



# Memorandum

**Date:** March 25, 2021  
**To:** Southern Nevada District Board of Health  
**From:** Fermin Leguen, MD, MPH, Acting Chief Health Officer *FL*

**RE:** Administration Division Monthly Report – February 2021

## ADMINISTRATION Facilities - Fiscal Year Data

Monthly Work Orders	Feb 2020	Feb 2021		YTD FY20	YTD FY21	
Maintenance Responses	203	195	↓	1297	1279	↓
Electrical Work Orders	8	5	↓	60	69	↑
HVAC Work Orders	13	14	↑	63	107	↑
Plumbing Work Orders	5	4	↓	47	59	↑
Preventive Maintenance	27	9	↓	152	129	↓
Security Responses	900	870	↓	5426	7459	↑

## ADMINISTRATION Information Technology - Fiscal Year Data

Service Requests	Feb 2020	Feb 2021		YTD FY20	YTD FY21	
Service Requests Completed	652	819	↑	4467	5894	↑
Service Requests Opened	664	845	↑	4492	6064	↑
Service Requests Open over 30 days	82	192	↑	680	963	↑

Information Services System Availability 24/7	Feb 2020	Feb 2021		YTD FY20	YTD FY21	
Total System	99.80	97.48	↓	99.16	97.87	↓

Total Monthly Work Orders by Department	Feb 2020	Feb 2021		YTD FY20	YTD FY21	
Administration	201	286	↑	1526	2015	↑
Community Health	162	205	↑	949	1593	↑
Environmental Health	104	129	↑	801	920	↑
Clinical Services	185	199	↑	1191	1366	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Feb 2020</b>	<b>Feb 2021</b>		<b>YTD FY20</b>	<b>YTD FY21</b>	
Total number of calls received	664	845	↑	4492	6064	↑
Number of first call resolutions	6	0	↓	16	8	↓
Number of Lock-out calls	6	3	↓	56	78	↑

#### ADMINISTRATION Finance - Fiscal Year Data

<b>Total Monthly Work Orders by Department</b>	<b>Feb 2020</b>	<b>Feb 2021</b>		<b>YTD FY20</b>	<b>YTD FY21</b>	
Grants Pending – Pre-Award*	15	7	↓	51	48	↓
Grants in Progress – Post-Award**	12	16	↑	83	112	↑
Purchase Orders Issued	206	483	↑	1814	2672	↑

\* Grant application was created and submitted to agency

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

#### ADMINISTRATION Academic Affairs - Fiscal Year Data

<b>Academic Affairs-Interns/Clinical Rotations/Residents/Fellows</b>	<b>February 2021</b>	<b>Fiscal YTD</b>
Internships-Total Interns	36	36
Internship Hours <sup>1,2</sup>	2,920	10,118

<sup>1</sup> 24 of the 36 interns worked on COVID-19 response activities

<sup>2</sup> Estimated hours

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

##### News Releases Disseminated:

- February 26, 2021: Convention Center site begins offering appointments for first doses of vaccine
- February 24, 2021: Southern Nevada Health District COVID-19 Vaccine Update
- February 22, 2021: Southern Nevada Health District COVID-19 Update
- February 19, 2021: COVID-19 Update
- February 18, 2021: COVID-19 first Pfizer dose walk-ins available at Cashman, Desert Pines for people age 65-plus
- February 17, 2021: Southern Nevada Health District COVID-19 Update
- February 13, 2021: Southern Nevada Health District COVID-19 helpline capacity expanded
- February 12, 2021: Second-dose appointments expanded to Cashman Center Clinic
- February 11, 2021: Southern Nevada Health District reports an additional case of the B.1.1.7 variant reported in Clark County
- February 10, 2021: COVID-19 Update



- February 9, 2021: COVID -19 Second Dose Clinic update
- February 5, 2021: COVID-19 vaccine appointments available for Cashman Center Saturday, Sunday, Feb. 6-7
- February 4, 2021: COVID-19 Update
- February 3, 2021: COVID-19 Update
- February 3, 2021: Southern Nevada Health District, Southern Nevada HIV Awareness Consortium, TIM Clinic to provide free Collect2Protect at-home HIV test kits, Feb. 5
- February 2, 2021: Additional cases of the B.1.1.7 coronavirus strain linked to the original case
- February 2, 2021: Southern Nevada Health District second dose COVID-19 vaccination clinic opens at Las Vegas Convention Center today
- Public Health Update: Solid Waste Hearing Officer, February 11 and 16, 2021

Press:

- February 28, 2021:

Las Vegas Sun: <https://lasvegassun.com/news/2021/feb/28/improved-vaccination-outreach-in-southern-nevada-i/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/sports/motor-sports/nascar/speedway-health-district-trading-paint-over-pennzoil-400-attendance-amid-pandemic-2291252/>

KOLO-TV 8: <https://www.kolotv.com/2021/02/28/more-than-4-in-10-washoe-county-residents-infected-with-covid-19-not-contacted-by-the-county/>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-test-positivity-rate-falls-to-7-6-nevada-reports-250-cases/>

- February 27, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/wasted-vaccine-doses-in-nevada-how-many-and-reasons-why-2290526/>

Las Vegas Review-Journal:

<https://www.reviewjournal.com/sports/goldenknights/golden-knights-nascar-fans-excited-to-return-in-limited-capacity-2290832/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/nevada-adds-459-covid-19-cases-15-deaths-2290659/>

KSNV-TV 3: <https://news3lv.com/news/local/bus-rides-offered-to-nine-vaccination-sites-throughout-las-vegas-valley>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-hospitalizations-drop-below-500-test-positivity-rate-now-under-8/>

KTNV-TV 13: <https://www.ktnv.com/news/consequential-week-ahead-as-schools-sporting-events-resume-in-person-activities>

- February 26, 2021:

DVIDS: <https://www.dvidshub.net/news/390124/nevada-guard-leads-effort-covid-19-vaccinations-las-vegas>

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-las-vegas/las-vegas-convention-center-offering-1st-dose-vaccine-appointments-2289924/>

KSNV-TV 3: <https://news3lv.com/news/local/399-new-covid-19-cases-9-new-deaths-reported-in-nevada>

KTVN-TV 2: <https://www.ktnv.com/story/43418050/nevada-health-response-highlights-support-resources-allocated-for-inperson-education>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-test->



[positivity-rate-drops-again-in-nevada-covid-19-cases-under-400/](#)

KLUC-FM: <https://www.radio.com/kluc/news/cashman-center-offering-1st-dose-vaccine-friday>

KNPR-FM/State of Nevada: <https://knpr.org/knpr/2021-02/what-should-ccsd-students-returning-class-expect>

- February 25, 2021:

Nevada State News: <https://nevadastate.news/2021/02/pharmacy-deserts-may-be-contributing-to-nevada-vaccine-inequities/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-las-vegas/covid-19-vaccine-clinic-begins-operations-in-east-las-vegas-2288845/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/nevada-covid-19-cases-remain-above-average-for-third-day-in-a-row-2288941/>

Nevada Current: <https://www.nevadacurrent.com/2021/02/25/pharmacy-deserts-may-be-contributing-to-nevada-vaccine-inequities/>

KVVU-TV 5: [https://www.fox5vegas.com/sports/las-vegas-motor-speedway-preparing-for-nascar-fans-speedway-president-appeals-capacity-limits/article\\_45f00542-77c3-11eb-bf08-3b80656e0a25.html?block\\_id=1020788](https://www.fox5vegas.com/sports/las-vegas-motor-speedway-preparing-for-nascar-fans-speedway-president-appeals-capacity-limits/article_45f00542-77c3-11eb-bf08-3b80656e0a25.html?block_id=1020788)

KLAS-TV 8 (M. Robinson): <https://www.8newsnow.com/news/local-news/snhd-36-of-second-dose-appointments-are-no-shows/>

Fox TV-11 Reno: <https://foxreno.com/news/coronavirus/state-health-department-launches-new-vaccine-tool-to-support-state-response>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-covid-19-cases-above-500-for-second-straight-day-test-positivity-rate-pauses-at-8-6/>

- February 24, 2021:

Las Vegas Review-Journal (J. Frame): <https://www.reviewjournal.com/news/politics-and-government/nevada/new-6m-vaccine-appointment-system-launched-so-far-so-good-2288088/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/california-coronavirus-variant-among-those-spreading-in-nevada-2288241/>

Pahrump Valley Times: <https://pvtimes.com/news/nevadas-covid-19-test-positivity-rate-at-lowest-level-in-4-months-96190/>

KLAS-TV 8: <https://www.8newsnow.com/news/local-news/phone-appointments-open-for-east-las-vegas-vaccination-clinic-that-starts-thursday/>

KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/clark-county-health-leaders-recommend-lower-capacity-for-sports-venues/article\\_59808f0c-772b-11eb-a6ed-a3d48d9caf6f.html](https://www.fox5vegas.com/coronavirus/clark-county-health-leaders-recommend-lower-capacity-for-sports-venues/article_59808f0c-772b-11eb-a6ed-a3d48d9caf6f.html)

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/safety-through-surveillance-snhd-to-monitor-events-at-large-venues/>

KSNV-TV 3: <https://news3lv.com/news/local/snhd-just-over-100000-in-clark-county-have-recvie-both-vaccine-doses>

KSNV-TV 3: <https://news3lv.com/news/coronavirus/mexican-consulate-in-las-vegas-hosts-covid-19-vaccine-clinic>

KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/vaccines-versus-variants-is-the-shot-effective>

KTNV-TV 13: <https://www.ktnv.com/13-investigates/southern-nevada-health-district-responds-to-former-employee-spitting-in-mcdonalds-drink>



- February 23, 2021:

Mohave Daily News: <https://mohavedailynews.com/news/130289/second-dose-to-be-administered-in-laughlin-march-3-4/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/nevada-reports-398-new-coronavirus-cases-21-additional-deaths-2287311/>  
KVVU-TV 5 (F. Leguen): [https://www.fox5vegas.com/fewer-people-getting-tested-nevada-health-officials-explain-range-of-reasons/article\\_c2ff4fca-7660-11eb-b556-8746fced3352.html](https://www.fox5vegas.com/fewer-people-getting-tested-nevada-health-officials-explain-range-of-reasons/article_c2ff4fca-7660-11eb-b556-8746fced3352.html)  
KTNV-TV 13: <https://www.ktnv.com/sports/12-500-fans-allowed-for-nascar-weekend-in-las-vegas-in-march>  
KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/delayed-vaccine-shipments-arrive-nevadans-65-and-older-are-now-eligible>  
KLAS-TV 8: <https://www.8newsnow.com/news/local-news/second-dose-vaccination-clinic-set-for-laughlin-residents-march-3-4/>  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-reports-21-covid-19-deaths-as-test-positivity-falls-to-9-2/>  
KXNT-AM: <https://www.radio.com/kxnt/articles/news/nevada-adds-another-1000-coronavirus-cases>  
KLUC-FM: <https://www.radio.com/kluc/news/news-nevada-adds-another-1000-coronavirus-cases>

- February 22, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/clark-county-gets-delayed-vaccine-allowing-1st-doses-to-flow-again-2286568/>  
Moapa Valley Progress: <https://mvprogress.com/2021/02/22/mesquite-vaccine-clinics-now-to-be-open-for-age-65/>  
Nevada Current: <https://www.nevadacurrent.com/blog/feds-ship-out-covid-19-vaccines-delayed-by-winter-storms/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/sports/goldenknight/knights-approved-to-host-15-capacity-crowds-at-t-mobile-2286648/>  
Nevada Appeal: <https://www.nevadaappeal.com/news/2021/feb/22/new-daily-virus-cases-continue-drop-nevada-does-po/>  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/limited-first-dose-covid-19-vaccine-appointments-coming-to-cashman-feb-24-27-after-shipment/article\\_6c3e2d24-756f-11eb-9707-7b197bc577b6.html](https://www.fox5vegas.com/coronavirus/limited-first-dose-covid-19-vaccine-appointments-coming-to-cashman-feb-24-27-after-shipment/article_6c3e2d24-756f-11eb-9707-7b197bc577b6.html)  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/progress-made-in-nevadas-covid-19-vaccination-efforts/>  
KSNV-TV 3: <https://news3lv.com/newsletter-daily/delayed-covid-vaccine-doses-now-being-delivered-to-nevada>

- February 21, 2021:

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevadas-test-positivity-rate-falls-below-10/>  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/north-las-vegas-expanding-efforts-to-vaccinate-minority-communities/article\\_7fc3fa1e-7497-11eb-bfeb-3fc7506f18a1.html](https://www.fox5vegas.com/coronavirus/north-las-vegas-expanding-efforts-to-vaccinate-minority-communities/article_7fc3fa1e-7497-11eb-bfeb-3fc7506f18a1.html)



- February 20, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/nevada-reports-371-new-coronavirus-cases-37-deaths-2285406/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/life/health/qa-whats-happening-to-help-the-homebound-2285715/>

KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/2-new-covid-19-vaccine-clinics-for-65-and-up-in-las-vegas-are-now-full>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-reports-37-covid-19-deaths-10-2-test-positivity-rate/>

- February 19, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/health-district-partners-wont-offer-first-dose-vaccinations-next-week-2284509/>

Nevada Current: <https://www.nevadacurrent.com/2021/02/19/nevada-vaccination-rollout-counting-on-more-cooperation-less-confusion/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/downward-trend-in-nevadas-key-covid-19-metrics-exceeds-a-month-2284600/>

KSNV-TV 3: <https://news3lv.com/news/local/420-new-covid-19-cases-26-new-deaths-reported-in-nevada>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-test-positivity-could-be-under-10-soon-as-decline-continues-state-reports-26-deaths/>

KLAS-TV 8: <https://www.8newsnow.com/i-team/i-team-special-reports/i-team-nevada-las-vegas-continues-to-rank-near-last-for-vaccines-coronavirus-covid-administered-but-reaches-half-million-milestone/>

KLAS-TV 8: <https://www.8newsnow.com/news/city-of-las-vegas-announces-two-vaccine-sites-for-nevadans-65-utility-workers/>

KSNV-TV 3: <https://news3lv.com/news/local/no-first-doses-of-vaccine-to-be-given-out-next-week>

KSNV-TV 3: <https://news3lv.com/newsletter-daily/walk-in-slots-go-fast-for-65-vaccine-appointments>

KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/all-snhd-sites-now-providing-covid-vaccinations-for-residents-65-and-up>

KNPR/State of Nevada: JoAnn Rupiper was a guest to discuss the COVID-19 vaccine. <https://knpr.org/knpr/2021-02/vaccine-rolls-out-new-covid-19-variants-show-nevada>

- February 18, 2021:

RTC: <https://www.rtcnv.com/news/have-a-covid-19-vaccination-appointment-rtc-public-transit-can-get-you-there/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/nevada-reports-31-covid-deaths-as-new-cases-top-14-day-average-2283732/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/1st-case-of-south-africa-coronavirus-variant-confirmed-in-nevada-2283721/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-las-vegas/vaccine-sites-begin-taking-65-walk-ins-as-pharmacies-gear-up-2283716/>

KSNV-TV 3: <https://news3lv.com/news/local/488-new-covid-19-cases-31-new-deaths-reported-in-nevada>



KSNV-TV 3: <https://news3lv.com/news/local/nevada-covid-19-task-force-no-time-to-let-guard-down>  
KNPR/FM: <https://knpr.org/headline/2021-02/second-moderna-vaccine-delayed-winter-weather>  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevadas-covid-19-test-positivity-dropping-fast-cases-go-up/>

- February 17, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/new-nevada-vaccine-appointment-system-coming-to-ease-problems-2283093/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/storm-delay-of-moderna-vaccine-postpones-second-dose-appointments-2283039/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/new-nevada-vaccine-appointment-system-coming-to-ease-problems-2283093/>  
Las Vegas Sun: <https://lasvegassun.com/news/2021/feb/17/weather-delays-some-second-doses-of-vaccine-in-las/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/covid-19-deaths-rebound-in-nevada-but-positivity-rate-falls-2282960/>  
KSNV-TV 3: <https://news3lv.com/news/local/clark-county-no-covid-moderna-vaccine-shipment-extreme-weather>  
KDWN-AM/FM: <https://kdwn.com/2021/02/17/storms-delay-some-nevada-vaccines-postponing-appointments/>  
KLAS-TV 8: <https://www.8newsnow.com/news/local-news/governor-sisolak-to-join-covid-19-response-team-virtual-meeting-give-update-on-nevadas-vaccination-playbook-education-and-youth-sports/>  
KLAS-TV 8: <https://www.8newsnow.com/i-team/i-team-special-reports/i-team-how-many-in-your-zip-code-have-gotten-the-covid-vaccine-a-look-at-the-las-vegas-valley-nevada/>  
KSNV-TV 3: <https://news3lv.com/news/local/nevada-reports-363-new-covid-19-cases-41-new-deaths>  
KDWN-AM/FM: <https://kdwn.com/2021/02/17/nevada-reporting-363-new-covid-cases-wednesday-41-new-deaths/>  
KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/eligibility-age-drop-nevadans-65-years-old-to-start-receiving-vaccines-next-week>  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/moderna-vaccine-shipments-to-southern-nevada-delayed-due-to-weather/article\\_8ec6cedc-7164-11eb-9539-0b3ccbc7786.html](https://www.fox5vegas.com/coronavirus/moderna-vaccine-shipments-to-southern-nevada-delayed-due-to-weather/article_8ec6cedc-7164-11eb-9539-0b3ccbc7786.html)  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-reports-41-covid-19-deaths-as-test-positivity-drops-below-12/>  
KNPR-FM: <https://knpr.org/headline/2021-02/vaccine-clinics-open-unlv-csn-henderson>  
KLAS-TV 8: <https://www.8newsnow.com/news/local-news/southern-nevada-health-district-vaccine-clinic-wednesday-update/>  
KNPR-FM: <https://knpr.org/headline/2021-02/knights-submit-plan-allow-fans-t-mobile-arena>  
KXNT-AM: <https://www.radio.com/kxnt/latest/local/city-snhd-hosting-3-day-vaccination-clinic>  
KXNT-AM: <https://www.radio.com/kxnt/news/local/cashman-center-to-stop-coronavirus-testing>



KLAS-TV 8: <https://www.8newsnow.com/i-team/i-team-employees-say-snhd-contact-tracing-program-a-miserable-failure/>

- February 16, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/nevada-sees-lowest-1-day-total-of-new-covid-19-cases-in-5-months-2282069/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/at-least-2-nevada-vaccine-clinics-delayed-by-bad-weather-elsewhere-2282254/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/life/health/desert-pines-cashman-offering-walk-in-2nd-doses-of-pfizer-vaccines-2282308/>

Las Vegas Heals: <https://www.lasvegasheals.org/southern-nevada-health-district-covid-19-helpline-capacity-expanded/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/southern-nevada-utility-workers-climb-covid-vaccine-eligibility-ladder-2282427/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/what-happens-if-your-second-dose-of-covid-vaccine-is-delayed-2282134/>

KSNV-TV 3: <https://news3lv.com/news/local/severe-weather-may-delay-shipments-of-covid-vaccine-to-las-vegas-sites>

KSNV-TV 3: <https://news3lv.com/news/local/unlv-research-team-detects-uk-covid-19-variant-in-southern-nevada-wastewater>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-reports-slight-increase-in-hospitalizations-drop-in-test-positivity-rate/>

KXNT-AM: <https://www.radio.com/kxnt/news/local/southern-nevada-health-district-helpline-capacity-expanded>

KXNT-AM: <https://www.radio.com/kxnt/news/local/2nd-dose-vaccine-appointments-expanded-to-cashman-center>

KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/unlv-csn-now-accepting-seniors-70-frontline-healthcare-workers-for-covid-19-vaccination/article\\_9f3f13cc-705c-11eb-bad4-6ba8fe6b5825.html](https://www.fox5vegas.com/coronavirus/unlv-csn-now-accepting-seniors-70-frontline-healthcare-workers-for-covid-19-vaccination/article_9f3f13cc-705c-11eb-bad4-6ba8fe6b5825.html)

KSNV-TV 3: <https://news3lv.com/news/local/nevada-adds-290-new-covid-19-cases-13-new-deaths>

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KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/snhd-announces-additional-pop-up-vaccine-clinics-in-northeast-valley/article\\_82baabd2-6812-11eb-b4eb-df35c1964a53.html](https://www.fox5vegas.com/coronavirus/snhd-announces-additional-pop-up-vaccine-clinics-in-northeast-valley/article_82baabd2-6812-11eb-b4eb-df35c1964a53.html)

KLAS-TV 8: <https://www.8newsnow.com/news/local-news/nevada-flu-cases-deaths-down-significantly-from-previous-years/>

KLAS-TV 8: <https://www.8newsnow.com/news/local-news/pop-up-clinics-set-feb-10-12-for-covid-19-vaccinations-at-eldorado-high-hollywood-rec-center/>

KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/when-can-i-get-my-second-dose-clearing-up-confusion-over-vaccine-scheduling-las-vegas-covid-nevada/>

KXNT-AM: <https://www.radio.com/kxnt/news/local/lvcc-welcoming-some-walk-ins-for-2nd-dose-vaccinations>

Vegas Eater: <https://vegas.eater.com/2021/2/5/22267751/clark-county-requests-increasing-capacity-restaurants-50-percent>

- February 4, 2021:

This is Reno: <https://thisisreno.com/2021/02/pandemic-impacts-loom-over-legislative-committee-hearings-on-education/>

US News: <https://www.usnews.com/news/best-states/nevada/articles/2021-02-04/private-fund-helps-elko-county-businesses-pay-covid-19-fines>

Manistee News Advocate: <https://www.manisteenews.com/news/article/Nevada-reports-most-common-potential-virus-15925219.php>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/nevada-sees-5th-straight-day-of-fewer-than-1k-new-covid-19-cases-2273436/>

Mohave Daily News: <https://mohavedailynews.com/news/106912/a-shot-in-the-arm-vaccination-clinics-held-on-both-sides-of-colorado-river/>

Carson Now (M. Ahlo): <https://carsonnow.org/story/02/04/2021/nevada-tobacco-prevention-coalition-youth-vaping-has-become-states-hidden-health-cr>



KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/locals-react-to-snhds-covid-19-exposure-location-data/>

KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/health-district-reports-possible-covid-exposure-spots-in-clark-county>

KSNV-TV 3: <https://news3lv.com/news/local/clark-county-health-officials-release-list-of-possible-place-for-covid-19-exposure>

KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/las-vegas-convention-center-to-allow-walk-ins-for-covid-19-vaccine-second-dose/article\\_2cd279b2-672b-11eb-bef8-bf24956c8de5.html?block\\_id=994400](https://www.fox5vegas.com/coronavirus/las-vegas-convention-center-to-allow-walk-ins-for-covid-19-vaccine-second-dose/article_2cd279b2-672b-11eb-bef8-bf24956c8de5.html?block_id=994400)

KLAS-TV 8: <https://www.8newsnow.com/news/local-news/snhd-second-dose-walk-in-patients-accepted-at-convention-center-for-next-4-weeks/>

KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/las-vegas-senior-traveling-to-laughlin-to-get-covid-19-vaccine-due-to-lack-of-appointments>

- February 3, 2021:

Las Vegas Review-Journal (F. Leguen): <https://www.reviewjournal.com/local/local-las-vegas/historic-westside-gets-1st-pop-up-covid-19-vaccine-clinic-2272977/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/las-vegas/goodman-challenges-sisolak-to-step-up-on-vaccine-shortage-use-all-the-clout-2272937/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/public-health-officials-try-to-clear-covid-vaccine-appointment-logjam-2272685/>

Nevada Current: <https://www.nevadacurrent.com/2021/02/03/officials-open-convention-center-vaccination-site-amid-immense-demand/>

Midland Reporter-Telegram: <https://www.mrt.com/news/article/5-more-in-Vegas-area-reported-with-UK-coronavirus-15921681.php>

Times Union: <https://www.timesunion.com/news/article/5-more-in-Vegas-area-reported-with-UK-coronavirus-15921681.php>

KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/nevada-health-officials-worry-that-people-will-reject-vaccinations/article\\_b845ffe4-5f9a-5013-847d-b8998a2cdfa2.html?block\\_id=994400](https://www.fox5vegas.com/coronavirus/nevada-health-officials-worry-that-people-will-reject-vaccinations/article_b845ffe4-5f9a-5013-847d-b8998a2cdfa2.html?block_id=994400)

KLAS-TV 8: <https://www.8newsnow.com/i-team/i-team-special-reports/i-team-nevada-may-look-at-consequences-for-those-cutting-covid-vaccine-line-coronavirus-las-vegas/>

KSNV-TV 3 (J. Rupiper and F. Leguen): <https://news3lv.com/news/local/state-health-district-introduce-call-centers-to-help-nevadans-book-vaccine-appointments>

KSNV-TV 3: <https://news3lv.com/news/local/snhd-distributing-free-hiv-home-test-kits>

KLAS-TV 8: <https://www.8newsnow.com/news/local-news/snhd-to-provide-updated-covid-19-vaccine-clinic-information-wednesday-afternoon/>

KVVU-TV 5: [https://www.fox5vegas.com/news/local/snhd-to-provide-free-at-home-hiv-test-kits-on-friday/article\\_21db1070-667a-11eb-80e3-5bf69f3f5bf4.html?block\\_id=994400](https://www.fox5vegas.com/news/local/snhd-to-provide-free-at-home-hiv-test-kits-on-friday/article_21db1070-667a-11eb-80e3-5bf69f3f5bf4.html?block_id=994400)

KTNV-TV 13: <https://www.ktnv.com/news/tim-clinic-to-provide-free-collect2protect-at-home-hiv-test-kits-on-feb-5>

- February 2, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/2nd-doses-of-covid-vaccine-start-flowing-to-public-in-las-vegas-2272042/>

Las Vegas Review-Journal: <https://www.reviewjournal.com/local/education/nursing-medical-students-play-key-role-in-covid-vaccination-drive-2271607/>



Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/nevada/nevada-adds-811-new-coronavirus-cases-46-deaths-2271730/>  
KSNV-TV 3: <https://news3lv.com/news/local/convention-center-second-dose-site-for-eligible-nevadans-only>  
KLAS-TV 8: <https://www.8newsnow.com/news/local-news/convention-center-opens-to-give-second-doses-of-covid-19-vaccine/>  
KSNV-TV 3: <https://news3lv.com/news/local/nevada-reports-811-new-covid-19-cases-46-new-deaths>  
KSNV-TV 3: <https://news3lv.com/news/local/antibodies-vaccines-what-you-need-to-know-before-you-register>  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/nevada-vaccine-providers-say-they-re-not-seeing-covid-19-doses-held-back/article\\_f79a94a4-650a-11eb-a402-cb30c8ac0f50.html](https://www.fox5vegas.com/coronavirus/nevada-vaccine-providers-say-they-re-not-seeing-covid-19-doses-held-back/article_f79a94a4-650a-11eb-a402-cb30c8ac0f50.html)  
KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/vaccine-hunters-get-vaccine-ahead-of-schedule-in-las-vegas>  
KTNV-TV 13: <https://www.ktnv.com/news/coronavirus/health-officials-discuss-covid-19-vaccine-clinic-at-las-vegas-convention-center>  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/snhd-5-more-cases-of-new-coronavirus-variant-in-clark-county/>  
KLAS-TV 8 (J. Quinn): <https://www.8newsnow.com/news/live-news-conference-to-discuss-covid-19-vaccines-in-nevada-second-doses-at-convention-center/>  
KTNV-TV 13: <https://www.ktnv.com/lifestyle/black-history-month/unlv-virtual-discussion-series-to-tackle-health-disparities>

- February 1, 2021:

Las Vegas Review-Journal: <https://www.reviewjournal.com/news/politics-and-government/clark-county/clinic-for-2nd-vaccine-doses-opens-at-las-vegas-convention-center-2271365/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/covid-19-vaccine-site-comes-to-laughlin-this-week-2271222/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/local/sun-city-summerlin-opening-vaccine-pop-up-site-2271028/>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/local/doolittle-vaccine-appointments-quickly-fill-hours-after-more-added-2271063/>  
The Nevada Independent: <https://thenevadaindependent.com/article/the-latest-logistical-hurdle-for-large-school-districts-how-to-vaccinate-thousands-of-workers>  
Las Vegas Review-Journal: <https://www.reviewjournal.com/local/local-nevada/january-was-deadliest-month-of-covid-19-pandemic-in-nevada-2270860/>  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/las-vegas-convention-center-administers-second-dose-only-starting-tuesday/article\\_e15c4674-650f-11eb-9ecc-4775cbc8289b.html](https://www.fox5vegas.com/coronavirus/las-vegas-convention-center-administers-second-dose-only-starting-tuesday/article_e15c4674-650f-11eb-9ecc-4775cbc8289b.html)  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/faq-covid-19-second-doses-at-las-vegas-convention-center/article\\_836ec1fc-64e4-11eb-98c4-43a3848997a0.html](https://www.fox5vegas.com/coronavirus/faq-covid-19-second-doses-at-las-vegas-convention-center/article_836ec1fc-64e4-11eb-98c4-43a3848997a0.html)  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/what-to-expect-covid-19-vaccine-second-dose-appointments-at-las-vegas-convention-center/>  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/snhd-holding-covid-19-vaccine-clinic-in-laughlin-this-week/article\\_960190d6-64f5-11eb-897e-dbc92aa4d2a8.html](https://www.fox5vegas.com/coronavirus/snhd-holding-covid-19-vaccine-clinic-in-laughlin-this-week/article_960190d6-64f5-11eb-897e-dbc92aa4d2a8.html)  
KVVU-TV 5: [https://www.fox5vegas.com/coronavirus/southern-nevada-health-district-devising-plan-to-vaccinate-homebound-seniors/article\\_23e1c196-64f6-11eb-a84c-37df3c7f8bf2.html?block\\_id=1002851](https://www.fox5vegas.com/coronavirus/southern-nevada-health-district-devising-plan-to-vaccinate-homebound-seniors/article_23e1c196-64f6-11eb-a84c-37df3c7f8bf2.html?block_id=1002851)



KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/2000-covid-19-vaccines-to-be-distributed-to-elderly-frontline-workers-in-laughlin-feb-3-4/>  
KSNV-TV 3 (J. Rupiper): <https://news3lv.com/news/local/snhd-to-administer-9000-second-doses-of-vaccine-at-convention-center>  
KLAS-TV 8: <https://www.8newsnow.com/news/health/coronavirus-health/new-nevada-test-positivity-rate-continues-to-drop-8-covid-19-deaths-reported/>  
KLAS-TV 8: <https://www.8newsnow.com/news/local-news/rtc-has-routes-to-several-covid-19-vaccine-sites-paratransit-also-available-for-those-with-accessibility-issues/>

### Products Completed:

#### **Flyers, Postcards, and Posters:**

- Stop the Stick needlestick injury prevention flyer
- Aquatics Industry Outreach Meeting flyer
- Move Your Way Activities flyer
- Move Your Way Week flyer
- Health District After Dark — April 22 registration
- Vaccine POD flyers
  - Laughlin second dose March 3 & 4
  - Pearson Community Center Feb. 16-19
  - Desert Pines High School Feb. 17-19
- COVID-19 Testing Registration flyers
  - Durango Hills YMCA
  - The Center
  - FuturoAcademy

#### **Monitor graphics:**

- Desmond Tutu quote for Black History Month

#### **Newsletters:**

- Barbershop Health Outreach Project February Newsletter
- Email: Food Safety Partnership April meeting
- Email: EH customers may opt-in for online invoicing

#### **Recordings:**

- Call center no longer operational at this number, call 1-800-401-0946
- Call center hours 8 a.m. – 5 p.m. message
- Call center hours/after-hours message

#### **Signs:**

- Proof of income is required at time of visit
- For the vaccination PODs
  - First dose
  - Reserved ADA parking
  - No Moderna vaccine available at this time
  - We are not accepting any additional walk-in patients today
  - Numbers 0-9 (in both red and blue)
  - Months (in both red and blue)
  - No Shot Card
  - Pfizer and Moderna EUA link/QR code
  - 20 ft. COVID-19 Vaccine banner
  - Please stay 6 ft. apart floor stickers (in red and blue)

#### **Sliders:**

- For SNHD.info
  - Southern Nevada Community Health Center



- Presidents Day closure notice
- For GetHealthyClarkCounty.org
  - Move Your Way Week
- For VivaSaludable.org
  - National Nutrition Month
  - Move Your Way Week

**Other:**

- Wrap design for Family Planning Clinic's new mobile unit
- VaxPass front-of-the-line pass

Advertising Placed:

- LVRJ takeover graphics "Mask Up. Back Up. Wash Up."
- Las Vegas Kids Directory: I Took my Shot to End the Pandemic

Social Media Summary:

- Developed and posted 109 social media messages for:
  - COVID-19 prevention
  - COVID-19 vaccine
  - COVID-19 testing
  - National Black HIV/AIDS Awareness Day
  - Community Health Centers
  - Immunization Clinic
  - National Retro Day
  - Nevada Tobacco Prevention Coalition
  - Mask up. Back up. Wash up.
  - Community Health Workforce Continuing Education Portal
  - COVID helpline
  - Nevada 211
  - Collect2Protect
- Created social media graphics:
  - Weekly testing locations
  - Walk-in vaccinations available today
  - Second doses only
  - Cancel appointment
  - Assist the older adults in your life
  - Not taking second dose walk-ins Feb. 12-13
  - Pop-up vaccine clinics
  - Regular immunization clinic services are available at...
  - First and second doses now available at LVCC
  - First dose appointments available
  - Seniors 65+ first walk-in first doses
  - Pfizer second dose walk-ins at Desert Pines HS
  - Expanded capacity
  - Presidents Day closure notice
  - Margarita DeSantos for National Margarita Day
  - Paid ad campaign (continued) — Ready for a Family?

Website Updates/Postings:

- Revised vaccine distribution page
- Added RTC transportation to vaccination clinics information



- Built second dose vaccination page
- Updated Boulder City testing calendar listing for March
- Added VA hospital vaccine clinic for Feb. 27
- Added Roseman University Henderson vaccine clinic for Feb. 20
- Added Desert Pines High School vaccine clinic for Feb. 17-19
- Added Pearson Community Center vaccine clinic for Feb. 16-19

#### Translation Services:

- Second dose vaccinations at LVCC
- COVID-19 Second Dose flyer
- COVID-19 testing
- Reviewed Naloxone Post-Training Evaluation
- Reviewed SNHD Fentanyl Fact Sheet
- Reviewed Naloxone Fact Sheet
- Reviewed Esta en tus Manos FAQs

#### Meetings of Note:

- February 27, 2021: Congresswoman Susie Lee Tele-Town Hall
- February 26, 2021: Operations Briefing with SNHD ICS
- February 26, 2021: NPHA APC Weekly Legislative call
- February 26, 2021: Operations Status meeting
- February 25, 2021: Daily Communications call
- February 25, 2021: COVID Response Weekly Planning meeting
- February 25, 2021: Strategic COVID-19 Vaccination meeting
- February 25, 2021: CDC/NPHIC meeting
- February 25, 2021: PIO Vaccination call
- February 25, 2021: ICS Communication Planning call
- February 25, 2021: Operations Status meeting
- February 24, 2021: United Way of Southern Nevada webinar: Vacúnate para protegerte
- February 24, 2021: Flu and COVID-19 Task Force
- February 24, 2021: COVID Vaccination Campaign meeting
- February 24, 2021: SNHD Media update
- February 24, 2021: Operations Status meeting
- February 23, 2021: Management Steering Committee meeting
- February 23, 2021: Accreditation meeting
- February 23, 2021: ICS Communication Planning meeting
- February 23, 2021: Operations Status meeting
- February 22, 2021: SNCHC Marketing discussion
- February 22, 2021: National COVID Messaging Strategy briefing
- February 22, 2021: COVID Response Operations briefing
- February 22, 2021: HIV Modernization and Health Districts meeting
- February 22, 2021: ICS Communication Planning meeting
- February 19, 2021: OC meeting
- February 19, 2021: State of Nevada Vaccine Management GoLive meeting
- February 19, 2021: OPS Briefing with SNHD ICS
- February 19, 2021: NPHA APC Weekly Legislative call
- February 19, 2021: COVID Vaccination Campaign meeting
- February 19, 2021: Operations Status meeting
- February 19, 2021: Junta Comunitaria Del Sector Social
- February 18, 2021: COVID Response Weekly Planning meeting



- February 18, 2021: District Health Officer Succession Committee meeting
- February 18, 2021: Strategic COVID-19 Vaccination meeting
- February 18, 2021: Regional Policy meeting
- February 18, 2021: PIO Vaccination call
- February 18, 2021: ICS Communication Planning meeting
- February 18, 2021: SNHD COVID-19 Vaccine Administration meeting
- February 18, 2021: Operations Status meeting
- February 17, 2021: 2<sup>nd</sup> HIV Modernization discussion with Health Districts
- February 17, 2021: OC Advertising discussion
- February 17, 2021: COVID Vaccination Campaign meeting
- February 17, 2021: SNHD Media update
- February 17, 2021: Operations Status meeting
- February 17, 2021: ICS Communication Planning meeting
- February 16, 2021: Regional Policy Group teleconference
- February 16, 2021: ICS Communication Planning meeting
- February 16, 2021: Operations Status meeting
- February 12, 2021: Operations Briefing with SNHD ICS
- February 12, 2021: NPHA APC Weekly Legislative call
- February 12, 2021: COVID Response Operations briefing
- February 12, 2021: Operations Status meeting
- February 11, 2021: COVID Response Weekly Planning meeting
- February 11, 2021: Scheduling meeting
- February 11, 2021: Strategic COVID-19 Vaccination meeting
- February 11, 2021: PIO Vaccination call
- February 11, 2021: OC Budget discussion
- February 11, 2021: ICS Communication Planning meeting
- February 11, 2021: Operations Status meeting
- February 10, 2021: City of North Las Vegas/Clark County news conference
- February 10, 2021: State Media update
- February 10, 2021: SNHD Media update
- February 10, 2021: ICS Communication Planning meeting
- February 9, 2021: Management Steering Committee meeting
- February 9, 2021: Esta en Tus Manos meeting
- February 9, 2021: ICS Communications Planning meeting
- February 9, 2021: Operations Status meeting
- February 8, 2021: State Media update
- February 8, 2021: ICS Communication Planning meeting
- February 5, 2021: OC Meeting
- February 5, 2021: OPS Briefing with SNHD ICS
- February 5, 2021: State Media update
- February 5, 2021: Marketing Cloud demo/State of Nevada Vaccine Management
- February 5, 2021: Operations Status meeting
- February 5, 2021: Junta Comunitaria Del Sector Social
- February 4, 2021: Operations Status meeting
- February 4, 2021: ICS Communication Planning meeting
- February 4, 2021: PIO Vaccination call
- February 4, 2021: Strategic COVID-19 Vaccination meeting
- February 4, 2021: COVID Response Weekly Planning meeting
- February 3, 2021: Operations Status meeting
- February 3, 2021: COVID-19 Media update



- February 3, 2021: State Media update
- February 2, 2021: FEMA Media Event at LVCC
- February 2, 2021: Operations Status meeting
- February 2, 2021: ESta En Tus Manos Task Force meeting
- February 2, 2021: Vaccination Campaign Support meeting
- February 2, 2021: PIO Vaccination Campaign Support meeting
- February 1, 2021: Media Event at LVCC
- February 1, 2021: State Media update

<b>Media, Collateral and Community Outreach Services</b>	<b>Feb 2020</b>	<b>Feb 2021</b>		<b>YTD FY20</b>	<b>YTD FY21</b>	
Media - Print Articles	26	104	↑	329	650	↑
Media - Broadcast stories	41	184	↑	224	932	↑
Collateral - Advertising/Marketing Products	32	52	↑	271	403	↑
Community Outreach - Total Volunteers <sup>1</sup>	25	0	↓			
Community Outreach - Volunteer Hours	1,218	0	↓	11,486	0	↓

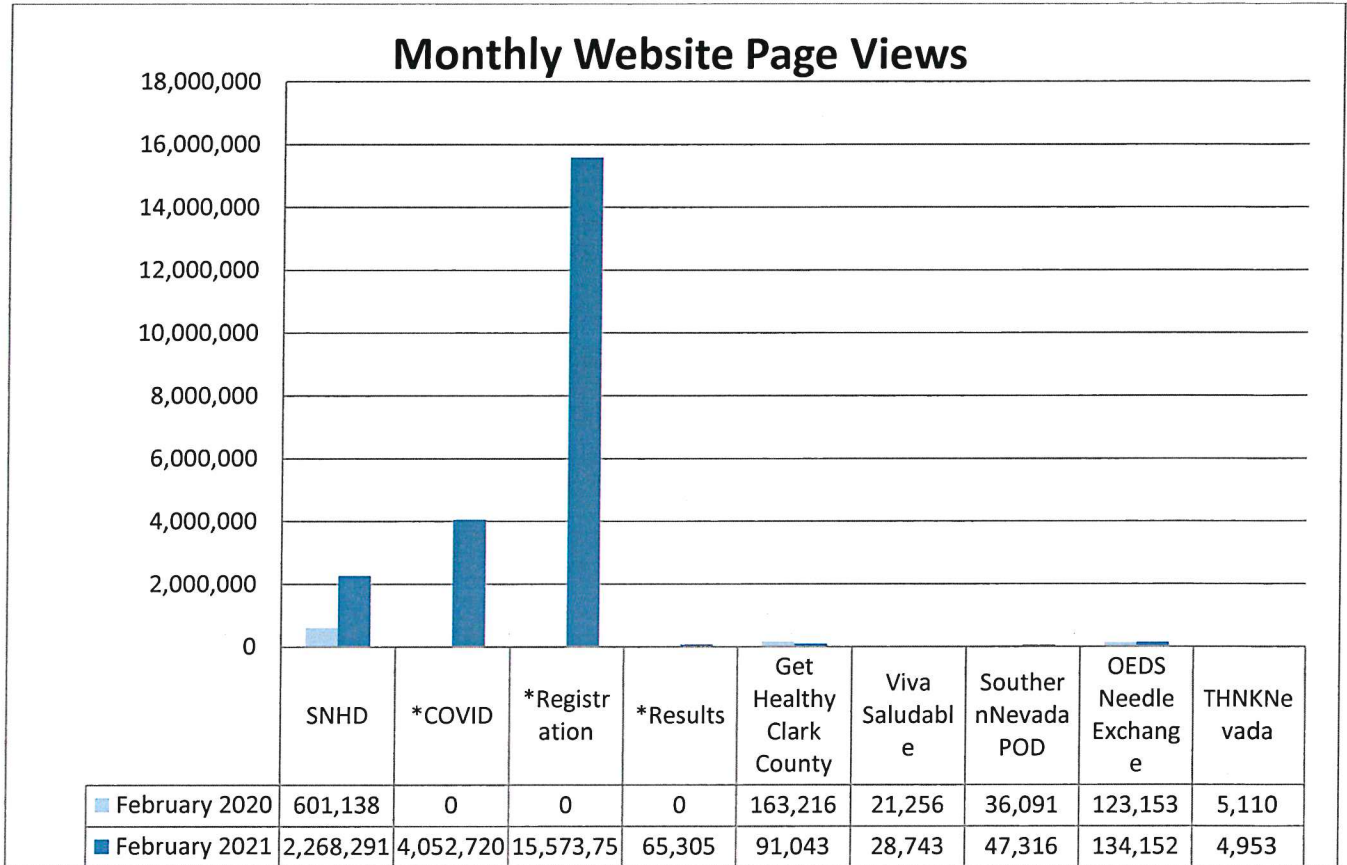
<sup>1</sup>Total volunteer numbers fluctuate from month to month and are not cumulative.

<b>Social Media Services</b>		<b>Feb 2020</b>	<b>Feb 2021</b>		<b>YTD FY20</b>	<b>YTD FY21</b>
*Facebook SNHD	Likes	4,800	9,730	↑	4,800	9,730
*Facebook GHCC	Likes	5,835	6,163	↑	5,835	6,163
*Facebook SHC	Likes	1,696	1,672	↓	1,696	1,672
*Facebook THNK/UseCondomSense	Likes	5,837	5,667	↓	5,837	5,667
*Facebook SNHD THNK Project	Likes	49	48	↓	49	48
*Facebook Food Safety	Likes	24	58	↑	24	58
*Instagram SNHD	Followers	1,284	3,014	↑	1,284	3,014
*Instagram Food Safety	Followers	357	485	↑	357	485
*Twitter EZ2Stop	Followers	419	420	↑	419	420
*Twitter SNHDflu	Followers	1,014	1,774	↑	1,014	1,774
*Twitter Food Safety	Followers	62	87	↑	62	87
*Twitter GetHealthyCC	Followers	346	348	↑	346	348
*Twitter SNHDinfo	Followers	3,666	9,308	↑	3,666	9,308
*Twitter TuSNHD	Followers	275	311	↑	275	311
*Twitter THNK/UseCondomSense	Followers	726	731	↑	726	731
*Twitter SoNVTraumaSyst	Followers	123	133	↑	123	133



YouTube SNHD	Views	89,125	23,063	↓	638,744	225,730
YouTube THNK/UseCondomSense	Views	469	374	↓	4,094	2,928

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





**Employment/Recruitment:**

- 29 New Hires, including 0 rehires and 0 reinstatements
- 711 active employees as of February 28, 2021
- 9 Terminations, including 1 retirement
- 4 Promotions, including 3 Flex-reclasses
- 1 Lateral Transfer
- 1 Demotion
- 0 Accelerated Step Advancements
- 3 Reclassifications/Pay adjustments
- 31 interviews (20.5 hours)
  - Adriana Alvarez – 16 interviews and 9 interviews scheduled for other interviewers (13 hours)
  - Angela Lewis – 2 interviews (1 hour)
  - Linda Bubel – 0 for internal recruitments and 4 temp employee interviews (2 hours)
  - Jose Garcia – 0 interviews (0 hours)
  - Jakki Wells – 9 interviews scheduled by Adriana Alvarez (4.5 hours)
- 13 job offers extended
  - Adriana Alvarez – 8
  - Linda Bubel – 1
  - Jose Garcia – 4
- 13 recruitments posted (Kimberly Monahan)
- Temporary Staff (Linda Bubel)
  - 33 New Agency Temporary Staff Members
  - 3 Agency Temporary Staff Member assignments terminated
- Turnover rates
  - Administration: 2.70%
  - Clinical Services and FQHC: 1.17%
  - Community Health: 1.36%
  - Environmental Health: 0.00%
- 61 Other Personnel Change forms processed
- 26 Evaluations received and recorded in One Solution
- Total number of vacancies: 104.3 FTEs
- Total number of positions in recruitment: 80 FTEs

**Director of Human Resources and Organizational Development**

- Investigations: 8 hours
- Organizational Development: 52 hours
- Training: 4 hours
- Meetings with employees: 16 hours
- Committee/Team/Employee engagement meetings: 35 hours
- Leadership Meetings: 19 hours
- Leadership reports/plans/projects: 29 hours

**Employee/Labor Relations (Erika Bustinza and Scott Carls)**

- 0 Verbal Warnings, 2 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Termination, 3 Probationary Releases
- 2 Grievances



- 0 Arbitrations
- 5 hours of Labor Meetings (with Union)
- 5 hours Investigatory Meetings
- 3 Formal Investigations
- 5 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 0
- Maintain Grievance Log and Official Complaints Report, Investigation Log, and Weekly Recruitment Report for Leadership (Scott Carls & Erika Bustinza)

**Clerical Activity (Amanda Shore)**

Employee Communication: 6.75 hours

- Draft and distribute Fact Sheets

Employment Verifications: 10 hours

Filing: 12.5 hours (includes scanning records, organizing file room, and making room for new active records)

ICS Immunization POD: 9.5 hours

Language services: 8.5 hours

- Follow up on Languages invoice
- ASL interpreter research
- Find and schedule ASL interpreter at POD
- Bilingual Process
  - Tests Scheduled: 3
  - Results Received: 0
  - Tests Rescheduled: 2

Recruitment Assistance: 15.5 hours

- Onboarding Part 1
- Create new electronic recruitment files
- Create fillable interview notes
- Create new hire first day packets
- Create paper new hire personnel files

SharePoint: 9.5 hours (New Hire welcomes, general maintenance and updates as needed)

Temp tracking: 7.5 hours

Voice Mails/Return calls: 5 hours

Other: Employee assistance, phones, door, check and distribute mail, create fillable forms, create new packets (ADA, Workers Comp, FMLA), update employee information, Employee Events Committee meeting, HR meetings, Schedule meetings, Order office supplies & put away shipments, Monthly safety inspection.

**Trainings/Meetings Attended by Staff:**

- Position Control (1 hour) – (Adriana Alvarez, Linda Bubel, Jose Garcia, Angela Lewis, Kimberly Monahan, Joe O’Neill)
- Recruitment biweekly meeting (3 hours) – (same as above)
- Southern Nevada Public Health Laboratory Recruitment meetings (1 hour) – (same as above)
- Biweekly meeting with Employment Screening Resources (1 hour) – (Adriana Alvarez, Angela Lewis, Kimberly Monahan)
- FTCA Credentialing Meeting (1 Hour) – (Kimberly Monahan)
- Vaccine Campaign Grant Meeting (1 Hour) – (Kimberly Monahan)
- Training with Scott Witherall (72 hours) – Linda Bubel and Joseph O’Neill

**Projects in Progress/Other items**

- Sharepoint Human Resources Site update (various Human Resources staff)
- Temp Agency Coordination – (Linda Bubel)
- Three (3) tuition reimbursements (Linda Bubel)

**Month: Benefits Report February 2021 (Jose Garcia)**

FMLA hours used:	<b>HOURS:</b> <b>990.5 hours:</b> <b>Admin 100.5</b> <b>Clinical Services 450.5</b> <b>Community HS 400.00</b> <b>E. Health 39.5</b>
	<b>NUMBER OF EMPLOYEES</b>
<b>FMLA leave requests-:</b>	
New	12
RTW	9
Conversations to discuss FMLA, ADA and other leave questions	7
<b>FMLA:</b>	<b># of employees:</b>
Short/Long-Term Intermittent during February	12
Block of FMLA leave during February	3
Recertifications	8
Denials	7
<b>Meetings presented/facilitated for employees # of employees in attendance:</b>	
Benefit Orientation	2/11
Processed new hires/changes/terminations for benefits: for 11/1/20 effective date	10/4/8
Processed open enrollment changes 1/01/21 effective date	4
Enrolled 73 Flexible spending arrangements effective date 3/1/2021	4
Processed short-term disability claims	0
Processed benefits changes effective immediately	0
Returned 0 open enrollment emails	
<b>RETIREMENT: Mass Mutual/PERS/Social Security/Health Insurance:</b>	
• Processed withdrawals/rollovers/purchase of service credit/new accounts	6
<b>MEETINGS ATTENDED:</b>	
•	1



<b>PROJECTS:</b> <ul style="list-style-type: none"> <li>• FMLA electronic conversion/use</li> <li>• Create new benefit guide</li> <li>• Sharepoint redesign</li> </ul>	
<b>RECRUITING</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>TRAINING</b> <ul style="list-style-type: none"> <li>•</li> </ul>	

HUMAN RESOURCES SUPERVISOR MONTHLY REPORT FEBRUARY 2021

**Worker’s Compensation (PACT)**

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

**Human Resources Supervisor Employee/Labor Relations**

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

**Trainings/Meetings Attended by Staff:**

**February:**

- 1st ICS Staffing Volunteer Meeting
- 1<sup>st</sup> HR Leadership Meeting
- 2<sup>nd</sup> Staffing Meeting
- 2<sup>nd</sup> Recruitment Status Updates
- 3<sup>rd</sup> HR Team Meeting
- 8<sup>th</sup> Grants Meeting
- 8<sup>th</sup> HR Leadership Meeting
- 9<sup>th</sup> Biweekly recruitment meeting
- 9<sup>th</sup> Medasource Touch Base Meeting
- 10<sup>th</sup> ADA Interactive Meeting
- 11<sup>th</sup> ICS COVID response meeting
- 12<sup>th</sup> Admin staff presentation meeting
- 12<sup>th</sup> ICS COVID response ops brief meeting
- 16<sup>th</sup> ICS Response Weekly meeting
- 17<sup>th</sup> Case Evaluation meeting

- 17<sup>th</sup> Admin staffing project
- 18<sup>th</sup> HR Overview and Screen Navigation/ One Solution upgrades
- 18<sup>th</sup> ADA Interactive Meeting
- 19<sup>th</sup> LPN interviews
- 20<sup>th</sup> Training Module Review
- 22<sup>nd</sup> ICS COVID Response Ops Briefing
- 22<sup>nd</sup> HR Leadership Meeting
- 23<sup>rd</sup> ICS COVID response meeting
- 23<sup>rd</sup> Vaccine Campaign staffing meeting
- 24<sup>th</sup> FTCA Credentialing and Privileging
- 24<sup>th</sup> SNHD/Protiviti and Robert Half Meeting
- 24<sup>th</sup> HR all hands

**ADMINISTRATION Southern Nevada Public Health Laboratory (SNPHL) Monthly Report**

**I. SOUTHERN NEVADA PUBLIC HEALTH LABORATORY (SNPHL) February 2021**

1. **Clinical Testing:** SNPHL supports the SNHD Nursing Division with molecular and microbiology culture, Sexually Transmitted Disease (STD) testing. SNHD STD department and SNPHL cooperatively participate in the CDC Gonococcal Isolate Surveillance Project. SNPHL performs *N. gonorrhoeae* culture and submits isolates to CDC and Nursing provides the client information required by the project.

Test Name	Monthly Count	Ave Year to Date
GC Cultures	59	101
NAAT NG/CT	5141	1209
Syphilis	254	709
RPR/RPR Titers	140/99	263/183
Hepatitis Total	267	533
HIV/differentiated	253/8	468/14
HIV RNA	29	67

SNPHL testing helps meet SNHD Mission to affect individual patient care and enhance population surveillance efforts to identify / reduce disease transmission in Clark County. SNPHL continues to perform Covid19 PCR tests. SARS-Cov-2 PCR extraction is currently performed on the King Fisher Flex, BGI/MGI or QiaCube platforms. Covid-19 PCR extraction/direct specimen are interpreted on either the BioFire, Hologic Panther, 7500Fast or QuantStudio-Dx or QuantStudio-5. Proprietary reagents / supplies have improved but are still a limiting factor in providing tests during this pandemic time of viral transition to a new post-outbreak normal. SNPHL goal is to increase capacity up to 4,000 tests each day (current capacity is 1200-1500 tests / day) with turn-around-time of <48 hours (TAT 2Day- currently at / near goal). Increase capacity to 4K/D (5% of CC/month) plan will require; 1). Additional staffing to run 2-10hr shifts/day 7d/wk, [hiring and interviews ongoing] 2). IT to create easy patient accession and direct report verification from SNPHL LIS into SNHD patient report portal, [ongoing, CCDC now



on-line] 3). Automation of specimen fluid handling, [equipment in house, pending validation / training] 4). Sample pooling scheme for reagent cost effectiveness, 5). \$3.2M/month for 4K/D test reagents / consumables.

COVID	# PCR/#POS	COVID	# PCR/#POS
January	15,626 / 1802	July	
February	10,477 / 502	August	
March		September	
April		October	
May		November	
June		December	

**2. Epidemiological Testing and Consultation:**

- A. SNPHL cooperative / collaboration testing supports the investigation activity of SNHD OEDS and Nursing Division to identify close contacts at risk for SARS-Covid-19 infection to rapidly activate mitigation / quarantine behavior and reduce disease transmission. Improvements in the SNHD patient result portal connection to the SNPHL report laboratory information system has helped accession input of patient data with subsequent improved report result turn-around time.
- B. SNPHL participates 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). SNPHL performed in February #39 respiratory panels on the BioFire array and Flu #0 screening.

**3. State Branch Public Health Laboratory Testing:**

- A. SNPHL performs reportable disease isolate testing and confirmation. Isolates submitted by local laboratories are serotyped and / or confirmed by Whole Genome Sequencing; stored on-site; and results reported and / or samples submitted to CDC through various national programs; Public Health Laboratory Information System (PHLIS), National Antimicrobial Resistance Monitoring System (NARMS), and Influenza Surveillance.
- B. SNPHL's additional mission is as a member of the CDC Laboratory Response Network (LRN) testing for identification of potential biological weapons / agents on environmental daily samples (#0 LRN unknown & 1 BT workup in February) within its unique BSL3 environment.
- C. SNPHL has validated and performed #26 Whole Genome Sequencing tests (WGS) in February. WGS validation for other organisms is pending (specifically clads of SARS-CoV-2; working in collaboration / co-operations with NSPHL in Reno and UNLV).
- D. SNPHL provides vector testing for Environmental Services; testing for Zika, West Nile, Western / Eastern Equine Encephalitis.
- E. SNPHL has increased dedicated courier services 6d/wd to SNHD public health centers, CCDC and Southern Nevada hospital / commercial laboratories.

**4. All-Hazards Preparedness:**

- A. SNPHL provides / assists testing for SNHD COVID-19 Emergency Incident Response, local community outreach, CCDC jail-detention centers, institutions of higher education and long-term nursing facilities Rapid-Antigen POC (CDC-EUA: Abbott IDNow; Qiagen Sofia; BD Vector; Abbott BinaxNow cards) with outbreak confirmation RT-PCR testing supported by SNPHL.
- B. SNPHL continues to expand testing for COVID-19 by looking into different testing methods, new vendors and new supply chain pathways.
- C. SNPHL participates on a multitude of conference calls with CDC; NV State and SNHD OPHP, local First Responders and sentinel laboratories (as well as 3x / wk with SNHD ICS) to ensure SNPHL response to possible biological or chemical agents and Covid-19 for the collection / reporting of correct test samples.
- D. SNPHL staff continue on-going training of LRN protocols for biological agent confirmation and participate frequently in proficiency / competency surveys.
- E. SNPHL currently has technical laboratory staff (#35 + 6 NG volunteers) trained and on-call to respond for emergency testing 24 hours per day / 7 days per week. SNPHL routine service hours have expanded to 0600-2200 and Saturday (0800-1600) with limited staff.
- F. SNPHL coordinates with training / exercises for First Responders including local Civil Support Team, HazMat, Federal Bureau of Investigation, and Las Vegas Metropolitan Police Department.
- G. SNPHL provides information to local laboratorians on CDC packaging and shipping infectious substances and on chain of custody procedures.

**5. February 2021 SNPHL Activity Highlights:**

- A. Laboratory staff continue universal precautions; daily temp and symptoms screen, mask wearing, hand washing, protective garments and social distancing despite vigilance fatigue / after 11+ months of pandemic. The vast majority of training is now obtained from on-line opportunities.
- B. SNPHL Covid-19 antibody testing was performed on SNHD employees, a total of 12 tested. Antibody testing on the DiaSorin Liason instrument is an S1 /S2 protein for IgG. It will not detect the spike antibody which is generated with the vaccine. This antibody will show reactivity for vaccine immunization.
- C. Continue Flu Surveillance with OEDS, interact on community communication message.
- D. Training of new hires continues. SNPHL brought on 2 Laboratory Technologists in February. One staff is covered by the ELC grant; leaving 5 open positions for SNPHL. SNPHL staffing is undergoing a re-organization study with the assistance of SNHD HR organizational development staff into an effective / efficient team. Exploring option of a creation of a 4<sup>th</sup> duty section placing the cross-sectional Covid-19 core group under a dedicated Covid section supervisor.
- E. SNPHL has a stable FEMA supply of Viral Transport Medium used in COVID-19 collection kits. Shortages are seen with pipette tips and other plastic consumables; this has been relayed to NV State and CDC.
- F. SNPHL works closely with Info Technology, OEDS departments and local community partners on the 2019 novel Coronavirus outbreak to perform on-site patient / specimen accession (into SNHD EMR) and to provide accurate rapid test results via the SNHD patient portal.



- G. SNPHL continues to work with multiple distributors and manufacturers for COVID testing supplies and consumables. There continues to be a shortage of various supplies and SNPHL is on allocation for specific reagents and consumables.
- H. With the new school year; SNPHL continues to train / introduce CSN students to the PH laboratory environment and has trained 1 UNLV intern for their 120hr educational senior project. In addition, SNPHL continues cooperation / collaboration with commercial (UMC), FEMA, CMS-HHS, CDC SNHD - assigned intern and research laboratories for specific sample identification.
- I. Lab Space Build-out: The upstairs office area has been converted to the PCR clean room, several PCR instruments have been moved and validated. Other instruments are waiting to move. Total re-model into downstairs warehouse build out area is being explored, with different options examined.
- J. SNPHL is working with Clark County School District to provide BinaxNow testing at 12 CCSD school sites. SNPHL is training and competency testing test performers on site. SNPHL is also involved with four other private schools with BinaxNow testing.
- K. The laboratory director position was vacated February 3, 2021. Search is on for a new laboratory director.

**COMMUNITY HEALTH – SNPHL – Fiscal Year Data**

SNPHL Services	Feb 2020	Feb 2021		FY 2019-2020	FY 2020-2021	
Clinical Testing Services <sup>1</sup>	4,224	7,180	↑	40,335	52,883	↑
Epidemiology Services <sup>2</sup>	313	107	↓	1,304	786	↓
State Branch Public Health Laboratory Services <sup>3</sup>	71	5,693	↑	1,604	82,200	↑
All-Hazards Preparedness Services <sup>4</sup>	95	17	↓	900	151	↓
Environmental Health Services <sup>5</sup>	0	0	=	5,210	1,183	↓

1 Includes N. Gonorrhoeae culture, GISP isolates, Syphilis, HIV, CT/GC molecular, Gram stain testing and Covid Ab immunologic tests.

2 Includes Stool culture, EIA, Norovirus PCR, Respiratory Pathogen PCR, Epidemiological investigations or consultations.

3 Includes Covid-19 PCR, 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' submissions.

4 Includes Preparedness training, teleconferences, Inspections.

5 Includes vector testing



# Memorandum

**Date:** March 25, 2021  
**To:** Southern Nevada District Board of Health  
**From:** **Amy Hagan**, *Director of Human Resources and Organizational Development*  
**Dr. Fermin Leguen**, *District Health Officer* 

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**RE:** NEW CLASSIFICATION SPECIFICATIONS

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- **Director of Primary and Preventive Care**

To plan, organize, manage and oversee the activities and operations of the Primary and Preventive Care division including; FQHC, Residency Program and Clinical Services. In consultation with, and under the direction of the District Health Officer will plan, direct, manage and oversee the activities and operations of the Communicable Disease Prevention Division.

This position also serves as the Chief Medical Officer

Schedule 40 - (\$156,416.00 – \$217,027.20), FLSA Exempt, Bargaining Unit Ineligible

- **Director of Disease Surveillance and Control**

Highly responsible public health physician or Ph.D. or DrPH who in consultation with, and under the direction of the District Health Officer will plan, direct, manage and oversee the activities and operations of the Disease Surveillance and Control.

Schedule 38 - (\$141,148.80 – \$196,622.40), FLSA Exempt, Bargaining Unit Ineligible

- **Manager of Organizational Development and Administrative Pool**

To perform a variety of professional and technical duties involved in preparing budgets and monitoring expenses within the Organizational Development Division; recommend procedural and policy changes based on data, operational, and/or research analysis; and monitor grant fiscal expenses, performance management, quality assurance, project management and special projects as assigned. Manage the District's administrative pool.

This position replaces the former "Senior Performance Management Analyst"

Schedule 29 - (\$89,044.80 – \$124,238.40), FLSA Exempt, Bargaining Unit Ineligible



**DIRECTOR OF PRIMARY AND PREVENTIVE CARE**

**DEFINITION**

To plan, organize, manage and oversee the activities and operations of the Primary and Preventive Care division including; FQHC, Residency Program and Clinical Services. In consultation with, and under the direction of the District Health Officer will plan, direct, manage and oversee the activities and operations of the Communicable Disease Prevention Division.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general administrative direction from the District Health Officer
- Exercises direct supervision over Clinical staff, Support staff, and Resident Physicians

**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.*

- Serves as the Chief Medical Officer
- Assist in the development and implementation of public health policy consistent with the mission and overall goals of SNHD; assume full management responsibility for all services and activities of the Division, including, but not limited to FQHC, Clinical Services and Residency Program.
- Assume full management responsibility for all Resident Physicians and their activities including clinical services and special support programs such as AIDS and home health; recommend and administer policies and procedures
- Manage the development and implementation of Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly
- Direct the development and implementation of partnerships and collaborations to provide effective communicable and chronic disease prevention and controls
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures in a Quality Assurance Program; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of changes
- Represent the Division at other District divisions, elected officials and outside agencies; explain, justify and advocate for assigned programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues
- Plan, direct and coordinate, through subordinate level managers, the Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures
- Manage and participate in the development and administration of the Division's budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation of and implement budgetary adjustments as necessary; initiate and manage organizational change, including staffing, work processes, and automation to increase effectiveness and efficiency to reduce administrative costs
- Manage the development and implementation of division program goals, objectives, policies, and priorities for each assigned area; allocate resources accordingly
- Continuously monitor and evaluate the efficiency and effectiveness of division program methods and procedures; assess and monitor each resident's progress; identify opportunities for improvement; direct the implementation of changes
- Represent the District with outside agencies such as Nevada Association of Local Health Officials, NACCHO, ACPM, and other state and national organizations to promote SNHD, the residency program and the profession of public health.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in public health, primary care, and community health centers scope of work, and opportunities.
- Work collaboratively with other residency programs (Internal Medicine, Family Medicine, Emergency Medicine) whose residents are involved in public health rotations at the District.
- Bring cutting edge knowledge to the program through local, state and national activities.
- Identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures

Initials \_\_\_\_\_ Date \_\_\_\_\_

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Director of Primary and Preventive Care (Continued)**

- Manage and participate in the development and administration of the Division budget; direct the forecast of additional funds, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of an implement budgetary adjustments as necessary
- Coordinate activities with other divisions and outside agencies and organizations; provide program status reports to the District Health Officer and District Board of Health; prepare and present reports and other necessary correspondence.
- Will serve as backup to the District Health Officer for operational/clinical activities as needed.
- Perform related duties and responsibilities as required

**QUALIFICATIONS:**

**Knowledge of:**

- Operational characteristics, services, and activities of FQHCs, Family Planning, TB and STD clinics, as well as the needs of a preventive medicine residency program
- Organizational and management practices as applied to the analysis and evaluation of the Division, policies, and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- The utilization of computer software and MS Office applications
- Principles of supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes, and regulations
- Principles, protocols, and practices of medical diagnosis and treatment including the treatment and management of communicable diseases
- Public Health organization and function; community problem solving; and political structure
- Methods of instruction, preventive medicine resident development, and quality assurance for public health programs
- Operational characteristics, services and activities of public health and clinical programs
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- The utilization of computer software applicable to the Division in addition to MS Office applications
- Operational characteristics, services, and activities of FQHC health care programs and clinics
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations

**Ability to:**

- Plan, organize, direct, and coordinate the work of residents;
- Select, supervise, train and evaluate residents
- Provide professional leadership and direction for the resident program
- Identify and respond to community and Board of Health issues, concerns, and needs related to the residency program
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient leadership for the residents
- Prepare and administer budgets; allocate limited resources in a cost-effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare clear and concise management and financial reports
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including Health District staff, government officials, community partners, and program participants

Initials \_\_\_\_\_ Date \_\_\_\_\_



**CLARK COUNTY HEALTH DISTRICT**  
**Director of Primary and Preventive Care (Continued)**

**TRAINING AND EXPERIENCE GUIDELINES:**

**Training:**

- Completion of accredited medical school and residency.
- Current board certification in preventative medicine
- A medical degree from an accredited school of medicine or osteopathy is required. A Master of Public Health is desirable and can be substituted for two years of public health experience.

**Experience:**

- Three plus years in general preventative medicine
- At least two years' experience in general preventative medicine residency program.
- Experienced in curriculum design and policy development
- Demonstrated ability to recruit and develop students and faculty
- A minimum of five years of experience with progressive management responsibilities in communicable disease, chronic disease, or related public health programs

**License or Certificate:**

- Ability to obtain a license to practice medicine or osteopathy in the State of Nevada within six months of employment is required
- Certification in public health and/or preventive medicine by the appropriate specialty board is preferred
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

**Conditions:**

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

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

FLSA Exempt  
Bargaining Unit Ineligible  
Schedule 41  
Approved by District Health Officer on February 24, 2021

Initials \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTOR OF DISEASE SURVEILLANCE & CONTROL**

**DEFINITION**

Highly responsible public health physician or Ph.D. or DrPH who in consultation with, and under the direction of the District Health Officer will plan, direct, manage and oversee the activities and operations of the Disease Surveillance and Control.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from, and provides ongoing support to the Chief Health Officer as a member of the senior management team
- Exercises direct supervision over management, supervisory, professional, technical and clerical staff

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

- Assist in the development and implementation of public health policy consistent with the mission and overall goals of SNHD; assume responsibility for all services and activities of the Division, including, but not limited to Epidemiology, Disease Surveillance and COVID Community Response.
- Manage the development and implementation of Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly
- Direct the development and implementation of partnerships and collaborations to provide effective communicable and chronic disease prevention and controls
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures in a Quality Assurance Program; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of changes
- Represent the Division to other District divisions, elected officials and outside agencies; explain, justify and advocate for assigned programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues
- Select, train, motivate and evaluate Division personnel; provide or coordinate staff training; work with subordinate managers to correct employee deficiencies; implement discipline and termination procedures.
- Provide consultation to various SNHD programs and activities in collaboration and coordination with other Division Directors
- Plan, direct and coordinate, through subordinate level managers, the Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures
- Manage and participate in the development and administration of the Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation of and implement budgetary adjustments as necessary; initiate and manage organizational change, including staffing, work processes, and automation to increase effectiveness and efficiency to reduce administrative costs
- Provide planning and support for continuous and adequate funding for key programs from all available sources
- Coordinate Division activities with those of other SNHD divisions, state and local medical societies, and other outside agencies and organizations; provide staff assistance to the District Health Officer and District Board of Health; prepare and present staff reports and other necessary correspondence
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field; respond to and resolve difficult and sensitive citizen inquiries and complaints
- Perform related duties and responsibilities as required

Initials \_\_\_\_\_ Date \_\_\_\_\_



**Southern Nevada Health District  
Director of Disease Surveillance & Control (continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Modern and complex principles, procedures, methods, and techniques of managing communicable diseases programs including sexually transmitted infections and HIV/AIDS
- Interventions directed to the Control and Prevention of communicable diseases and other events of public health importance; methods of public health surveillance and case, cluster, and disease outbreak investigations;
- Federal and state laws, regulations, and policies regarding public health and the reporting and control of disease; and biostatistics, computer data analysis and interpretation of results, and data management techniques
- Operational characteristics, services and activities of public health programs
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- The utilization of computer software applicable to the Division in addition to MS Office applications
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations

**Ability to:**

- Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility
- Select, supervise, train and evaluate staff
- Provide administrative and professional leadership and direction for the Division
- Identify and respond to community and Health Board issues, concerns and needs
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient communicable and chronic disease prevention programs
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise administrative and financial reports
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including District and other government officials, community groups, the general public, and media representatives

**TRAINING AND EXPERIENCE GUIDELINES**

**Training:**

- A doctorate degree (PhD or DrPH) in Public health from an accredited institution of learning in Epidemiology, Community Health Promotion, Biostatistics, Health Policy or similar area;
- Or a medical degree from an accredited school of medicine or osteopathy is required. A Master of Public Health is desirable and can be substituted for one year of experience.

**Experience:**

- A minimum of five years of experience with progressive management responsibilities in communicable disease, chronic disease, or related public health programs

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Southern Nevada Health District  
Director of Disease Surveillance & Control (continued)**

**License or Certificate:**

- If hiring at the M.D. level, Nevada licensure as a physician, or ability to obtain licensure within six months and Certification by an American Medical Specialty Board, with preference for the American Board of Preventive Medicine
- Possession of or ability to obtain an appropriate, valid, Nevada Driver's License is a condition of employment

**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.*

FLSA – Exempt  
Bargaining Unit Ineligible  
Schedule 38  
Approved by District Health Officer 02/25/2021  
Title Amendment Approved by District Health Officer 03/16/2021

Initials \_\_\_\_\_ Date \_\_\_\_\_



## Manager of Organizational Development and Administrative Pool

### **DEFINITION**

To perform a variety of professional and technical duties involved in preparing budgets and monitoring expenses within the Organizational Development Division; recommend procedural and policy changes based on data, operational, and/or research analysis; and monitor grant fiscal expenses, performance management, quality assurance, project management and special projects as assigned. Manage the District's administrative pool.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the HR & Organizational Development Director. Will direct the work of assigned staff on a project or day-to-day basis. Oversight and management of the following positions: Research and Learning Development Analyst, Project Manager and Organizational Research Analyst, and the Training Analyst.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The duties listed below are intended as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

- Serve in the capacity of a confidential Assistant for the HR & Organizational Development Director or independently plan and coordinate assigned projects and services; convey information regarding Health District functions, programs, policies, and procedures, and ensure the efficient operation of support functions
- Contribute to the development, improvement, standardization and adoption of project delivery methodology, framework, and milestones as assigned
- Responsible for the development and measurement of each division in the Health District through identification of measurable outcomes and by developing a system of measurement
- Analyze future workforce needs and represent management in position control and during labor negotiations as the SME for employee performance and measurement needs
- Interview personnel and conduct observations to determine methods, equipment and personnel that will be needed.
- Suggest organizational structures that are most cost effective for the Health District.
- Lead organizational change projects based on collection and analysis of data. Provide training to Health District staff concerning change management. Create change management plans and tracking methods.
- Create change management plans and monitor performance of each plan
- Create pre and post measures for change management projects and for training development programs
- Report findings to management and make recommendations for improvement
- Assist the Health District in ROI analysis of potential projects
- Responsible for developing KPIs for all divisions in the Health District. Monitor District KPIs and alert management if KPIs fall below desired levels. Perform analysis to determine why KPIs are not being met. Recommend changes to bring KPIs back to desired levels
- Responsible for the development of performance management tools for the entire Health District
- Responsible for the creation of a unified system of communication to alert all stakeholders of upcoming and current projects
- Responsible for the management function of creating and tracking all District policies. Represents Management on the Policy committee and JLMC. A designee may be assigned with overall responsibility of this function falling on the senior performance and management analyst.
- Responsible for ensuring all District policies are updated in a timely fashion and within all deadlines imposed by the District, County, State and Federal rules.
- Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies.
- Write and manage training and performance management policies. Prepare online classes, classroom classes, and manuals and job aids for employees.

Initials \_\_\_\_\_ Date \_\_\_\_\_

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Manager of Organizational Development and Administrative Pool (Continued)**

- Determine and assess the impacts of introducing new or revised policies to the District
- Assist in the preparation of operations and procedures manuals to assist management in operating more efficiently and effectively.
- Develop methods of data collection for analyzation. Analyze data gathered and develop solutions or alternative methods of proceeding.
- Collect and organize information about an organizational problem and assist in policy, training, or procedures needed to improve the organizational problem.
- Establish policy standards; monitor to ensure policy standards are applied consistently
- Evaluate the effectiveness of requested policies, propose enhancements or revisions as needed
- Confer with District staff and the public to interpret policies, procedures and regulations
- Provide ongoing support and project management services for organizational-wide studies
- Serve as the primary project manager for Organizational Development Department
- Responsible for identifying Organizational Development Grants
- Analyze future workforce needs and represent management in position control and during labor negotiations as the SME for employee performance and measurement needs.
- Attend and participate in a variety of professional group meetings and conferences; answer inquiries relating policy and project management; represent the Division at conferences related to Health District operations
- Establish relationships and act as a liaison with other training staff employed by District divisions, community partners and organizations
- Manage Organizational Development Statistics. Make recommendation for statistics that should be tracked. Set up a tracking system for said metrics. Participates in developing, implementing, and evaluating programs, plans, processes, systems and procedures to achieve Health District and Division goals, objectives, and performance measures consistent with Health District's quality and service expectations
- Analyze procedures and practices and recommend improvements through consolidation, teamwork or automation
- Conduct or participate in activities requiring access to confidential files including, but not limited to, Health District personnel files, investigations, and student/intern education files

### **General Functions**

- Contribute to the efficiency and effectiveness of the section's service to its customers by offering suggestions and directing or participating as an active member of an assigned project or work team
- Conduct Training Needs Analysis, Develop District-Wide Training
- Management of the District Succession plan
- Management of the District's Domain 8 for Accreditation.
- Management of the District's Workforce Development Plan.
- Training development for all District Departments. Management of the LMS.
- Management of the District's policy management software.
- Assist in the development and preparation of Organizational Development program budgets; collect budget recommendations and requests from staff; participate in budget meetings; analyze, interpret, and identify trends in monthly financial reports
- Collect, compile, and analyze information on specialized topics from a wide variety of sources related to Health District programs; write reports that present and interpret data, identify alternatives, and make and justify recommendations, including participating as an active member of the management negotiating team
- Organize and promote the programs
- Develop and manage a variety of special projects and reports
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion
- Perform related duties and responsibilities as required
- Participate in staff and Leadership meetings, as assigned, for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities
- Create programs that allow the District to make better hiring decisions.
- Maintain current records of learner development

Initials \_\_\_\_\_ Date \_\_\_\_\_



## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Manager of Organizational Development and Administrative Pool (Continued)**

- Conduct employee surveys and interpret the results to present to management
- Calculate retention, turnover and internal mobility rates
- Assess results from employee performance reviews. Recommend areas of measurement for employee performance reviews. Develop KPIs to measure employee performance.
- Work with supervisors and managers on identifying ways to measure employee performance and coach manager and supervisors on ways to increase employee performance.
- Analyze survey report to do a Deep Dive analysis on the root cause. Provide feedback to associate to improve team performance and reduce the learning curve
- Manage all Organizational Development program analytics.
- Assist in the development and implementation of computerized personnel systems; provide information to staff and may instruct others in system application and use
- Manage the District administrative process for store orders, purchase orders, P-cards, training records, travel requests and travel arrangement, supply ordering and management, and gathering information for public records requests
- Manage the administrative process for all district-wide committees. Provide scheduling, agenda services, note taking and minutes
- Provide administrative back up for critical administrative positions in the District.
- Receive, sort, and distribute incoming and outgoing mail.
- Perform training for new administrative staff on Word, Excel, PowerPoint, and all District software programs
- Develop standardized minute taking for the District.
- Create and manage visual dashboards for Directors
- Perform job analysis for all admin positions in the District. Create and maintain all turnover manuals for every admin position in the District
- Perform related duties and responsibilities as required

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of statistical data analysis
- Basic budgeting procedures including preparation, monitoring, and reporting
- Principles, Methods, and techniques of research and analysis
- Principles and techniques of budget preparation and fiscal analysis
- Principles and techniques of business management and organizational analysis
- Principles and practices of computer programming and software application systems
- Oral and written communications skills
- Principles and techniques of planning and directing long-range comprehensive training programs
- Adult learning theory including effective learning and teaching techniques
- Principles of group leadership and employee training, such as motivation, decision making and goal setting
- Principles of conducting surveys, training needs assessments and organizational assessments
- Curriculum development and training delivery methods
- Training resources and equipment
- Analytical and statistical methods
- Strong Excel and Microsoft office skills
- Survey development and measurement skills
- Principles and practices of sound business communication including correct English usage, spelling, grammar and punctuation
- Data Management
- Survey writing and interpretation
- Labor and employment laws related to training and development

Initials \_\_\_\_\_ Date \_\_\_\_\_

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Manager of Organizational Development and Administrative Pool (Continued)**

#### **Ability to:**

- Analyze situations accurately and adopt an effective course of action
- Work independently with minimum direction
- Maintain confidentiality and use a high degree of discretion
- Plan and organize work to meet schedules and timelines
- Perform detailed research and statistical data analysis
- Assist with the development and preparation of complex budgets
- Prepare clear and concise reports
- Operate a computer and its associated equipment
- Communicate clearly and concisely, both orally and in writing
- Think and act strategically, provide sound judgment, and establish and maintain effective working relationships with those contacted in the course of work
- Produce management reports

#### **TRAINING AND EXPERIENCE GUIDELINES**

##### **Training:**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in data analytics, industrial/organizational psychology, business analytics, information management, learning and development, or other related degrees with course work in measurement and analysis.
- Master's degree preferred.

##### **Experience:**

- Three years of recent project management.
- Three years of recent business analytics
- Experience with Lean/Six Sigma
- Experience with training development and training delivery
- Experience with workplace measurement
- Experience creating KPIs and Performance Management Systems
- One year of supervisory duties preferred.

##### **Licensing/Certification:**

- Possession of, or ability to obtain, a valid State of Nevada driver's license

##### **Conditions:**

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

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

FLSA Exempt

Bargaining Unit Ineligible

Schedule 29

Approved by District Health Officer on 02/23/2021

Initials \_\_\_\_\_ Date \_\_\_\_\_



**PAYROLL EARNINGS SUMMARY**

**February 6 to 19, 2021**

	<b>Pay Period</b>	<b>Calendar YTD</b>	<b>Fiscal YTD</b>	<b>Budget 2021</b>	<b>Actual to Budget</b>	<b>Incurred Pay Dates to Annual</b>
CLINICAL SERVICES	\$ 406,309.93	\$ 1,468,528.92	\$ 4,532,797.40	\$ 6,006,479.00	51%	
ENVIRONMENTAL HEALTH	\$ 450,274.53	\$ 1,827,870.79	\$ 7,867,351.46	\$ 12,295,366.00	49%	
COMMUNITY HEALTH	\$ 483,175.41	\$ 1,677,652.49	\$ 5,801,637.07	\$ 10,620,023.00	39%	
FQHC	\$ 144,923.11	\$ 592,860.50	\$ 2,808,280.49	\$ 6,918,393.00	32%	
ADMINISTRATION W/O ICS-COVID	\$ 361,250.16	\$ 1,475,097.37	\$ 6,104,656.87	\$ 10,970,081.00	42%	
ICS-COVID General Fund	\$ -	\$ -	\$ 787,960.35		7%	
ICS-COVID Grant Fund	\$ 73,439.21	\$ 651,507.33	\$ 3,841,983.68			
<b>TOTAL</b>	<b>\$ 1,919,372.35</b>	<b>\$ 7,693,517.40</b>	<b>\$ 31,744,667.32</b>	<b>\$ 46,810,342.00</b>	<b>68%</b>	<b>65%</b>
FTE	710					
Regular Pay	\$ 1,517,902.02	\$ 5,987,306.52	\$ 24,815,367.43			
Training	\$ 7,619.84	\$ 27,143.36	\$ 118,808.58			
Final Payouts	\$ -	\$ 56,924.90	\$ 425,909.85			
OT Pay	\$ 84,679.46	\$ 312,963.31	\$ 853,424.22			
Leave Pay	\$ 293,181.63	\$ 1,230,145.17	\$ 4,802,811.66			
Other Earnings	\$ 15,989.40	\$ 79,034.14	\$ 728,345.58			
<b>TOTAL</b>	<b>\$ 1,919,372.35</b>	<b>\$ 7,693,517.40</b>	<b>\$ 31,744,667.32</b>			

  
\_\_\_\_\_  
CHIEF HEALTH OFFICER

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

**February 6 to 19, 2021**

**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>
MUNFORD, ELIZABETH	IMMCD_21	6.00	\$276.75			
FISHER, BRANDYN	DWCVD_21	24.00	\$663.84			
GO, JOSE F	DWCVD_21	28.00	\$774.48			
HASSELBAUER, FORREST L	DWCVD_21	27.50	\$1,403.33			
JOHNSON, JEFFREY		18.00	\$676.35			
NESZMERY, MICHAEL		6.00	\$306.18			
OBIL, JONAH U	DWCVD_21	46.00	\$1,272.36			
RUIZ, GEORGE		4.50	\$169.09			
SOBERANIS, ELIU B	IMMCD_21	4.00	\$110.64			
STEVENS, MICHAEL P		18.00	\$676.35			
VEGA, LEONARDO		6.00	\$306.18			
VUKSANOVIC, DAN	DWCVD_21	22.00	\$726.99			
BOJORQUEZ, IBETH	IMMCD_21	5.00	\$261.75			
DUNN, STEPHANIE L		8.75	\$337.18			
GALAVIZ, MONICA		6.00	\$322.56			
JIMENEZ, ANGEL	FP_20	1.50	\$64.04			
SCHMIDT, ERIC A		10.00	\$306.45			
TAITANO, KYOMI		1.00	\$26.88			
ZIELINSKI, LYNDA S		6.00	\$375.84			
GROGAN, STEPHANIE	IMMCD_21	2.25	\$60.48			
HIDROSOLLO, DARYL	IMMCD_21	3.00	\$141.75			
<b>Total Administration</b>		<b>253.50</b>	<b>\$ 9,259.47</b>		<b>0.00</b>	<b>\$ -</b>

**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>
ACOSTA, KATHERINE D	DWCVD_21	8.00	\$257.88	JOHNSON, CHRISTINE	2.63	\$72.84
ASHRAF, BENJAMIN	EL2DS_20	2.00	\$89.82			
BARNNETT, SARIE N	DWCVD_21	13.00	\$441.09			
BROER, WILLIAM	EL2DS_20	8.00	\$271.44			
BURGESS, ANNA M	EL2DS_20	19.75	\$670.12			
BURGESS, GLENN J	EL2DS_20	8.00	\$271.44			
CARCAMO, MONICA A	IMMCD_21	11.25	\$381.71			
CICCONI, SYMARON	IMMCD_21	29.00	\$982.20			
CONSTANTIN, MELISSA	DWCVD_21	18.00	\$1,071.36			
CRUZ NANEZ, REBECCA	DWCVD_21	8.00	\$350.40			
CUASITO, BEVERLY V	EL2DS_20	16.00	\$542.88			
DAWSON, JEFFREY	IMMCD_21	12.25	\$415.64			
DE LOS SANTOS, SHERILYN M	HPPCOE20	49.00	\$1,579.52			
DHILLON, KARNJIT S	EL2DS_20	16.00	\$542.88			
DIETZ, JESSICA	IMMCD_21	19.50	\$661.64			
DONNELL, JESSICA M	DWCVD_21	12.00	\$596.88			
DOWDLE, TYLER C	IMMCD_21	29.25	\$991.35			
ESTRELLA, CORINA	IMMCD_21	11.25	\$371.76			
FISHER ARMSTRONG, GIMMEKO D	EL2DS_20	16.00	\$542.88			
GARAY, CECILIA G	IMMCD_21	14.00	\$475.02			
GIANG, KHANG B	IMMCD_21	15.50	\$512.20			
GRIFFIN, ROBERTO G	EL2DS_20	8.00	\$271.44			
HERZOG, VALERIE	IMMCD_21	11.75	\$398.68			
JOHNSON, MONIQUE	DWCVD_21	44.00	\$2,029.50			
KING, ANGELA D	ODTAP_21	0.25	\$8.48			
KING, MICAH N		1.50	\$82.69			
LEWIS STEEPLES, MARVELL V	IMMCD_21	0.25	\$8.26			
MASTERS, JORDAN	HPPCOE20	8.00	\$245.16			
MATTESON, KIMBERLY A	IMMCD_21	11.00	\$423.89			



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

**February 6 to 19, 2021**

<b>Overtime Hours and Amounts</b>				<b>Comp Time Hours Earned and Value</b>	
MCLELLAN, BETSY		0.00	\$0.00		
NAUSHAD, REHAN	IMMCD_21	14.00	\$475.02		
ORTEGA, TAIMI	DWCVD_21	10.00	\$313.80		
PATEL, AVI	EL2DS_20	16.00	\$542.88		
PETERSEN, DESIREE R	IMMCD_21	1.50	\$49.57		
QIU SHULTZ, ZUWEN	PHCVOE20	44.25	\$2,771.82		
RAMAN, DEVIN C	PHEPR21	10.75	\$708.53		
RUIZ, STEPHANIE	IMMCD_21	13.25	\$437.85		
SMITH DENT, MARNITA	EL2DS_20	24.00	\$1,051.20		
SMITH, SHARDA	EL2DS_20	30.50	\$1,015.84		
THORNTON, COURTNEY L	EL2DS_20	5.50	\$186.62		
VIOTE, ANGELES	IMMCD_21	17.00	\$572.83		
WILLIAMS, KENT B	IMMCD_21	8.75	\$296.89		
YANG, POJUNG D	EL2DS_20	16.00	\$542.88		
KINGSLEY, CHAD A	DWCVD_21	6.00	\$357.12		
BECKWITH, PATRICIA		37.50	\$2,471.63		
BULLOCH KHAYAT, MARY D	CRI_21	32.50	\$1,883.70		
MORAN, DEBORAH R	HPP_21	6.75	\$333.12		
PAGAN, WENDY	DWCVD_21	6.00	\$375.84		
<b>Total Community Health</b>		<b>720.75</b>	<b>\$ 29,875.35</b>	<b>2.63</b>	<b>\$ 72.84</b>

**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>
DOMINGUEZ, LILIANA	DWCVD_21	6.75	\$234.70	AGUILAR, BECKY S	1.50	\$51.03
ENZENAUER, LIZETTE	CVDVC_21	43.50	\$2,006.44	WOODS, ROSANNA	1.13	\$46.98
MCCLOSKEY, LYNDA C	CVDVC_21	1.75	\$116.47	ELLIS, REGENA M	1.50	\$62.64
SLATER, MARGO C	IMMCD_21	2.50	\$127.58	VILLANUEVA, MICHELLE	1.50	\$62.64
ARQUETTE, JOCELYN M	CVDVC_21	18.00	\$1,127.52			
AVALOS, MAYRA L	IMMCD_21	1.00	\$32.24			
VALDES AYALA, BEATRIZ	IMMCD_21	0.50	\$15.69			
VARA, KARINA E	IMMCD_21	9.00	\$268.52			
VILLALOBOS, YOLANDA	IMMCD_21	3.00	\$91.94			
ALVARADO ARRIAGA, ROSA	CVDVC_21	6.00	\$179.01			
BERNABE, XANDEE S	IMMCD_21	7.25	\$454.14			
BRANTNER, LONITA A	IMMCD_21	1.25	\$52.03			
CARPENTER, LESLIE M	IMMCD_21	6.25	\$303.19			
CASTILLO, JOCELYN	IMMCD_21	21.00	\$1,457.51			
CENABRE, MARIA T	IMMCD_21	2.50	\$104.06			
CHONGTAI, LORIZA R		1.25	\$86.76			
COHEN, AIREEN TIU	CVDVC_21	2.75	\$129.94			
CONTRERAS ARAIZA, ALONDRA	CVDVC_21	37.50	\$1,963.13			
GONZALES, TRINIDAD O	CVDVC_21	24.25	\$1,519.02			
GONZALES, VIRTUDES	CVDVC_21	2.25	\$140.94			
GOODSPEED, ANITA	IMMCD_21	19.00	\$832.20			
HILARIO, CHRISTIAN J	IMMCD_21	5.00	\$208.13			
HODGE, VICTORIA	IMMCD_21	31.00	\$1,258.76			
HOMER, ANNMARIE	IMMCD_21	3.00	\$153.09			
LOCKLEAR, DENEEN	CVDVC_21	4.00	\$166.50			
LUGO, SARAH M	IMMCD_21	51.00	\$3,361.41			
MACIEL PEREZ, MARISOL	CVDVC_21	35.50	\$1,477.69			
MARIANO, CHRIS ELAINE L	CVDVC_21	67.75	\$4,243.86			
MCTIER, CHIKA	CVDVC_21	14.75	\$792.96			
MILLS, ANGELA X	IMMCD_21	17.25	\$528.63			
NGUYEN, NORRIS M	IMMCD_21	13.50	\$671.49			
O'TOOLE, DENISE	IMMCD_21	0.75	\$22.98			
PANALIGAN, TEODORITA		0.25	\$15.66			
PEREZ BAUTISTA, DANIELA		0.75	\$22.98			
PURUGGANAN, GRACE	CVDVC_21	14.50	\$739.94			
QUIBA, CAREN B	CVDVC_21	4.00	\$204.12			

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

**February 6 to 19, 2021**

<b>Overtime Hours and Amounts</b>			<b>Comp Time Hours Earned and Value</b>
RANDLE, REBECCA A	CVDVC_21	16.50	\$842.00
REVILLA, MILA	CVDVC_21	6.00	\$375.84
ROMERO, JENNIFER	CVDVC_21	8.25	\$265.94
ROSSI BOUDREAU THIB, LESTER A	CVDVC_21	9.50	\$395.44
RUBIO, DALIAH C	IMMCD_21	28.50	\$1,532.16
SALOMON, VICKI L	IMMCD_21	5.00	\$203.03
SPRANCE GROGAN, CAROLYN S	IMMCD_21	10.25	\$523.06
STRAWN, KAREN	CVDVC_21	3.00	\$80.64
VALDIVIESO ESTRADA, ISABEL	IMMCD_21	0.50	\$25.52
VELAZQUEZ, NELSON	IMMCD_21	1.25	\$37.29
ANTONIO, JOYCELYNNE M	IMMCD_21	4.00	\$226.32
CUSHMAN, TAMMIE J	IMMCD_21	1.00	\$65.91
FALKNER, LISA M	CVDVC_21	11.75	\$368.72
FOLKES, ADELINA	IMMCD_21	9.50	\$395.44
FOX, JAYDE M	IMMCD_21	22.25	\$1,164.79
GONZALES, ROXANNE C	IMMCD_21	7.25	\$399.66
GOSS, DEYANIRA	IMMCD_21	2.75	\$181.25
JOHNSON, JESSICA L	IMMCD_21	27.75	\$1,608.39
JOHNSON, MARIA T	IMMCD_21	23.75	\$1,648.37
OLIVEROS, JOI C	IMMCD_21	24.00	\$1,193.76
PEREZ, GUADALUPE	IMMCD_21	23.50	\$683.85
PERLSTEIN, JILL	IMMCD_21	3.00	\$197.73
ROBLEDO, JAZZMIN K	IMMCD_21	14.50	\$421.95
SCHUDER, DAWN D	CVDVC_21	17.50	\$1,123.76
DEL ROSARIO, EDNA	DWCVD_21	12.00	\$417.24
DREW, REBECCA M	IMMCD_21	8.00	\$238.68
MERCADO, YAREM E	IMMCD_21	7.50	\$229.84
PEREZ, JOSE A		1.50	\$48.35
PICKERING, SHANNON L	RWAAMB20	1.75	\$96.47
CERVAS, MARIE V	IMMCD_21	1.50	\$82.69
CLAIBORNE, CAROL		1.00	\$32.24
CRUZ, STACY		0.25	\$7.85
D'COSTA, TERESA K		0.25	\$12.13
HADDRILL, SCOTT W		0.25	\$13.78
SANTOS, CYNTHIA I	CVDVC_21	4.00	\$166.50
AGUILAR GONZALEZ, MARIA M	DWCVD_21	8.00	\$215.04
AYALNEH, TIGIST G	DWCVD_21	8.00	\$215.04
CORTES SERNAS, FIDEL	DWCVD_21	8.00	\$215.04
GOMEZ, ESTEBAN	DWCVD_21	8.00	\$215.04
MORENO, LAURA J		0.50	\$14.92
OREA-VALENCIA, MIRELLY	IMMCD_21	7.00	\$231.32
ORTEGA MARTINEZ, ITZEL	RWAEIS20	1.00	\$29.84
FAJARDO, CLAUDETTE	RWAAMB20	3.00	\$96.71
FRITZMAN, SHERI	RWBR2_20	0.50	\$31.32
QUIROZ, PATRICIA	RWAADM20	6.00	\$193.41
Total Clinical Services		<b>849.50</b>	<b>\$ 41,875.50</b>
			<b>5.63 \$ 223.29</b>



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

**February 6 to 19, 2021**

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	FDILL_21	2.00	\$113.16	SOUTHAM, JACLYN	3.38	\$89.00
CUMMINS, VERONICA J		2.50	\$104.06	WHITING, WILLANDRA C	2.25	\$74.61
PIAR, DIANE M		0.75	\$38.27	WILSON, JARED C	2.25	\$59.33
SHARIF, RABEA	FDILL_21	2.00	\$99.48	SULLIVAN, KELSI	0.75	\$21.90
SOUTHAM, JACLYN	FDILL_21	0.00	\$0.00			
WUBE, SABA	FDILL_21	2.50	\$109.50			
ADAMS, CHRISTOPHER M	IMMCD_21	1.00	\$43.80			
DONNELL, BOBBY J	IMMCD_21	17.50	\$710.59			
MUTH, JAMES W		6.00	\$330.75			
PENKSA, BRIAN R	IMMCD_21	26.00	\$1,433.25			
EDWARDS, TARA A	FDILL_21	0.75	\$42.44			
HALL, NANCY	DWCVD_21	6.00	\$395.46			
DIAZ, NATHAN J		2.25	\$124.03			
GARCIA, JASON M		2.50	\$124.35			
Total Environmental Health		<u>71.75</u>	<u>\$ 3,669.14</u>		<u>8.63</u>	<u>\$ 244.84</u>
<b>Combined Total</b>		<u><b>1895.50</b></u>	<u><b>\$ 84,679.46</b></u>		<u><b>16.88</b></u>	<u><b>\$ 540.98</b></u>

**PAYROLL EARNINGS SUMMARY**  
**February 20 to March 05, 2021**

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2021	Actual to Budget	Incurred Pay Dates to Annual
CLINICAL SERVICES	\$ 436,637.54	\$ 1,906,458.70	\$ 4,970,727.18	\$ 6,006,479.00	83%	
ENVIRONMENTAL HEALTH	\$ 452,510.09	\$ 2,281,735.68	\$ 8,321,216.35	\$ 12,295,366.00	68%	
COMMUNITY HEALTH	\$ 495,898.99	\$ 2,179,503.06	\$ 6,303,487.64	\$ 10,620,023.00	59%	
FQHC	\$ 144,216.32	\$ 737,076.82	\$ 2,952,496.81	\$ 6,918,393.00	43%	
ADMINISTRATION W/O ICS-COVID	\$ 358,647.02	\$ 1,917,761.63	\$ 6,547,321.13	\$ 10,970,081.00	60%	
ICS-COVID General Fund	\$ -	\$ -	\$ 787,960.35		7%	
ICS-COVID Grant Fund	\$ 65,086.71	\$ 719,622.87	\$ 3,910,099.22			
<b>TOTAL</b>	<b>\$ 1,952,996.67</b>	<b>\$ 9,742,158.76</b>	<b>\$ 33,793,308.68</b>	<b>\$ 46,810,342.00</b>	<b>72%</b>	<b>69%</b>
FTE	711					
Regular Pay	\$ 1,700,133.38	\$ 7,698,459.68	\$ 26,526,520.59			
Training	\$ 10,858.78	\$ 38,002.14	\$ 129,667.36			
Final Payouts	\$ 6,513.02	\$ 147,711.85	\$ 516,696.80			
OT Pay	\$ 84,335.48	\$ 397,298.79	\$ 937,759.70			
Leave Pay	\$ 122,435.38	\$ 1,352,806.53	\$ 4,925,473.02			
Other Earnings	\$ 28,720.63	\$ 107,879.77	\$ 757,191.21			
<b>TOTAL</b>	<b>\$ 1,952,996.67</b>	<b>\$ 9,742,158.76</b>	<b>\$ 33,793,308.68</b>			



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DISTRICT HEALTH OFFICER



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

**February 20 to March 05, 2021**

**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>
MUNFORD, ELIZABETH	IMMCD_21	11.00	\$507.38	HENRI, CORINNE J	5.25	\$188.16
FISHER, BRANDYN	DWCVD_21	26.00	\$719.16			
GO, JOSE F	DWCVD_21	20.00	\$553.20			
HASSELBAUER, FORREST L	DWCVD_21	28.50	\$1,454.36			
JOHNSON, JEFFREY		16.00	\$601.20			
MARTINEZ, YOLANDA		8.00	\$221.28			
OBIL, JONAH U	DWCVD_21	11.50	\$318.09			
RUIZ, GEORGE		5.25	\$197.27			
SOBERANIS, ELIU B	DWCVD_21	12.00	\$331.92			
STEVENS, MICHAEL P		16.00	\$601.20			
VUKSANOVIC, DAN	DWCVD_21	57.00	\$1,883.57			
DUNN, STEPHANIE L		2.00	\$77.07			
GALAVIZ, MONICA		14.50	\$779.52			
JIMENEZ, ANGEL	FP_20	3.00	\$128.07			
OAKLEY, FRANCINE R		11.50	\$530.44			
SCHMIDT, ERIC A		4.00	\$122.58			
SEATON, NICOLE M		7.00	\$416.64			
TAITANO, KYOMI		2.00	\$53.76			
ZIELINSKI, LYNDA S		10.00	\$626.40			
ALLEN, DELILA	IMMCD_21	8.00	\$369.00			
ENSIGN, ROSEMARY A	IMMCD_21	9.50	\$375.77			
GROGAN, STEPHANIE	IMMCD_21	5.00	\$134.40			
SHORE, AMANDA M	DWCVD_21	9.50	\$283.43			
HIDROSOLLO, DARYL	IMMCD_21	5.00	\$236.25			
UDOMWATTAWEE, SASIT	DWCVD_21	10.00	\$449.10			
YUMUL, JOSEPH Y	IMMCD_21	5.00	\$282.90			
POWELL, BYRON K	PHEPLB21	1.00	\$31.38			
VIOTE, JORGE		1.50	\$89.28			
Total Administration		319.75	\$ 12,374.62		5.25	\$ 188.16

**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>
BARNNETT, SARIE N	DWCVD_21	5.00	\$169.65	RAMAN, DEVIN C	1.50	\$65.91
CICCONI, SYMARON	IMMCD_21	12.00	\$407.16	BARRY, NANCY	0.38	\$10.41
CONSTANTIN, MELISSA	DWCVD_21	20.00	\$1,190.40			
CRUZ NANEZ, REBECCA	DWCVD_21	16.00	\$700.80			
CUASITO, BEVERLY V	EL2DS_20	8.00	\$271.44			
CUSTODIO, CHERIE	IMMCD_21	4.50	\$152.69			
DAWSON, JEFFREY	IMMCD_21	4.50	\$152.69			
DE LOS SANTOS, SHERILYN M	DWCVD_21	23.00	\$741.41			
DHILLON, KARNJIT S	EL2DS_20	23.25	\$788.87			
DIETZ, JESSICA	IMMCD_21	10.50	\$356.27			
DONNELL, JESSICA M	DWCVD_21	5.00	\$248.70			
DOWDLE, TYLER C	IMMCD_21	21.25	\$721.01			
ESTRELLA, CORINA	IMMCD_21	5.00	\$165.67			
FISHER ARMSTRONG, GIMMEKO D	EL2DS_20	32.00	\$1,085.76			
GARAY, CECILIA G	IMMCD_21	8.00	\$271.44			
GIANG, KHANG B	IMMCD_21	6.50	\$214.79			
JOHNSON, MONIQUE	DWCVD_21	36.00	\$1,660.50			
KENNEDY, BRIANNA	EL2DS_20	6.00	\$203.58			
MARCOS, MARIEL R	EL2DS_20	16.00	\$542.88			
MASTERS, JORDAN	DWCVD_21	16.00	\$490.32			
MATTESON, KIMBERLY A	IMMCD_21	0.50	\$19.27			
NAUSHAD, REHAN	IMMCD_21	2.50	\$84.83			
ORTEGA, TAIMI	DWCVD_21	5.00	\$156.90			

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

**February 20 to March 05, 2021**

<b>Overtime Hours and Amounts</b>				<b>Comp Time Hours Earned and Value</b>	
PATEL, AVI	EL2DS_20	8.50	\$288.41		
PEREZ, MELANIE J	PHCVOE20	0.25	\$10.95		
QIU SHULTZ, ZUWEN	PHCVOE20	50.00	\$3,132.00		
RAMAN, DEVIN C	PHEPR21	6.25	\$411.94		
ROSSI BOUDREAU THIB, DUSTIN M	CVDVC_21	8.00	\$430.08		
RUIZ, STEPHANIE	IMMCD_21	11.00	\$363.50		
SMITH DENT, MARNITA	IMMCD_21	9.50	\$416.10		
SMITH, SHARDA	IMMCD_21	11.50	\$390.20		
VIOTE, ANGELES	IMMCD_21	1.00	\$33.93		
WEDDLE, DANIEL M		4.00	\$170.76		
WILLIAMS, KENT B	EL2DS_20	14.00	\$475.02		
YANG, POJUNG D	EL2DS_20	8.00	\$271.44		
KINGSLEY, CHAD A	DWCVD_21	5.00	\$297.60		
BECKWITH, PATRICIA		42.00	\$2,768.22		
BULLOCH KHAYAT, MARY D	CRI_21	27.00	\$1,564.92		
MORAN, DEBORAH R	HPP_21	8.00	\$408.24		
PAGAN, WENDY	DWCVD_21	6.50	\$407.16		
Total Community Health		<b>507.00</b>	<b>\$ 22,637.50</b>	<b>1.88</b>	<b>\$ 76.32</b>

**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>
BARTH, ANN	CVDVC_21	1.25	\$83.19	AGUILAR, BECKY S	1.13	\$38.27
DOMINGUEZ, LILIANA	DWCVD_21	20.00	\$695.40	CALDERON, ARACELY	2.25	\$57.80
ENZENAUER, LIZETTE	CVDVC_21	55.25	\$2,548.41	GOODSPEED, ANITA	1.13	\$32.85
FINER, KELLIE		1.00	\$66.56	SPRANCE GROGAN, CAROLYN S	1.13	\$38.27
OLIVER, LORRAINE	CVDVC_21	1.75	\$116.47	DINDA, KARIN	0.75	\$32.96
SLATER, MARGO C	IMMCD_21	15.00	\$765.45	ELLIS, REGENA M	1.50	\$62.64
ARQUETTE, JOCELYN M	IMMCD_21	25.25	\$1,581.66	VILLANUEVA, MICHELLE	3.00	\$125.28
MARTINEZ, AZALIA	IMMCD_21	4.00	\$119.34			
VALDES AYALA, BEATRIZ	IMMCD_21	4.00	\$125.52			
VARA, KARINA E	IMMCD_21	9.00	\$268.52			
VILLALOBOS, YOLANDA	IMMCD_21	30.25	\$943.71			
ALVARADO ARRIAGA, ROSA	CVDVC_21	16.00	\$477.36			
BERNABE, XANDEE S	IMMCD_21	11.25	\$704.70			
BRANTNER, LONITA A	IMMCD_21	9.25	\$385.03			
CARPENTER, LESLIE M	IMMCD_21	9.25	\$448.72			
CASTILLO, JOCELYN	IMMCD_21	18.50	\$1,283.99			
CENABRE, MARIA T	IMMCD_21	20.00	\$832.50			
CHONGTAI, LORIZA R		4.50	\$312.32			
CONTRERAS ARAIZA, ALONDRA	CVDVC_21	25.00	\$1,308.75			
GONZALES, TRINIDAD O	CVDVC_21	19.25	\$1,205.82			
GONZALES, VIRTUDES	CVDVC_21	2.50	\$156.60			
GOODSPEED, ANITA	IMMCD_21	9.50	\$416.10			
HILARIO, CHRISTIAN J	IMMCD_21	11.00	\$457.88			
HODGE, VICTORIA	IMMCD_21	26.25	\$1,065.88			
HOMER, ANNMARIE	IMMCD_21	9.25	\$472.03			
LOCKLEAR, DENEEN	CVDVC_21	16.75	\$697.22			
LUGO, SARAH M	IMMCD_21	36.50	\$2,405.72			
MACIEL PEREZ, MARISOL	CVDVC_21	39.00	\$1,623.38			
MARIANO, CHRIS ELAINE L	IMMCD_21	70.75	\$4,431.78			
MCTIER, CHIKA	CVDVC_21	3.50	\$198.03			
MILLS, ANGELA X	IMMCD_21	16.00	\$490.32			
NGUYEN, NORRIS M	IMMCD_21	7.00	\$348.18			
OTOOLE, DENISE	IMMCD_21	7.25	\$222.18			
PANALIGAN, TEODORITA		1.00	\$62.64			
PEREZ BAUTISTA, DANIELA	CVDVC_21	0.75	\$22.98			
POWELL, TASHEKA C	CVDVC_21	17.50	\$916.13			
PURUGGANAN, GRACE	CVDVC_21	6.75	\$344.45			
QUIBA, CAREN B	CVDVC_21	0.50	\$25.52			
RANDLE, REBECCA A	IMMCD_21	12.50	\$637.88			



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

**February 20 to March 05, 2021**

	<b>Overtime Hours and Amounts</b>			<b>Comp Time Hours Earned and Value</b>	
REVILLA, MILA	CVDVC_21	2.75		\$172.26	
ROMERO, JENNIFER	CVDVC_21	18.25		\$588.29	
ROSSI BOUDREAUX THIB, LESTER A	CVDVC_21	7.00		\$291.38	
RUBIO, DALIAH C	CVDVC_21	14.50		\$779.52	
RUIZ, ADINA	IMMCD_21	5.25		\$218.53	
SALOMON, VICKI L	IMMCD_21	14.00		\$568.47	
SPRANCE GROGAN, CAROLYN S	IMMCD_21	0.50		\$25.52	
STRAWN, KAREN	CVDVC_21	11.00		\$295.68	
VALDIVIESO ESTRADA, ISABEL		0.50		\$25.52	
VELAZQUEZ, NELSON	IMMCD_21	0.50		\$14.92	
ANTONIO, JOYCELYNNE M	IMMCD_21	24.75	\$1,400.36		
BRAVO ROSAS, JAZMIN O	IMMCD_21	0.25	\$7.28		
FALKNER, LISA M	CVDVC_21	2.50	\$78.45		
FOLKES, ADELINA	IMMCD_21	9.00	\$374.63		
FOX, JAYDE M	IMMCD_21	19.25	\$1,007.74		
GONZALES, ROXANNE C	IMMCD_21	23.50	\$1,295.44		
GOSS, DEYANIRA	IMMCD_21	14.50	\$955.70		
JOHNSON, JESSICA L	IMMCD_21	30.50	\$1,767.78		
JOHNSON, MARIA T	IMMCD_21	17.50	\$1,214.59		
OLIVEROS, JOI C	IMMCD_21	30.75	\$1,529.51		
PEREZ, GUADALUPE	IMMCD_21	22.00	\$640.20		
PERLSTEIN, JILL	IMMCD_21	13.50	\$889.79		
ROBLEDO, JAZZMIN K	IMMCD_21	8.50	\$247.35		
SCHUDER, DAWN D	CVDVC_21	11.00	\$706.37		
DEL ROSARIO, EDNA	DWCVD_21	14.00	\$486.78		
DREW, REBECCA M	IMMCD_21	10.50	\$313.27		
MERCADO, YAREM E	IMMCD_21	10.75	\$329.43		
PEREZ, JOSE A		0.25	\$8.06		
SANTOS, CYNTHIA I	CVDVC_21	7.50	\$312.19		
ESTRADA, PABLO	IMMCD_21	8.50	\$327.55		
MEDINA, VALERIA	IMMCD_21	4.00	\$119.34		
OREA-VALENCIA, MIRELLY	DWCVD_21	8.00	\$264.36		
RODRIGUEZ, SANDY	IMMCD_21	4.00	\$107.52		
LANGDOK, LAURIE C	IMMCD_21	7.75	\$306.55		
Total Clinical Services		<u>971.00</u>	<u>\$ 46,938.65</u>	<u>10.88</u>	<u>\$ 388.07</u>

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

**February 20 to March 05, 2021**

**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>
BILLINGS, JACOB T		2.00	\$115.92	DASPIT, THERESA J	0.75	\$29.76
KAPLAN, KRISTOPHER		1.75	\$74.71	HINSEN, JUSTIN B	1.88	\$54.75
SHARIF, RABEA		1.75	\$87.05	SANDERS, JENNIFER C	2.63	\$69.22
SHEFFER, THANH V		3.50	\$178.61	WILLS, JERRY A	2.63	\$69.22
SULLIVAN, KELSI	DWCVD_21	4.50	\$197.10			
BARAJAS, ALEXIS	DWCVD_21	2.00	\$113.16			
ADAMS, CHRISTOPHER M	IMMCD_21	5.75	\$251.85			
DONNELL, BOBBY J	IMMCD_21	16.00	\$649.68			
PENKSA, BRIAN R	IMMCD_21	13.00	\$716.63			
Total Environmental Health		<u>50.25</u>	<u>\$ 2,384.71</u>		<u>7.88</u>	<u>\$ 222.95</u>
<b>Combined Total</b>		<b><u>1848.00</u></b>	<b><u>\$ 84,335.48</u></b>		<b><u>25.88</u></b>	<b><u>\$ 875.50</u></b>



**SNHD CLASSIFICATION SCHEDULE  
07/01/2020 - 06/30/2021**

**EFFECTIVE DATE: 07/01/2020**

LAST SALARY UPDATE: 07/01/2019

LAST UPDATE: 03/16/2021

**SCHEDULE 12 - Bargaining Unit Eligible, Non-Exempt**

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
Administrative Assistant I	Passport Acceptance Agent	ANNUAL	\$37,273.60	\$38,355.20	\$39,249.60	\$40,352.00	\$41,371.20	\$42,494.40	\$43,513.60
Dental Assistant	Security Aide	BIWEEKLY	\$1,433.60	\$1,475.20	\$1,509.60	\$1,552.00	\$1,591.20	\$1,634.40	\$1,673.60
Health Records Assistant	Vital Records Assistant	HOURLY	\$17.92	\$18.44	\$18.87	\$19.40	\$19.89	\$20.43	\$20.92
Janitor									
Law Clerk									
Mobile Unit Operator		STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	
		ANNUAL	\$44,699.20	\$45,822.40	\$47,049.60	\$48,214.40	\$49,524.80	\$50,752.00	\$52,104.00
		BIWEEKLY	\$1,719.20	\$1,762.40	\$1,809.60	\$1,854.40	\$1,904.80	\$1,952.00	\$2,004.00
		HOURLY	\$21.49	\$22.03	\$22.62	\$23.18	\$23.81	\$24.40	\$25.05

**SCHEDULE 13 - Bargaining Unit Eligible, Non-Exempt (FROZEN as Indicated)**

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
Administrative Clerk II (F)		ANNUAL	\$39,249.60	\$40,352.00	\$41,371.20	\$42,494.40	\$43,513.60	\$44,699.20	\$45,822.40
Community Health Worker I		BIWEEKLY	\$1,509.60	\$1,552.00	\$1,591.20	\$1,634.40	\$1,673.60	\$1,719.20	\$1,762.40
Health Records Clerk (F)		HOURLY	\$18.87	\$19.40	\$19.89	\$20.43	\$20.92	\$21.49	\$22.03
		STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	
		ANNUAL	\$47,049.60	\$48,214.40	\$49,524.80	\$50,752.00	\$52,104.00	\$53,435.20	\$54,849.60
		BIWEEKLY	\$1,809.60	\$1,854.40	\$1,904.80	\$1,952.00	\$2,004.00	\$2,055.20	\$2,109.60
		HOURLY	\$22.62	\$23.18	\$23.81	\$24.40	\$25.05	\$25.69	\$26.37

**SCHEDULE 14 - Bargaining Unit Eligible, Non-Exempt**

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
Accounting Technician I	Vital Records Assistant II	ANNUAL	\$41,371.20	\$42,494.40	\$43,513.60	\$44,699.20	\$45,822.40	\$47,049.60	\$48,214.40
Administrative Assistant II		BIWEEKLY	\$1,591.20	\$1,634.40	\$1,673.60	\$1,719.20	\$1,762.40	\$1,809.60	\$1,854.40
Courier		HOURLY	\$19.89	\$20.43	\$20.92	\$21.49	\$22.03	\$22.62	\$23.18
Community Health Worker II									
Disease Data Collection Specialist/Interviewer									
Health Records Lead Assistant		STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	
		ANNUAL	\$49,524.80	\$50,752.00	\$52,104.00	\$53,435.20	\$54,849.60	\$56,305.60	\$57,720.00
Maintenance Worker		BIWEEKLY	\$1,904.80	\$1,952.00	\$2,004.00	\$2,055.20	\$2,109.60	\$2,165.60	\$2,220.00
Medical Assistant		HOURLY	\$23.81	\$24.40	\$25.05	\$25.69	\$26.37	\$27.07	\$27.75