: Lotus Broadcasting interview for COVID-19
- 03.05.2020: DWSS Targeted Outreach Partnership meeting
- 03.05.2020: Low-Risk Food Handler Cards meeting
- 03.04.2020: Hispanics in Politics COVID-19 presentation with Kimberly Hertin
- 03.04.2020: ICS Operations briefing
- 03.04.2020: Security Chiefs COVID-19 briefing
- 03.03.2020: KLAV-AM Consumer Affairs Show for COVID-19 and Flu
- 03.03.2020: CDC media briefing
- 03.03.2020: COVID-19 Ops briefing
- 03.03.2020: County Health Rankings webinar
- 03.02.2020: ICS planning meeting
- 03.02.2020: KNPR-FM/State of Nevada in-studio interview for COVID-19
- 03.02.2020: COVID-19 interview prep

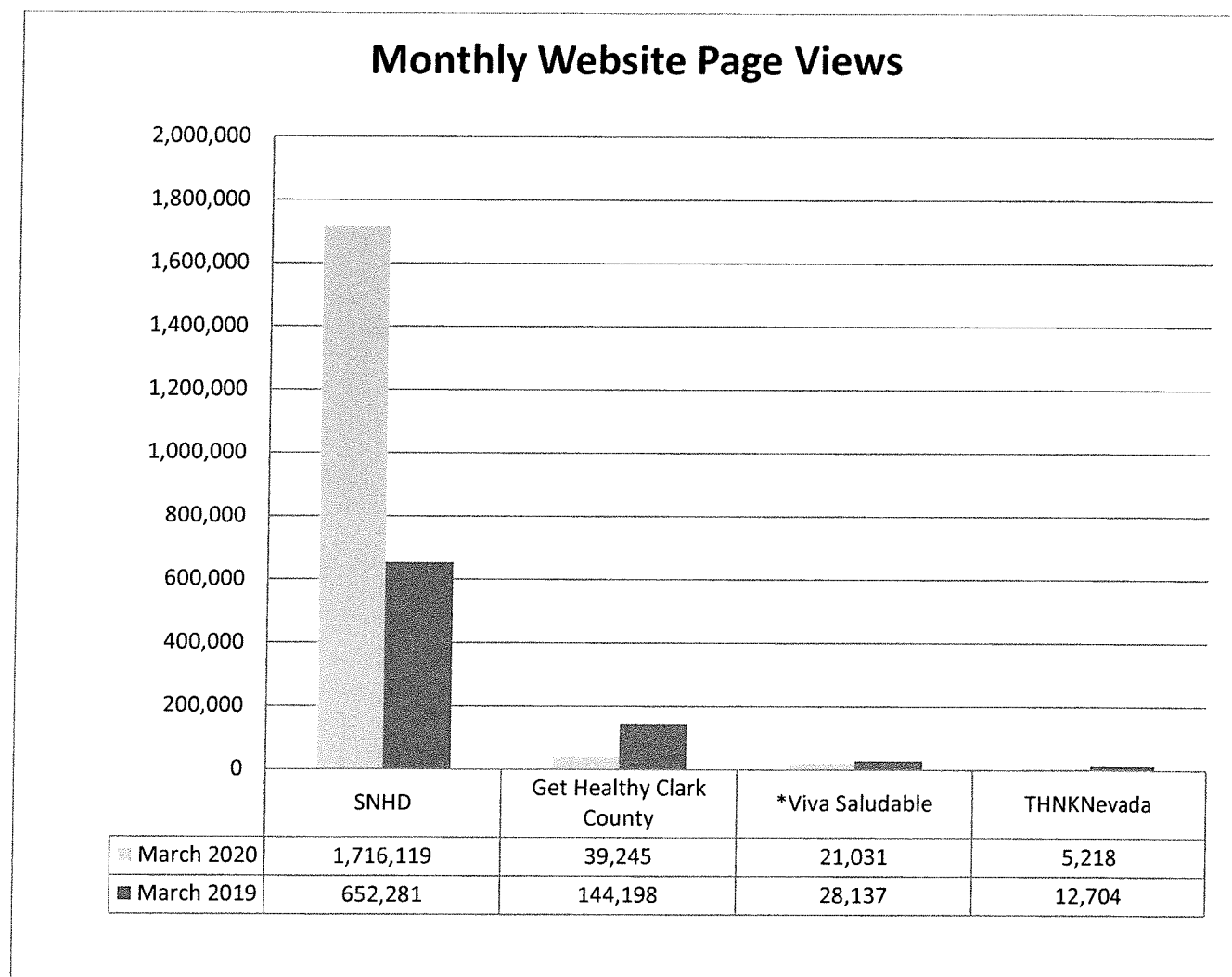
Media, Collateral and Community Outreach Services	MAR 2019	MAR 2020		YTD FY19	YTD FY20	
Media - Print Articles	42	83	↑	243	412	↑
Media - Broadcast stories	15	77	↑	136	301	↑
Collateral - Advertising/Marketing Products	25	42	↑	238	313	↑
Community Outreach - Total Volunteers ¹	22	25	↑			
Community Outreach - Volunteer Hours	1345.5	631	↓	11,473	12,117	↑

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

Social Media Services		MAR 2019	MAR 2020		YTD FY19	YTD FY20
*Facebook SNHD	Likes	4,064	6,757	↑	4,064	6,757
*Facebook GHCC	Likes	5,786	5,985	↑	5,786	5,985
*Facebook SHC	Likes	1,748	1,699	↓	1,748	1,699
*Facebook THNK/UseCondomSense	Likes	5,982	5,827	↓	5,982	5,827
*Facebook SNHD THNK Project	Likes	47	50	↑	47	50
Facebook Food Safety	Likes	22	37	↑	22	37
*Instagram SNHD	Followers	729	1,933	↑	729	1,933
*Instagram Food Safety	Followers	276	386	↑	276	386
*Twitter EZ2Stop	Followers	410	416	↑	410	416
*Twitter SNHDflu	Followers	913	1,482	↑	913	1,482
*Twitter Food Safety	Followers	50	70	↑	50	70
*Twitter GetHealthyCC	Followers	328	346	↑	328	346
*Twitter SNHDinfo	Followers	3,021	6,554	↑	3,021	6,554

*Twitter TuSNHD	Followers	252	292	↑	252	292
*Twitter THNK/ UseCondomSense	Followers	717	726	↑	717	726
*Twitter SoNVTraumaSyst	Followers	117	125	↑	117	125
YouTube SNHD	Views	11,000	58,853	↑	89,730	697,597
YouTube THNK/UseCondomSense	Views	303	523	↑	2,012	4,617

*Facebook, Instagram and Twitter numbers are not cumulative.



ADMINISTRATION Human Resources Monthly Report – Feb 2020

Employment/Recruitment:

- 6 New Hires, including 1 rehire
- 582 active employees as of March 31, 2020

- 6 Terminations, including 0 retirements
- 6 Promotions, including 4 Flex-reclasses
- 1 Lateral Transfer
- 0 Demotions
- 34 Interviews (14 hours)
 - 68 interviews were scheduled; 34 were canceled due to COVID-19, and will be rescheduled when appropriate
- 0 sign-language interpreter set ups
- 10 Bilingual Certifications scheduled; 4 Bilingual Certifications postponed; 9 Bilingual Certifications received
- 8 job offers extended
- 5 recruitments posted
- Turnover rates
 - Administration – 1.60%
 - Clinical Services – 0.65%
 - Community Health – 0.69%
 - Environmental Health – 1.27%
- 32 Other Personnel Change forms processed
- 13 Evaluations received and recorded in One Solution
- Total number of vacancies: 67.9 FTEs
- Total number of positions in recruitment: 31.9 FTEs

Director of Human Resources and Organizational Development

- Investigations: 5 hours
- Organizational Development: 20 hours
- Training Development: 11 hours
- Meetings with employees: 21 hours
- Committee/Team/Employee engagement meetings: 48 hours
- Leadership Meetings: 14 hours (includes FQHC)
- Leadership reports/plans/projects: 24 hours

FMLA and ADA

- FMLA hours used: 1,312.50 hours
 - Administration: 440.75 hours
 - Clinical Services: 172.75 hours
 - Community Health: 436.00 hours
 - Environmental Health: 263.00 hours
- FMLA leave requests:
 - New: 14
 - Return to Work: 4
 - Conversations to discuss FMLA, ADA and other leave questions: 23
- FMLA cases open (# of employees):
 - Short-term/Long-term intermittent: 37
 - Block of FMLA leave: 14

- Number of donated leave requests/paperwork processed: 3
- ADA/Ergonomic Assessment: 4 requests for accommodations/7 meetings and follow-up

Employee Benefits

- Benefit Orientation: 3 employees (ZOOM ROOM)
- Benefits processed:
 - New Hires: 9
 - Changes: 3
 - Terminations: 5
- Mass Mutual 1:1's for employees with Janet Corral (03/09/2020): 15
- Retirement meetings one-on-one, includes 457(b) and PERS pension/advice and counsel: 0
- Retirement—processed withdrawals/rollovers/purchase of service credit/new accounts: 16
- Health Insurance
 - Processed health insurance changes, TASC/Guardian meetings, claim submissions: 24 employees

Employee/Labor Relations (Erika Bustinza)

- 2 Verbal Warnings, 0 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 4 Probationary Releases
- 5 Grievances
- 0 Arbitrations
- 1 hours of Labor Meetings (with Union)
- 120 hours Investigatory Meetings
- 11 Investigations
- 30 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 1
- Maintain Grievance Log and Official Complaints Report, Investigation Log, and Weekly Recruitment Report for Leadership (Erika Bustinza)

Clerical Activity (Amanda Shore)

Bilingual Certification process: 17.25 hours

Related to COVID-19 and remote work: 38 hours

Filing: 3.25 hours

FQHC: 0.25 hours (putting together paperwork for FQHC employee files)

Position Changes and Position Control: 9.5 hours

Recruitment assistance: 7.25 hours

Records Information Management: 0.5 hours

SharePoint: 23.5 hours

Temporary employee logs: 2.75 hours

Set up everyone in Human Resources and Organizational Development with ZOOM accounts

Assist with troubleshooting work from home processes

ROUTINE (ongoing): Create benefit folders, ADA folders and new hire folders, employment verifications, order office supplies, Onboarding Part 1 form, distribute mail, print shop requests, answering phone and door.

Trainings/Meetings Attended by Staff:

- Offsite strategic planning meeting for Human Resources and Organizational Development team
- 1 Position Control Meeting – (Kimberly Monahan, Adriana Alvarez, Edie Cleveland & Scott Witherall)
- FQHC Meeting with FQHC Management (2 hours) – (Kimberly Monahan and Adriana Alvarez)
- Grant Meeting – TPP (1 hour) – (Kimberly Monahan)
- Meetings with Managers (2 hours) – (Kimberly Monahan)
- WEBINAR: Fisher & Phillips The Coronavirus and Your Workplace: What You Need to Know (1hour) – (Kimberly Monahan and Adriana Alvarez)
- WEBINAR: CDC COVID-19 (1 hour) – (Kimberly Monahan, Adriana Alvarez, Erika Bustinza)
- WEBINAR: COVID-19 Employment Law Perspective (2 hours) – (Kimberly Monahan)
- WEBINAR: COVID-19 NEOGOV Public Sector HR Roundtable (1 hour) – (Kimberly Monahan and Adriana Alvarez)
- WEBINAR: COVID-19 POOL/PACT Families First Coronavirus Response Act (1 hour) – (Kimberly Monahan, Adriana Alvarez, Erika Bustinza)
- Department of Employment, Training and Rehabilitation (DETR) Training (Erika Bustinza)

Committee Meetings Attended by Staff:

- Fundraising & Event Planning Committee (Erika Bustinza)

Projects in Progress/Other items

- SharePoint Human Resources Site update (various Human Resources staff)
- Temp Agency Coordination – (Adriana Alvarez)
- On-boarding notification to IT for New hires – (Adriana Alvarez)
- Psychiatric APRN Job Description – (Kimberly Monahan)
- Create intake form and send communication to employees regarding FFCRA (COVID-19 response)/Get processes in place for Administration (Susan Damitz)
- Research loan provisions for 457(b) (Susan Damitz)

Worker's Compensation (PACT)

- Number of Workers Comp cases for the month: 1 (non-OSHA recordable) and 0 (OSHA recordable)
- Number of Open Cases: 6
- Number of Cases in final closing: 0

Risk Management (POOL)

- Number of new Risk Management cases for the month: 1
- Number of open cases: N/A

Human Resources Supervisor Employee/Labor Relations

- 9 hours Meeting with Employees and Managers

- 2 hours of Labor Meetings (with Union)
- 5 hours Investigatory Meetings
- Number of EEOC/NERC and EMRB cases: 1

Trainings/Meetings Attended by Staff:

- 2nd COVID HR Response Meeting
- 3rd Position Control Meeting
- 4th HR COOP Update Meeting
- 4th HR Strat Plan Meeting
- 4th COVID-19 OPS Brief Meeting
- 5th SAPTA site visit meeting
- 6th HR Offsite Meeting/Strategic Planning
- 10th Recruitment Strategy Meeting
- 10th Staffing Meeting ICS – Ray Chua
- 11th Compliance Committee Meeting
- 11th COVID-19 OPS Brief
- 12th Discussion Meeting: FQHC Websites
- 13th ICS offsite meeting Sunrise Hospital: Screener review visit
- 17th NDPD Attestation Webcast
- 17th HR Zoom Meeting (8:30am/3:30pm)
- 18th COVID-19 OPS Brief
- 18th HR Zoom Meeting (8:30am/3:30pm)
- 19th HR Zoom Meeting (8:30am/3:30pm)
- 20th HR Zoom Meeting (8:30am/3:30pm)
- 23rd HR FMLA/Leave Meeting
- 24th HR Zoom Meeting (8:30am/3:30pm)
- 24th NeoGov COVID-19 Public Sector HR Roundtable
- 24th Recruitment New Hire Meeting
- 25th HR Zoom Meeting (8:30am/3:30pm)
- 25th – Maxim Credentialing contract review meeting
- 25th COVID-19 OPS Meeting
- 26th FFCRA Leave review w/payroll
- 26th HR Zoom Meeting (8:30am/3:30pm)
- 27th HR Zoom Meeting (8:30am/3:30pm)
- 27th Project Log Review Meeting
- 30th HR Zoom Meeting (8:30am/4:00pm)
- 30th Weekly COVID-19 Response Planning Meeting
- 31st Concentra Meeting Protocol Review
- HR Zoom Meeting (8:30am/3:30pm)

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. Hepatitis testing is now performed on the Ortho Vitros ECIQ instrument.

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).
- D. SNPHL supporting 2019 novel Coronavirus outbreak by testing in-house with the CDC Real Time PCR kit. Positive results are considered confirmed and are no longer sent to CDC.

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 currently sends enteric specimens to NSPHL for Whole Genome testing. WGS is validated and ready to begin testing, though delayed because of COVID-19 support.
- 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 provide testing for COVID-19. Although difficulty in obtaining extraction kits, led to lower testing than desired, contacts and high priority patients.
- B. SNPHL continues to expand testing for COVID-19 by looking into different testing methods, new vendors and new supply chain pathways.
- C. SNPHL continues to participate with SNHD OPHP, local First Responders and sentinel laboratories to ensure support for response to possible biological or chemical agents. In February, SNPHL trained over 60 local fire fighters in the role SNPHL plays in responding to a BT event and how to collect the correct sample for testing.
- D. SNPHL staff continue to receive training on LRN protocols for biological agent confirmation.
- E. SNPHL maintains sufficient technical laboratory staff competent to perform LRN testing 24 hours per day/7 days per week.
- F. SNPHL continues to coordinate with First Responders including local Civil Support Team, HazMat, Federal Bureau of Investigation, and Las Vegas Metropolitan Police Department.
- G. SNPHL continues to provide information to local laboratorians on packaging and shipping infectious substances and chain of custody procedures.

5. March 2020 SNPHL Activity Highlights:

- A. Laboratory staff participated in social distancing and moved training to on-line platforms. had received an average of approximately 5 hours of training this month.

B. SNPHL

- C.** Training of SNPHL new hires continues with interviews. One temporary technologist was brought on-board to assist with expanded testing COVID-19 capabilities. One lab assistant was extended to full time hours and another was brought on board as a temporary position.
- D.** SNPHL continues to move forward with mandated transition from PFGE to WGS. The current timeline for WGS is April or June due to the COVID-19 testing coverage. SNPHL will send one staff member to WGS training in March, which was cancelled.
- E.** Molecular continued Flu surveillance for this Flu season. Specimens are typed in-house and then shipped to CDC as directed. Flu training was cancelled.
- F.** SNPHL is working closely with OEDS department and local community partners on the 2019 novel Coronavirus outbreak. Extraction kits became a limiting factor, leading to discrete testing of contacts and high priority patients. Tests performed has risen to 500 with over 100 positive PUI patients.

COMMUNITY HEALTH – SNPHL – Fiscal Year Data

SNPHL Services	MAR 2019	MAR 2020		FY 2018-2019	FY 2019-2020	
Clinical Testing Services ¹	4,586	4,224	↓	44,271	3,535	↓
Epidemiology Services ²	196	127	↓	3,133	157	↓
State Branch Public Health Laboratory Services ³	36	216	↑	597	1,019	↑
All-Hazards Preparedness Services ⁴	103	19	↓	672	11	↓
Environmental Health Services ⁵	0	0	=	2,157	0	↓

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 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.

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**March 07 to 20, 2020****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>
AGUILAR, MARCO A		6.00	\$220.50	ARMSTRONG, LARRY J	15.00	\$306.90
FISHER, BRANDYN		7.50	\$197.21			
GO, JOSE F		13.00	\$341.84			
GOMEZ, JASMIN Y		16.25	\$427.29			
GRAY, MABLE		2.00	\$73.50			
HASSELBAUER, FORREST L		6.00	\$299.43			
LUCKETT, RANDOLPH		2.00	\$52.59			
MARTINEZ, YOLANDA		2.00	\$52.59			
MCMAHAN, CLAUDE R		18.00	\$1,047.87			
MIXTER, KENNETH		10.25	\$511.53			
PALMER, MICHAEL J		22.50	\$1,122.86			
RUIZ, GEORGE		4.50	\$165.38			
STEVENS, MICHAEL P		2.00	\$73.50			
VEGA, LEONARDO		19.50	\$973.15			
VUKSANOVIC, DAN		10.00	\$306.90			
BOJORQUEZ, IBETH		6.75	\$328.35			
KEEGAN, DAHLIA J		11.50	\$505.08			
PLAIR, TONIA M	FP2_19	4.75	\$198.29			
SEATON, NICOLE M		9.00	\$510.17			
BERRY, KAREN		6.00	\$270.63			
POOLE, STEPHENIE		6.00	\$244.26			
AVANCY, ELENITA O		17.00	\$728.28			
HIDROSOLLO, DARYL		6.00	\$263.52			
HOSEY, RICHARD		11.00	\$673.86			
AILSTOCK, AMANDA	PHEPLB20	23.75	\$829.71			
BENDIK, WILLIAM	PHEPLB20	19.00	\$1,231.37			
LAM, KIT		7.50	\$268.43			
YOUNG, ANGELA K	PHEPLB20	25.25	\$1,713.84			
BROWN, DANIEL R		7.50	\$496.01			
Total Administration		302.50	\$14,127.94		15.00	\$306.90

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>
BLAKE, HALEY N		7.00	\$407.51	GRATZKE, JENNIFER D	5.25	\$214.41
BOWERS, JENNIFER D		13.00	\$796.38	JOHNSON, CHRISTINE	1.50	\$40.71
CONSTANTIN, MELISSA		4.00	\$221.34			
DELISE, BRANDON		3.50	\$166.06			
DONNELL, JESSICA M		13.00	\$600.80			
GRATZKE, JENNIFER D		0.00	\$0.00			
HARMON, JENNIFER J	TBSURV20	1.00	\$58.22			
KING, MICAH N		3.75	\$182.42			
MCINTYRE, ERIC		0.50	\$21.42			
MCLELLAN, BETSY		2.50	\$134.78			
MEZA, MELANIE J		1.50	\$62.62			
QIU SHULTZ, ZUWEN		12.00	\$735.12			
RAMAN, DEVIN C		11.50	\$741.23			
REYES, REBECCA		2.50	\$115.54			
SAITO, SANDI L		2.00	\$87.84			
SHINGU, MICHELE		3.00	\$145.94			
KINGSLEY, CHAD A		10.00	\$566.85			
PAGAN, WENDY		11.50	\$686.72			
Total Community Health		102.25	\$5,730.79		6.75	\$255.12

CLINICAL SERVICES

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**March 07 to 20, 2020**

Overtime Hours and Amounts				Comp Time Hours Earned and Value		
<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
MARTINEZ, AZALIA	FP2_19	0.50	\$13.15	ARQUETTE, JOCELYN M	0.38	\$15.32
PANGANIBAN, SHEILA	FP2_19	1.00	\$56.69	SPRANCE GROGAN, CAROLYN S	0.38	\$12.48
VALDES AYALA, BEATRIZ	FP2_19	1.50	\$40.57	ELLIS, REGENA M	3.00	\$122.52
VILLALOBOS, YOLANDA	FP2_19	1.50	\$40.57	VILLANUEVA, MICHELLE	1.50	\$61.26
LUGO, SARAH M	HEPA20 and Gen	14.25	\$911.47	ORTEGA, TAIMI	0.75	\$13.52
VALDIVIESO ESTRADA, ISABEL		0.25	\$12.48			
BURQUEZ AHUJA, LILIA		0.75	\$30.53			
ERIZA, LORENA		0.50	\$13.52			
CLAIBORNE, CAROL		1.00	\$29.97			
CRUZ, STACY		0.50	\$13.52			
Total Clinical Services		21.75	\$1,162.47		6.00	\$225.09

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**March 07 to 20, 2020****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>
LUCAS, BRIANNA A		0.75	\$33.83	BROUNSTEIN, JODI	2.63 \$101.88
PIAR, DIANE M		7.00	\$332.12	CAVIN, ERIN M	10.50 \$387.35
SHARIF, RABEA		9.50	\$439.04	GRANDT, NICOLE	6.00 \$158.82
SHEFFER, THANH V		5.00	\$237.23	GRUJICIC, NATASA	6.75 \$192.78
SULLIVAN, KELSI		0.25	\$9.93	KAPLAN, KRISTOPHER	1.50 \$38.69
WUBE, SABA		1.00	\$39.71	NAVARRETE, GEORGE	2.25 \$96.68
MACDAVID, HEATHER R		9.50	\$450.73	PONTIUS, KEVIN	2.25 \$69.32
				RAMAKRISHNAN, VEENA	4.50 \$131.76
				SHARIF, RABEA	3.00 \$92.43
				SULLIVAN, KELSI	1.50 \$39.71
				UMUHOZA, DIANE	0.38 \$11.55
				WHITING, WILLANDRA C	3.00 \$92.43
				WUBE, SABA	2.63 \$69.48
				MUTH, JAMES W	2.25 \$76.79
Total Environmental Health		33.00	\$1,542.59		49.13 \$1,559.67
Combined Total		459.50	\$22,563.79		76.88 \$2,346.78

PAYROLL EARNINGS SUMMARY
February 22 to March 06, 2020

	<u>Pay Period</u>	<u>Calendar YTD</u>	<u>Fiscal YTD</u>	<u>Budget 2019/20</u>	<u>Actual to Budget</u>	<u>Incurred Pay Dates to Annual</u>
CLINICAL SERVICES	\$ 403,335.82	\$ 2,443,150.39	\$ 7,188,649.58	\$10,638,836.00	68%	
ENVIRONMENTAL HEALTH	\$ 452,661.46	\$ 2,736,827.86	\$ 8,162,490.76	\$11,543,029.00	71%	
COMMUNITY HEALTH	\$ 328,659.76	\$ 2,098,967.72	\$ 6,189,840.51	\$9,730,923.00	64%	
ADMINISTRATION	\$ 395,367.59	\$ 2,303,847.78	\$ 6,884,981.58	\$8,458,339.00	81%	
TOTAL	\$1,580,024.63	\$9,582,793.75	\$28,425,962.43	\$40,371,127.00	70%	73%
FTE	581					
Regular Pay	\$ 1,401,160.51	\$ 7,471,918.55	\$ 22,679,714.46			
Training	\$ 7,241.90	\$ 61,221.85	\$ 257,410.53			
Final Payouts	\$ 200.96	\$ 98,251.57	\$ 152,144.11			
OT Pay	\$ 10,795.53	\$ 64,023.96	\$ 144,098.83			
Leave Pay	\$ 137,696.14	\$ 1,778,008.30	\$ 4,657,823.16			
Other Earnings	\$ 22,929.59	\$ 109,369.52	\$ 534,771.34			
	\$ 1,580,024.63	\$ 9,582,793.75	\$ 28,425,962.43			


 CHIEF HEALTH OFFICER

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**February 22 to March 06, 2020****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>
FISHER, BRANDYN		2.00	\$52.59	PRICE, KERI A	6.00	\$180.42
GO, JOSE F		2.50	\$65.74	TERRIQUEZ, ARTURO	1.13	\$23.02
GOMEZ, JASMIN Y		18.75	\$493.03	BARBER, LORA J	16.50	\$608.69
HASSELBAUER, FORREST L		2.00	\$99.81			
MCMAHAN, CLAUDE R		18.00	\$1,047.87			
PALMER, MICHAEL J		16.00	\$798.48			
RUESGA, LEONARD		4.50	\$145.46			
RUIZ, GEORGE		4.75	\$174.56			
STEVENS, MICHAEL P		20.00	\$735.00			
VEGA, LEONARDO		8.50	\$424.19			
VUKSANOVIC, DAN		23.00	\$705.87			
BOJORQUEZ, IBETH		8.00	\$389.16			
DUNN, STEPHANIE L		2.50	\$89.48			
KEEGAN, DAHLIA J		6.50	\$285.48			
PLAIR, TONIA M	FP2_19	7.75	\$323.52			
AILSTOCK, AMANDA		2.00	\$69.87			
BENDIK, WILLIAM		3.00	\$193.37			
YOUNG, ANGELA K		4.25	\$288.47			
Total Administration		154.00	\$6,381.95		23.63	\$812.12

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>
DELISE, BRANDON		3.50	\$166.06			
KING, MICAH N		2.75	\$133.77			
QIU SHULTZ, ZUWEN		15.00	\$918.90			
Total Community Health		21.25	\$1,218.73		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>
AVALOS, MAYRA L	FP2_19	3.00	\$89.91	ARQUETTE, JOCELYN M	0.75	\$30.63
PANGANIBAN, SHEILA	FP2_19	0.50	\$28.34	AVALOS, MAYRA L	5.25	\$104.90
VALDES AYALA, BEATRIZ	FP2_19	6.00	\$162.27	DIAZ, MICHELLE I	0.75	\$13.84
VILLALOBOS, YOLANDA	FP2_19	1.00	\$26.30	AGUILAR, BECKY S	0.75	\$24.95
CHONGTAI, LORIZA R		0.75	\$50.91	ARIAS DE LUJAN, MARIA	0.38	\$15.32
LUGO, SARAH M	ADHEPA20	1.00	\$62.81	CALDERON, ARACELY	0.38	\$8.95
PANALIGAN, TEODORITA		0.25	\$15.32	SPRANCE GROGAN, CAROLYN S	0.38	\$12.48
POWELL, TASHEKA C	ADHAJL20	9.00	\$449.15	WOODS, ROSANNA	1.13	\$43.66
BURQUEZ AHUJA, LILIA		7.50	\$305.33	VILLANUEVA, MICHELLE	3.75	\$153.15
DINDA, KARIN		3.25	\$199.10			
ERIZA, LORENA		1.00	\$27.05			
GONZALEZ, AZENA		0.50	\$13.15			
MATTESON, KIMBERLY A		1.50	\$53.69			
MERCADO, YAREM E		0.25	\$6.57			
NAVARRO, MARIA S		0.50	\$13.15			
PEREZ, JOSE A		0.25	\$6.76			
PICKERING, SHANNON L		0.50	\$25.60			
SMITH DENT, MARNITA		4.50	\$183.20			
WOOLFOLK, MARIO		1.50	\$43.76			
Total Clinical Services		42.75	\$1,762.37		13.50	\$407.87

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**February 22 to March 06, 2020****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>
COHEN, VALERIE NICOLE S		4.00	\$210.30	BROUNSTEIN, JODI	7.88	\$305.63
HERNANDEZ, STEPHANIE		1.75	\$69.48	CASTRO, SHANAE C	9.75	\$300.40
KNOWLES, MIKKI M		3.00	\$145.94	CUMMINS, VERONICA J	9.75	\$251.45
PARANGAN, CHRISTOPHER D		2.00	\$79.41	DILLION, KIMBERLY	3.00	\$92.43
PIAR, DIANE M		5.75	\$272.81	GRANDT, NICOLE	3.38	\$89.34
RICH, VICTORIA		2.00	\$87.84	GRUJICIC, NATASA	9.75	\$258.08
ROCHE, PAMELA		0.75	\$32.94	KAPLAN, KRISTOPHER	3.00	\$77.37
SHEFFER, THANH V		11.25	\$533.76	KNOWLES, MIKKI M	0.38	\$12.16
				LETT, KENDRA A	7.50	\$231.08
				ORTIZ RIVERA, VANESSA	2.25	\$67.66
				ROBINSON, GARY P	4.50	\$149.72
				SULLIVAN, KELSI	16.88	\$446.68
				TURNER, KAILA J	9.75	\$278.46
				WUBE, SABA	5.25	\$138.97
				WHITESIDES, VIRGINIA M	3.00	\$102.39
				KNOWLES, MIKKI M	2.63	\$85.13
				SMITH, JESS W	3.00	\$79.41
Total Environmental Health		30.50	\$1,432.48		101.63	\$2,966.34
Combined Total		248.50	\$10,795.53		138.75	\$4,186.33



Memorandum

Date: April 23, 2020

To: Southern Nevada District Board of Health

From: **Amy Hagan**, *Director of Human Resources and Organizational Development*
Dr. Fermin Leguen, *Acting Chief Health Officer* *FL*

RE: NEW CLASSIFICATION SPECIFICATIONS

- Controller – NEW POSITION

The controller position is responsible for the accounting operations of the entity, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or GASB standards.

Schedule 29 (\$87,089.60 – \$121,513.60), FLSA Exempt, Bargaining Unit Ineligible

CONTROLLER

DEFINITION

The controller position is responsible for the accounting operations of the entity, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or GASB standards.

Employees at this level are expected to be independent, may receive only occasional assistance as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Chief Financial Officer
- Acts as Manager of Accountants, Accounting Technicians and other assigned staff
- Subject Matter Expert for Clinical Services Billing activities and FQHC Accounting responsibilities
- Provides functional and technical guidance to other finance, accounting and/or Clinical Services 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.*

- Maintains and enforces a documented system of accounting policies and procedures
- Manages outsourced functions
- Oversees the operations of the accounting staff assigned to the SNCHC, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversees the management of overall accounting structure, including, but not limited to creating general ledger codes, project codes and cost allocation practices
- Ensures that billing functions and patient accounts are managed according to best practices and SNCHC policy
- Maintains the SNCHC chart of accounts
- Maintains a system of controls over accounting transactions
- Issues timely and complete monthly, quarterly and annual financial statements
- Recommends benchmarks against which to measure the performance of company operations
- Calculates and analyzes financial, operating metrics and KPIs
- Manages the production of the annual budget and forecasts
- Calculates variances from the budget and reports significant issues to management
- Provides for a system of management cost reports
- Provides thorough financial analyses of entity operations
- Assists with preparation and consolidation of annual District budget
- Leads Finance staff and auditors with the preparation of annual Financial Reports in compliance with local, state, and federal government reporting requirements
- Assists in closing books at year end upon completion of annual audit
- Performs related duties and responsibilities as required

Initials _____ Date _____

**Southern Nevada Health District
Controller (continued)**

QUALIFICATIONS

Knowledge of:

- Governmental accounting practices and principles
- Fund accounting for all fund types and account groups
- Computer accounting programs and applications, Enterprise Resource Planning platforms, Microsoft Business Suite and accounting programs
- Auditing procedures and techniques

Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- Interpret and apply GASB rules, regulations and practices
- Prepare and analyze complex financial statements that relate to various fund types and account groups, and notes to the financial statements
- Read and understand technical forms and receipts
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Preferred Qualifications (one or more):

- Certified Public Accountant (CPA) with health care and/or governmental audit experience
- Certified Government Finance Officer (CGFO)
- Certified Internal or Governmental Auditor
- Master's degree in Finance, Public Administration, Business Administration
- Experience with third party reimbursement in the healthcare reimbursement industry
- Knowledge of Nevada statutes

TRAINING AND EXPERIENCE GUIDELINES

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting or a degree in business administration, finance, or a closely related field which included 18 semester credits in accounting

Experience:

- 7-10 years of progressively responsible supervisory/managerial experience performing professional accounting work with at least three years of lead or supervisory experience.
- Experience setting up, managing financial processes/procedures for an FQHC, or auditing an FQHC is highly preferred
- Experience must include preparation, supervision or audits of financial reporting, financial operations, revenue/expense analysis, cost allocation, grants administration, budget projections and internal control/risk assessment
- Public agency experience is required
- And advanced degree and/or CPA is desired
- Working knowledge of the current GAAP and Uniform Guidance regulations
- Proficiency In Microsoft office suite, with advanced skills in Excel

Initials_____ Date_____

**Southern Nevada Health District
Controller (continued)**

License or Certificate:

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

Other Key Attributes:

- Analytical accumen
- Attention to detail
- Customer focused
- Decision ability
- Governance consciousness of fiduciary responsibilities
- Flexibility to adapt to on-going change
- Manager of conflict
- Organizational agility
- Strong communication, persuasion and collaboration skills

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 Ineligible

FLSA Exempt

Schedule 29

Approved by Acting District Health Officer on 03/04/2020

Initials _____ Date _____