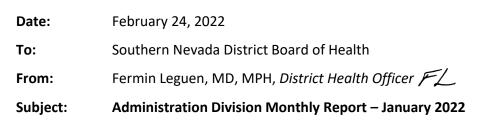
# MEMORANDUM





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# **Executive Summary**

In summary, all the departments continue to see an increase in activity and outreach. The Office of Communications issued 11 News Releases and responded to several media requests for interviews/statements from staff, mainly on the COVID-19 Omicron variant, testing demand and site expansion. Construction for the new clinic at the Fremont Street location has commenced and is anticipated to be on schedule. The Finance Department noted that 1 grant expired, and 3 grants were awarded. As of January 27, 2022, the Health District had 743 active employees, with a total number of vacancies of 25.3 FTEs and a total number of positions in recruitment of 30.5 FTEs. The Human Resources Department extended 4 job offers and successfully completed 10 new hires. On January 4, 2022, the Health District submitted the required documents for the Action Plan for Accreditation through the Public Health Accreditation Board (PHAB) for accreditation.

# Office of Communications

## News Releases Disseminated:

- January 31, 2022: Drive-thru COVID-19 Testing site at Fiesta Henderson to close February 2; Texas Station Site to Operate until February 20
- January 28, 2022: Southern Nevada Health District COVID-19 Update
- January 26, 2022: Southern Nevada Health District expands Paxlovid availability
- January 21, 2022: Southern Nevada Health District COVID-19 Update
- January 14, 2022: Southern Nevada Health District COVID-19 Update
- January 13, 2022: In 2022, I want to...
- January 9, 2022: New Drive-Thru COVID-19 testing sites to open at Texas Station, Fiesta Henderson
- January 8, 2022: Southern Nevada Health District COVID-19 Update
- January 7, 2022: Southern Nevada Health District COVID-19 Update
- January 5, 2022: Southern Nevada Health District recommends getting tested at community sites no emergency departments
- January 4, 2022: Southern Nevada Health District expands COVID-19 testing hours

## Press:

During January, the Office of Communications responded to media requests and Health District staff participated in interviews. Topics included:

- COVID-19:
  - Daily metrics, updates, and case counts
  - Availability of Paxlovid antiviral treatment and eligibility expansion
  - Omicron surge and declines
  - o Omicron subvariant identified
  - Testing demand and site expansions
  - Vaccine updates
  - Booster doses available
  - N95 mask availability
  - COVID straining hospital staffs
  - o Effectiveness of the five-day Clark County School District pause
  - At-home test kit availability and accuracy
  - Highest single day case count reported
  - Wastewater surveillance/Omicron surge
- Culinary Union rally
- First responder wellness program
- Influenza
- Fentanyl test strips and overdoses

More than 350 news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in January. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at

https://www.southernnevadahealthdistrict.org/download/oc/202201-oc-media-report.pdf

## Media, Collateral and Community Outreach Services:

	Jan 2021	Jan 2022		YTD	YTD	
	Jall 2021	Jan 2022		FY21	FY22	
Media - Print Articles	80	115	★	546	643	1
Media - Broadcast stories	124	248	<	748	1,730	1
Collateral - Advertising/Marketing Products	41	58	1	351	406	1
Community Outreach - Total Volunteers <sup>1</sup>	0	5	≯			
Community Outreach - Volunteer Hours	0	480	<b>↑</b>	0	3,535	1

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

#### **Monthly Website Page Views** 6,000,000 5,000,000 4,000,000 3,000,000 2,000,000 1,000,000 0 Get OEDS Registrati Healthy Viva THNKNev SNHD COVID SNHDPod Results Needle Clark Saludable ada on Exchange County January 2021 2,600,829 4,913,060 3,379,805 429,342 87,905 23,082 129,701 7,528 51,387 January 2022 2,600,596 3,731,828 2,389,861 625,774 56,834 28,374 137,689 2,591 1,856

#### Monthly Website Page Views:

## Please see Appendix A for the following:

- Products Completed
- Advertising Placed
- Social Media Summary
- Website Updates/Postings
- Translation Services
- Community Outreach
- Community/Partner Meetings and Events of Note
- Social Media Services

# **Contracts Administration**

Period of Performance	Requests Received	Expectations of Expedited Completion	% of Expedited Requests Received	Requests Processed
January 1 – 31, 2022	21	5	24%	19

# Facilities

Monthly Work Orders	Jan 2021	Jan 2022		YTD FY21	YTD FY22	
Maintenance Responses	167	152	$\checkmark$	1084	1011	$\mathbf{+}$
Electrical Work Orders	16	9	$\mathbf{+}$	64	63	$\mathbf{+}$
HVAC Work Orders	24	2	$\mathbf{+}$	93	43	$\mathbf{+}$
Plumbing Work Orders	6	5	$\mathbf{+}$	55	50	$\mathbf{+}$
Preventive Maintenance	23	24	1	120	148	$\mathbf{\uparrow}$
Security Responses	977	1247	1	6589	7909	$\mathbf{\uparrow}$

# Finance

Total Monthly Work Orders by Department	Jan 2021	Jan 2022		YTD FY21	YTD FY22	
Grants Pending – Pre Award*	2	2	=	33	52	$\uparrow$
Grants in Progress – Post Award**	7	11	<b>^</b>	96	136	$\mathbf{\uparrow}$
Purchase Orders Issued	391	372	$\checkmark$	2189	2644	

\* Grant application was created and submitted to agency \*\* Grant application was approved – is being routed for signature

Grants Expired – January 2022										
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments				
Health Center Program (hcnap_21)	P-HRSA	1/31/2022	\$1,455,079	end of budget period	8.76	fiscal year 2022 non-competing grant renewed				

Grants Awarded	Grants Awarded – January 2022											
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE					
HIV	P-CDC	1/3/2022	1/1/2022	12/31/2022	\$152,276	fiscal year	1.45					
Surveillance						2022 HIV						
Program						surveillance						
(hivsrv22)						renewal						
Tobacco	P-CDC	1/11/2022	4/29/2021	4/28/2022	\$100,000	additional	0.00					
Control						funds						
Program,												
amendment												
#1 (tob_21)												

Grants Awarded – January 2022											
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE				
Rapid stART	P-HRSA	1/3/2022	7/1/2021	2/28/2022	\$120,300	new effort;	1.97				
program						fiscal year					
(eherpd22)						2022 funding					

## Human Resources

## Employment/Recruitment:

- New Job Titles/Classification Specifications: Janitorial Supervisor, Security Supervisor
- 743 active employees as of January 27, 2022
- 10 New Hires, including 1 rehire and 0 reinstatements
- 14 Terminations, including 1 retirement
- 7 Promotions, including 0 Flex-reclass
- 2 Transfers
- O Demotions
- 26 Annual Increases
- 0 interviews
- 4 job offers extended
- 23 recruitments posted Updating NEOGOV system
- Turnover rates Updating NEOGOV system
  - Administration: 1.47%
  - Community Health: 2.70%
  - Disease Surveillance & Control: 2.21%
  - Environmental Health: 0.00%
  - Primary & Preventive Care: 4.15%
- 29 Evaluations received and recorded in One Solution
- Total number of vacancies: 25.3 FTEs
- Total number of positions in recruitment: 30.5 FTEs

**Temporary Employees** 

- 134 Temporary Staff
  - 5 new Agency Temporary Staff Members
  - 6 Agency Temporary Staff Member assignments terminated/resigned
- 109 temporary staff from MedaSource supporting the LVCC Vaccination Clinics
- 7 temporary staff from Maxim with 3 pending positions open
- 14 temporary staff from Robert Half with 1 pending position open
- 4 temporary staff from Manpower with 0 positions open

Tuition Reimbursements: 1

## **Benefits**

- 188 processed Open Enrollment changes effective 01/01/2022
- 13 new hires started benefits
- 10 changes in benefits
  - 0 changes effective immediately
- 11 terminations from benefits
- Bereavement Meetings: 0
- Short term disability claims: 0
- 3 Flexible Spending Arrangements effective 1/1/2022
- Meetings presented/facilitated for employees: 6

- Benefit Orientation: 6 attendees
- COBRA Administration: 11
- COBRA QE Notices: 0

## FMLA

- FMLA LEAVE REQUESTS
  - New: 5
  - RTW: 4
- Intermittent: 4 employees
- Block of FMLA leave: 1 employee
- o Recertifications: 0 employees
- Denials: 0 employees

## Retirements

- Withdrawals, rollovers, and purchase of service credit: 1
- Loans: 1
- Changes: 23
- New accounts: 6

## **Employee/Labor Relations**

- 0 Verbal Warning, 0 Written Warning, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 1 Probationary Releases
- 1 Grievances
- 0 Arbitration Requests
- 3 hours of Labor Meetings (with Union)
- 5 hours Investigatory Meetings
- 4 Formal Investigations
- 20 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4
- Maintain Grievance Log and Official Complaints Report, Investigation Log for Leadership

## Trainings/Meetings Attended by Staff:

- HR Team meeting
- PRC Meeting
- Position Control Meeting
- Apprentice Nurse Program meeting with the State
- GME Webinar
- Exit Interview Presentation
- NEOGOV Onboard Implementation Meetings
- New Hire Orientation Discussion/Update meetings
- PR Approval Trainings
- Privileging & Credentialing
- RIM Liaison Training
- Benefit team meetings

## **Projects in Progress/Other items**

- Recruitment Statistics
- New Insurance ID cards
- Manage Federal Vaccine Mandate / OSHA & CMS
- FQHC Chief Operations Officer Recruitment

- HRSA Site Visit Planning
- HR Communication Updates
- Dyna File Implementation
- Evaluate, review, update Onboarding
- Evaluate, review, update Orientation/Processing
- Evaluate, review, update Off-Boarding
- Position Review Committee (PRC)
- Participation in City Council Event
- New FQHC Recruitment Strategy
- New HR Supervisor Interviews
- HR Budget 2022 2023
- Alternative Work Schedule revision
- Manage Federal Vaccine Mandate / OSHA & CMS
- Personnel Code Revision/Update
- TPA FMLA/ADA Implementation
- HR Service Model
- Privileging & Credential Implementation
- Amending, creating new and current contracts
- Evaluate and update background process

#### Leena Lopez on behalf of Jennifer Fennema, Director of Human Resources

- Investigations: 7 hours
- Organizational Development: 25 hours
- Training: 2 hours
- Meetings with employees: 15 hours
- Committee/Team/Employee engagement meetings: 10 hours
- Leadership Meetings: 12 hours
- Leadership reports/plans/projects: 30 hours
- Bi-weekly Recruitment / Position Control meeting (4 hours)
- Team Bi-weekly meetings (2 hours)

## **Clerical Activity**

- Admin Leave communication/upkeep
- Bilingual Process
- Mid-Cycle Pay Changes
- NEOGOV trainings, meetings, and form building
- NPDB Registration/Privileging
- ONESolution and Employee Information updates
  - Includes inputting performance evaluations, updating license information, creating and inputting Personnel Change Forms, and processing OOC and HRIS forms.
- Recruitment Assistance
  - Includes background checks, Onboarding Part One, creating fillable interview notes, editing/formatting job descriptions and new hire packets, recruitment meetings, creating ID badges, and working in NEOGOV to prepare for new recruitment process.
- Records Management
  - Includes filing, scanning & indexing existing files into DynaFile, and records destruction.
- SharePoint
  - o Includes new hire welcomes and general site maintenance.
- Verifications of Employment

## **Other Clerical Activity**

• Employee assistance

- Public assistance (usually recruitment or vital records questions)
- Answer phones and office door, check and respond to voice mails
- Update, edit, and create packets as needed (new hires, benefits, ADA, etc.)
- Check and distribute mail, send mail
- Compile monthly reports
- Schedule meetings/reserve meeting rooms
- Check/distribute mail
- Employee vaccination rate tracking
- Create replacement employee badges as needed
- Assistance with temporary employee processes

# Information Technology

Service Requests	Jan 2021	Jan 2022		YTD FY21	YTD FY22	
Service Requests Completed	731	1163	$\mathbf{\Lambda}$	5075	6424	
Service Requests Opened	814	1137	1	5219	6402	
Service Requests Open over 30 days	149	145	$\checkmark$	771	892	
Information Services System Availability 24/7	Jan 2021	Jan 2022		YTD FY21	YTD FY22	
Total System	98.68	99.86	1	98.26	99.90	
Total Monthly Work Orders by Department	Jan 2021	Jan 2022		YTD FY21	YTD FY22	
Administration	228	436	1	1729	2339	$\uparrow$
Community Health	221	244	1	1388	1430	$\uparrow$
Environmental Health	115	122	1	791	768	$\downarrow$
Clinical Services	167	361	1	1167	1887	
First Call Resolution & Lock-Out Calls	Jan 2021	Jan 2022		YTD FY21	YTD FY22	
Total number of calls received	814	1137	1	5219	6402	$\mathbf{\Lambda}$
Number of first call resolutions	1	0	$\mathbf{A}$	8	3	$\mathbf{V}$
Number of Lock-out calls	7	0	$\mathbf{V}$	75	16	$\downarrow$

# Organizational Development & Strategy Officer

Impacting the District through interventions for performance, process, quality and strategy.

• Update on the LMS (Learning Management System)

0

- Secured funding for contractor to configure the system allowing for
  - Embedding quizzes and tests into District produced training
  - Assignment of specific learning modules by group (i.e. EH assigning Driver Safety courses based on the amount of driving they do)
  - More flexibility offering online learning to the community (i.e. Diabetes Community)

- Submitted documentation for the Action Plan for Accreditation through PHAB (Public Health Accreditation Board)
  - Over 7,044 pages submitted
  - Approx. 1,634 human hours
- Central Safety Committee
  - Streamlining required training for volunteers and contractors
- Quality Improvement/Performance Improvement
  - Drafted Annual Districtwide goals for QI
    - Advance the culture of QI within SNHD.
      - Offer basic QI training to all staff
      - Offer deeper training to Dept. Leaders and Champions
        - Vetted 2 vendors and awaiting SOWs and Proposals for review
        - The potential trainers come from PHF, NACCHO, and Johns Hopkins
    - Inform leadership and staff about quality and performance improvement results and resources.
    - Build and maintain an effective QI project tracking and monitoring procedure.
      - Explore visual/BI system for dashboards at department-level.
    - Use customer satisfaction data to inform opportunities for improvement.
    - Improve the capacity of staff to use QI tools and processes to improve efficiency and effectiveness of public health practice and operations.
      - Explore hiring FT QI Coordinator-Districtwide
  - Held QI Council meeting after a 2-year hiatus due to pandemic
    - Setting parameters for specialized QI training for up to 40 staff
      - Enable departments to conduct their own QI projects
      - Support initial projects for each area
    - Ensuring the right staff is included in membership
    - Adopted a Charter to guide operations and authority
- Updating Public Health Lab Job Descriptions to:

•

- $\circ$   $\;$  Align with the marketplace and use more common job titles for applicants to find us
- o Improve the clarity of career progression for Lab Staff roles
- Control unplanned turnover
- o Increase average tenure across Laboratory staff
- Began study of Finance/Accounting group
  - o Observe processes and will apply QI cycles to show improvement in
    - Working better together
    - Productivity
- Workforce Development Team
  - Identified a need for 2 distinct channels of content
    - Soft skills / leadership
    - Operational skills: i.e. budgets, employee performance management, grant management
- Central Safety Committee
  - Updating Safety-Evacuation training module

# Appendix A – Office of Communications

## Products Completed:

## Newsletters:

- Perspective email blast 2022-01-13 "In 2022, I want to..."
- Food Safety Partnership January meeting
- Barbershop Health Outreach Project's Cutting-Edge January newsletter

## Flyers, Postcards, Posters, Fact Sheets:

- Shots and the Shop (January 29 and February 4)
- Release the Pressure class (February 5)
- TB Cohort (February 9)
- Banner: Smoke-free Housing at Firenza Apartment Homes
- Banners: CannabisFactsNV.org
- Brochure: CannabisFactsNV.org
- What mask should I wear?

## Social Media:

- Graphics weekly testing locations
- Graphics weekly vaccination clinics
- Graphics Vax Facts (7 total)
- Graphics flu vaccine (8 total)
- Graphics weekly vaccine update (4 total)
- Graphic MLK Day closure notice
- Graphic Job opportunities
- Graphic COVID-19 and flu shots can be received in the same day
- Graphic Get tested at a community testing site rather than an emergency department
- Graphic Cervical Health Awareness Month

## Monitor graphics:

• MLK Day closure notice

## Sliders:

- For SNHD.info
  - MLK Day closure notice
- For GetHealthyClarkCounty.org
  - Black History Month
  - Lunar New Year
  - Wear Red Day
- For VivaSaludable.org
  - Wear Red Day

## Signs:

- COVID-19 vaccine hours for Boulevard, Galleria and Decatur clinics
- Paxlovid COVID-19 treatment

## Other:

• COVID-19 test kit vending machine wrap

## Advertising Placed:

- Gay Vegas/Fab (issue 2 2022)
- Social media ads for rural testing locations

## Social Media Summary:

• COVID 19 prevention, vaccine availability and general information

## Website Updates/Postings:

- COVID site
  - o daily aggregate reports, trends, and maps
  - weekly city reports
  - o daily vaccine counts
  - weekly vaccine snapshots
  - o new breakthrough case reports
  - $\circ \quad$  updated testing and vaccine calendars as needed
  - $\circ \quad \text{created new Paxlovid page} \\$
  - GetHealthyClarkCounty.org: poste REACH grant year 3 infographic
  - VivaSaludable.org: replaced photos on a few pages to be Latinx inclusive
- SNHD site
  - o posted week influenza surveillance reports
  - o posted Public Health Advisory Board updated bylaws
  - updated BOH member page
  - $\circ$   $\;$  updated Body Art section with visiting artist application
  - o added Body Art Regulations workshop agendas and minutes
  - o posted updated EMS Procedure Manual and Internal Disaster Procedure
  - updated US Passport Services page and FAQ
  - $\circ$  extended Food Handler Card and Body Art Card deadlines to April 30, 2022
  - o posted public health updates, advisories, and technical bulletins
    - 2022-01-07 "COVID-19 vaccine updated booster dose recommendations"
    - 2022-01-18 "Updated quarantine guidance"
    - 2022-01-31 "Updated quarantine guidance"
- Blog
  - "In 2022, I want to..."
- Public Notices
  - Body Art Regulations workshop (Feb. 4, 2022)
- News releases postings
  - o Southern Nevada Health District expands COVID-19 testing hours
  - "Southern Nevada Health District recommends getting tested at community sites not emergency departments"
  - Southern Nevada Health District COVID-19 Update
  - Southern Nevada Health District COVID-19 Update
  - o "New drive-thru COVID-19 testing sites to open at Texas Station, Fiesta Henderson"
  - o "In 2022, I want to..."
  - Southern Nevada Health District COVID-19 Update
  - Southern Nevada Health District COVID-19 Update
  - o "Southern Nevada Health District expands Paxlovid availability"
  - Southern Nevada Health District COVID-19 Update
  - "Drive-thru COVID-19 testing site at Fiesta to close Feb 2; Texas Station to operate until February 20"
- WebEx recordings
  - o District Health Officer Annual Review
  - Facilities Advisory Board
  - Board of Health Finance Committee
  - SNCHC Finance & Audit Committee
  - o SNCHC Quality, Credentialing & Risk Management Committee
  - o Board of Health
  - SNCHC Governing Board
- Meeting agendas
  - Regional Trauma Advisory Board

- o District Health Officer Annual Review
- Public Health Advisory Board
- Facilities Advisory Board
- Board of Health Finance Committee
- SNCHC Finance & Audit Committee
- o SNCHC Quality, Credentialing & Risk Management Committee
- Board of Health
- SNCHC Governing Board
- Approved meeting minutes
  - Regional Trauma Advisory Board
  - SNCHC Quality, Credentialing & Risk Management Committee
  - o Board of Health Finance Committee
  - o SNCHC Finance & Audit Committee
  - Board of Health
  - o Facilities Advisory Board
  - SNCHC Governing Board

## **Translation Services:**

- January 5,2022: Healthy Community Design
- January 10, 2022: What to do if you COVID-19 test result is positive
- January 13,2022: Get to the HEART of the matter
- January 24'2022: Your Heart is Counting on You- Banners
- January 24, 2022: COVID Notice
- January 24, 2022: ID Card Policy
- January 25, 2022: What mask should I wear?
- January 27,2022: COVID19 Free Treatment is Available
- January 31,2022: Social-\_Ads-HD\_ & YMCA

## Community Outreach:

- January 6, 2022: 500 flyers clinic distributed to Rainbow Library, Centennial Library and YMCA
- January 6, 2022: 200 flyers clinic distributed to ZIP codes 89119 & 89108
- January 20, 2022: 500 flyers clinic distributed to Rafael Rivera Community Center and Mexican Consulate
- January 26, 2022: 500 flyers clinic distributed to Outreach Mi Familia Vota
- January 28, 2022: 200 flyers clinic distributed to ZIP codes 89123 & 89054

## Community/ Partner Meetings and Events of Note:

- January 31, 2022: CDC update call
- January 31, 2022: ICS Planning meeting
- January 28, 2022: State update call
- January 26, 2022: Planning Meeting/OP Briefing Vaccination ICS
- January 25, 2022: SNHD Weekly Microplanning meeting
- January 24, 2022: CDC update call
- January 24, 2022: ICS Planning meeting
- January 18, 2022: SNHD Weekly Microplanning meeting
- January 18, 2022: Command & General Staff/Tactics meeting
- January 12, 2022: ICS Planning meeting
- January 11, 2022: Meeting with Astrid Silva Dream Big Nevada
- January 11, 2022: SNHD Weekly Microplanning meeting
- January 10, 2022: CDC update call

• January 4, 2022: SNHD Weekly Microplanning meeting

January 3, 2022: CDC update call

Social Media Services		Jan 2021	Jan 2022		YTD FY21	YTD FY22
*Facebook SNHD	Likes/ Followers	9,456	12,752	1	9,456	12,752
*Facebook GHCC	Likes/ Followers	6,184	6,187	1	6,184	6,187
*Facebook SHC	Likes/ Followers	1,674	1,690	1	1,674	1,690
*Facebook THNK/UseCondomSense	Likes/ Followers	5,686	5,587	$\rightarrow$	5,686	5,587
*Facebook SNHD THNK Project	Likes/ Followers	48	48		48	48
*Facebook Food Safety	Likes/ Followers	55	105	↑	55	105
*Instagram SNHD	Followers	2,917	3,687	$\mathbf{T}$	2,917	3,687
*Instagram Food Safety	Followers	470	527	<b>^</b>	470	527
*Twitter EZ2Stop	Followers	420	438	1	420	438
*Twitter SNHDflu	Followers	1,695	1,918	1	1,695	1,918
*Twitter Food Safety	Followers	86	93	1	86	93
*Twitter GetHealthyCC	Followers	345	346	1	245	346
*Twitter SNHDinfo	Followers	8,907	10,342	1	8,907	10,342
*Twitter TuSNHD	Followers	310	339	1	310	339
*Twitter THNK/ UseCondomSense	Followers	732	722	$\mathbf{V}$	732	722
*Twitter SoNVTraumaSyst	Followers	132	129	$\checkmark$	132	129
YouTube SNHD	Views	23,119	49,921	<b>^</b>	2022,667	590,182**
YouTube THNK/UseCondomSense	Views	439	247	$\mathbf{+}$	2,554	2,182

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

\*\*Adjusted FY22 YTD total. The December FY22 YTD total was incorrectly reported as 540,621 instead of 540,261.

# Appendix B – Finance – Payroll Earnings Summary – December 25, 2021 to January 7, 2022 <u>PAYROLL EARNINGS SUMMARY</u>

	Dece	mbe	er 25, 2021 to Ja	nua	ry 7, 2022				
	Pay Period	С	alendar YTD		Fiscal YTD		Budget 2022	Actual to Budget	Incurred Pay Dates to Annual
PRIMARY & PREVENTATIVE CARE	\$ 367,651.69	\$	372,737.34	\$	5,027,807.52	\$	8,009,554.00	63%	
ENVIRONMENTAL HEALTH	\$ 510,189.36	\$	510,189.36	\$	7,025,550.50	\$	12,655,509.00	56%	
COMMUNITY HEALTH	\$ 309,044.82	\$	370,147.92	\$	4,360,113.35	\$	8,113,247.00	54%	
DISEASE SURVIELLANCE & CONTROL	\$ 357,690.34	\$	357,690.34	\$	5,013,615.41	\$	11,119,452.00	45%	
FQHC	\$ 145,341.45	\$	154,717.41	\$	2,194,997.10	\$	5,027,720.00	44%	
ADMINISTRATION W/O ICS-COVID	\$ 368,086.51	\$	370,051.57	\$	5,917,610.03	\$	9,426,684.00	63%	
ICS-COVID General Fund	\$ -	\$	-	\$	-	Э	9,420,084.00	0%	
ICS-COVID Grant Fund	\$ -	\$	-	\$	107,525.82				
TOTAL	\$ 2,058,004.17	\$	2,135,533.94	\$	29,647,219.73	\$	54,352,166.00	55%	54%
FTE	740								
Regular Pay	\$ 1,294,463.72	\$	1,302,508.65	\$	22,224,114.83				
Training	\$ 5,865.39	\$	5,365.39	\$	107,259.59				
Final Payouts	\$ 1,150.54	\$	64,673.61	\$	315,816.58				
OT Pay	\$ 17,241.13	\$	17,554.15	\$	565,036.59				
Leave Pay	\$ 707,999.79	\$	713,523.54	\$	5,179,225.06				
Other Earnings	\$ 31,783.60	\$	31,908.60	\$	1,255,767.07				
TOTAL	\$ 2,058,504.17	\$	2,135,533.94	\$	29,647,219.72	-			

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

December 25, 2021 to January 7, 2022

#### **Overtime Hours and Amounts**

#### Comp Time Hours Earned and Value

ADMINISTRATION											
Employee	<u>Project/Grant</u> Charged to	Hours	<u>Amount</u>	<u>Employee</u>	Hours	Value					
CARMEN, KYLE		1.50	41.22								
FISHER, BRANDYN		7.00	208.22								
GO, JOEL F		22.00	654.39								
GOMEZ, ESTEBAN		2.00	56.55								
HARP, ELIU B		2.00	59.49								
HASSELBAUER, FORREST L		8.00	417.36								
LUCKETT, RANDOLPH		2.00	59.49								
MARTINEZ, YOLANDA		3.00	89.24								
MASTERS, CHRISTOPHER		14.00	384.72								
RUIZ, GEORGE		4.00	153.72								
STEVENS, MICHAEL P		3.50	141.54								
THEDE, STACY		45.00	1,236.60								
BOJORQUEZ, IBETH		1.00	56.37								
MCKNIGHT, ANTOINETTE		0.25	12.08								
PLAIR, TONIA M		8.00	377.28								
WILCOX, TERESA E		1.25	63.58								
Total Administration		124.50	4011.85		0.00	0.00					

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Employee	<u>Project/Grant</u> <u>Charged to</u>	Hours	Amount	Employee	Hours	Value
BENDIK, WILLIAM	PHEPLB22	0.75	53.22	RAMAN, DEVIN C	6.00	269.58
JANEIRO, BRIDGET	EL3LB_21	3.00	96.26	THOMAS, PAMELA S	4.50	127.67
MEDINA, LOURDES J	EL2LB_20	4.00	135.12			
MENDY, MANCHIE A	EL2LB_20	5.50	190.82			
ROMERO, ESTHER	EL2LB_20	3.25	107.10			
SANCHEZ, JULIO C	ELLAB_20	5.00	274.88			
YOUNG, ANGELA K	EL2LB_20	1.50	106.45			
ANDRADE, JESSICA N		5.50	155.51			
BARRY, NANCY		4.00	179.16			
JOHNSON, CHRISTINE		5.50	234.05			
SANTOS, AIVELHYN		2.00	64.17			
THOMAS, PAMELA S		5.50	234.05			
BUTAC, YVETTE JOY	EL2LB_20	1.00	43.65			
GARCIA, ROSIE V	EL2LB_20	2.50	120.79			
MATA, NANCY	EL2LB_20	1.00	49.61			
NAKHONWONG, KANITTHANANT	EL2LB_20	4.50	156.13			
Total Community Health		54.50	2200.97		10.50	397.25

#### COMMUNITY HEALTH

#### PRIMARY & PREVENTIVE CARE

PRIMARY & PREVENTIVE CARE									
Employee	<u>Project/Grant</u> Charged to	Hours	Amount	Employee	Hours	Value			
ENZENAUER, LIZETTE	IMMCD_21	10.50	520.85	AGUILAR, BECKY S	0.38	13.04			
ARQUETTE, JOCELYN M	IMMCD_21	2.75	185.34	CASTILLO, JOCELYN	0.38	17.74			
ATENCIO, TONIA	IMMCD_21	7.50	206.10	HODGE, VICTORIA	0.38	10.91			
AYALA, JACQUELINE	IMMCD_21	3.75	103.05	HOMER, ANNMARIE	0.38	13.04			
BATACLAN, MARIA	IMMCD_21	4.00	109.92	DINDA, KARIN	0.38	17.74			
DOIDGE, GABRIELLE	IMMCD_21	8.50	233.58	ELLIS, REGENA M	1.50	64.04			
HANIFZAI, IQBAL	IMMCD_21	9.00	304.02	GUTIERREZ, SHEILA T	3.00	104.34			
NAGAI, SAGE	IMMCD_21	4.00	193.26	VILLANUEVA, MICHELLE	1.88	80.04			
PETERSON, HOLLY	IMMCD_21	5.00	241.58						
ROBERSON, DANNA	IMMCD_21	4.00	208.68						
SIMON, MARIA X	IMMCD_21	9.00	434.84						
VILLALOBOS, YOLANDA	HCVD4_21	5.50	181.25						
AGUILAR, BECKY S	IMMCD_21	3.75	195.64						
HODGE, VICTORIA	IMMCD_21	3.50	152.78						
Overtin	ne Hours and Amo	unts		Comp Time Hours I	Earned and Val	ue			
MACIEL PEREZ, MARISOL	IMMEQ_21	6.50	291.14	-					
MARIANO, CHRIS ELAINE L		5.00	320.18						
MCTIER, CHIKA	IMMCD_21	4.25	245.82						
JOHNSON, MARIA T	IMMCD_21	4.00	283.86						
MARTINEZ, BLANCA M	IMMCD_21	3.75	133.31						
PERLSTEIN, JILL	IMMEQ321	4.00	269.58						
BURQUEZ AHUJA, LILIA		0.50	21.28						
CUSTODIO, VRENELI		2.50	124.01						
DEL ROSARIO, EDNA		6.75	239.96						
MORALA, DENNIS		3.50	169.10						
D'COSTA, TERESA K		1.00	52.17						
SANTOS, CYNTHIA I	IMMCD_21	4.00	170.22						
ANDERSON, RENITA		12.25	403.70						
LEE, MIRIAM	HCVD4_21	2.25	111.61						
MORENO, LAURA J	HCVD4_21	1.00	31.34						
ORTEGA MARTINEZ, ITZEL		1.50	47.00						
VARA, KARINA E	HCVD4_21	5.00	160.43						
Total Primary & Preventative Care	-	148.50	6345.60		8.25	320.90			

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Employee	<u>Project/Grant</u> Charged to	Hours	Amount	Employee	Hours	Value
BILLINGS, JACOB T		3.50	218.56	BROUNSTEIN, JODI	0.75	30.43
BLACKARD, BRITTANIE		3.00	121.32	KADERLIK, PATRICIA A	6.00	243.42
CAMPA, RAYMOND		4.50	223.22	KNOWLES, MIKKI M	3.00	118.53
LUCAS, BRIANNA A		4.00	208.68	ORTIZ RIVERA, VANESSA	0.75	26.09
SHEFFER, THANH V		5.50	302.36	SANDERS, JENNIFER C	1.13	30.33
SOUTHAM, JACLYN		2.50	106.39			
WHITING, WILLANDRA C		9.50	508.44			
HERNANDEZ, STEPHANIE		2.00	94.32			
DIAZ, NATHAN J		0.75	44.45			
Total Environmental Health	-	35.25	1827.74		11.63	448.79

#### ENVIRONMENTAL HEALTH

#### DISEASE SURVEILLANCE & CONTROL

	D D	ISLASE SU	VEILLANCE	a control		
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
DE LOS SANTOS, SHERILYN M		6.00	208.17	FUQUA, MATTHEW	7.50	207.60
DHILLON, KARNJIT S	EL2DS_20	0.50	18.71	WEDDLE, DANIEL M	1.50	43.65
DIETZ, JESSICA	EL2DS_20	0.50	18.71			
GUZMAN, IVANA	EL2DS_20	3.50	121.43			
HERZOG, VALERIE	EL2DS_20	2.00	69.39			
RAMAN, DEVIN C	PHEPR22	0.00	0.00			
TAYLOR, VICTORIA L	EL2DS_20	1.50	56.14			
VIOTE, ANGELES	EL2DS_20	3.50	121.43			
WEISSENBURGER, BRIAN J	EL2DS_20	1.00	34.70			
CRUZ NANEZ, REBECCA		4.00	188.64			
EWING, TABITHA L	HIVPRV22	4.50	228.89			
FUQUA, MATTHEW	HIVPRV22	0.00	0.00			
MCINTYRE, ERIC		10.00	517.86			
SAITO, SANDI L		0.50	25.43			
WEDDLE, DANIEL M	STDSP_22	0.50	21.83			
WHITE, CANDYCE L	HIVPRV22	13.50	843.01			
DELISE, BRANDON	ODTAS_22	3.00	156.51			
QIU SHULTZ, ZUWEN		3.50	224.12			
Total Disease Surviellance & Control		58.00	2854.97		9.00	251.25
Combined Total	-	420.75	17241.13		39.38	1418.19

# Appendix C – Finance – Payroll Earnings Summary – January 8, 2022 to January 21, 2022

PAYROLL EARNINGS SUMMARY

			y 8, 2022 to Jan					
	Pay Period	C	alendar YTD	Fiscal YTD		Budget 2022	Actual to Budget	Incurred Pay Dates to Annual
PRIMARY & PREVENTATIVE CARE	\$ 338,284.41	\$	713,036.40	\$ 5,368,106.58	\$	8,009,554.00	67%	
ENVIRONMENTAL HEALTH	\$ 507,932.69	\$	1,018,122.05	\$ 7,533,483.19	\$	12,655,509.00	60%	
COMMUNITY HEALTH	\$ 312,460.95	\$	682,608.87	\$ 4,672,574.30	\$	8,113,247.00	58%	
DISEASE SURVIELLANCE & CONTROL	\$ 357,447.99	\$	739,556.74	\$ 5,395,481.81	\$	11,119,452.00	49%	
FQHC	\$ 180,504.09	\$	335,221.50	\$ 2,375,501.19	\$	5,027,720.00	47%	
ADMINISTRATION W/O ICS-COVID	\$ 361,200.12	\$	731,251.69	\$ 6,278,810.15	\$	9,426,684.00	67%	
ICS-COVID General Fund	\$ -	\$	-	\$ -	Э	9,420,084.00	0%	
ICS-COVID Grant Fund	\$ -	\$	-	\$ 107,525.82				
TOTAL	\$ 2,057,830.25	\$	4,219,797.25	\$ 31,731,483.04	\$	54,352,166.00	58%	58%
FTE	745							
Regular Pay	\$ 1,607,635.97	\$	2,912,321.66	\$ 23,833,927.84				
Training	\$ 4,102.28	\$	9,467.67	\$ 111,361.87				
Final Payouts	\$ 3,832.46	\$	91,788.41	\$ 342,931.38				
OT Pay	\$ 25,109.15	\$	42,663.30	\$ 590,145.74				
Leave Pay	\$ 405,549.79	\$	1,120,047.01	\$ 5,585,748.53				
Other Earnings	\$ 11,600.60	\$	43,509.20	\$ 1,267,367.67				
TOTAL	\$ 2,057,830.25	\$	4,219,797.25	\$ 31,731,483.03				

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

January 8, 2022 to January 21, 2022

#### **Overtime Hours and Amounts**

#### Comp Time Hours Earned and Value

ADMINISTRATION								
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value		
AGUILAR GONZALEZ, MARIA M		6.00	169.65					
CARMEN, KYLE		8.00	219.84					
GOMEZ, ESTEBAN		6.00	169.65					
HARP, ELIU B		6.00	178.47					
MARTINEZ, YOLANDA		6.00	178.47					
MASTERS, CHRISTOPHER		14.00	384.72					
OBIL, JONAH U		8.00	226.20					
RUIZ, GEORGE		4.50	172.94					
STEVENS, MICHAEL P		0.50	20.22					
THEDE, STACY		14.00	384.72					
VUKSANOVIC, DAN		8.00	284.40					
BOJORQUEZ, IBETH		3.00	169.11					
DUNN, STEPHANIE L		5.25	217.98					
GALAVIZ, MONICA		0.50	28.92					
JIMENEZ, ANGEL	HCVD2_20	1.50	67.19					
MCKNIGHT, ANTOINETTE		3.00	144.95					
PLAIR, TONIA M		14.25	672.03					
ZIELINSKI, LYNDA S		26.00	1,752.27					
SMITH, SHARDA	CVDOC_21	3.00	104.09					
Total Administration		137.50	5545.82		0.00	0.00		

#### ADMINISTRATION

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COMMUNITY HEALTH							
Employee	<u>Project/Grant</u> Charged to	Hours	Amount	Employee	Hours	Value	
CARDONA, ANTHONY C		1.00	42.56	PRICE, KERI A	9.00	282.96	
AGUINALDO, ADRIAN	EL2LB_20	4.50	144.38	RAMAN, DEVIN C	1.88	84.24	
BAUTISTA, ILENE E	EL2LB_20	1.00	70.97	JOHNSON, CHRISTINE	5.25	148.94	
BENDIK, WILLIAM	PHEPLB22	3.00	212.90				
DEL ROSARIO, KATHLEEN	ELLAB_20	3.00	141.48				
FIGUEREDO-PERELLO, ALESSANDRO	EL2LB_20	2.00	85.11				
GARCIA, LESLIE	EL3LB_21	2.50	80.21				
JANEIRO, BRIDGET	EL3LB_21	13.00	417.11				
LAM, KIT	EL2LB_20	4.00	161.76				
LOPEZ MOSQUEDA, ULISES	EL2LB_20	13.00	428.42				
MAPOTE, CRISNAN	EL2LB_20	8.00	263.64				
MEDINA, LOURDES J	EL2LB_20	13.00	439.14				
MENDY, MANCHIE A	EL2LB_20	12.00	416.34				
NMANI, ELIAS	EL2LB_20	2.00	69.39				
PLASCENCIA, LAURA V	EL2LB_20	9.50	448.02				
ROMERO, ESTHER	EL2LB_20	8.00	263.64				
SANCHEZ, JULIO C	ELLAB_20	1.00	54.98				
SUMMERVILLE, SHAQWETA	EL2LB_20	5.00	164.78				
ANDRADE, JESSICA N		4.50	127.24				
BARRY, NANCY		4.00	179.16				
JOHNSON, CHRISTINE		2.50	106.39				
SANTOS, AIVELHYN		4.50	144.38				
THOMAS, PAMELA S		4.50	191.50				
GARCIA, ROSIE V	EL2LB_20	3.50	169.10				
MATA, NANCY	EL2LB_20	8.00	396.84				
NAKHONWONG, KANITTHANANT	EL2LB_20	5.00	173.48				
Total Community Health		142.00	5392.92		16.13	516.15	

# PRIMARY & PREVENTIVE CARE

Employee	Project/Grant Charged to	Hours	Amount	E	<u>Employee</u>	Hours	Value
ENZENAUER, LIZETTE	IMMCD_21	4.50	223.22	AVALOS, MAYRA L		1.50	34.70
	Overtime Hours and A	mounts			Comp Tim	e Hours Earne	d and Value
ARQUETTE, JOCELYN M	IMMCD_21	4.7	5	320.13	comp 1m	e nours Larne	o and value
ATENCIO, TONIA	IMMCD_21	4.5	0	123.66			
AYALA, JACQUELINE	IMMCD_21	13.0	0	357.24			
BATACLAN, MARIA	IMMCD_21	4.0	0	109.92			
DOIDGE, GABRIELLE	IMMCD_21	7.5	0	206.10			
HANIFZAI, IQBAL	IMMCD_21	14.0	0	472.92			
NAGAI, SAGE	IMMCD_21	7.5	0	362.36			
PETERSON, HOLLY	IMMCD_21	9.0	0	434.84			
ROBERSON, DANNA	IMMCD_21	4.7	5	247.81			
SIMON, MARIA X	IMMCD_21	12.0	0	579.78			
AVALOS, MAYRA L	FP_21	0.0	0	0.00			
VILLALOBOS, YOLANDA	HCVD4_21	2.0	0	65.91			
AGUILAR, BECKY S	IMMCD_21	6.7	5	352.15			
GARZON, THERESA M	IMMFLU21	3.0	0	82.44			
HODGE, VICTORIA	IMMCD_21	25.5	0 1	113.08			
MACIEL PEREZ, MARISOL	IMMEQ_21	12.0	0	537.48			
MARIANO, CHRIS ELAINE L		8.0	0	512.28			
MCTIER, CHIKA	IMMCD_21	3.7	5	216.90			
PANALIGAN, TEODORITA	IMMEQ321	8.2	5	528.29			
GOSS, DEYANIRA	IMMCD_21	7.5	0	505.46			
JOHNSON, MARIA T	IMMCD_21	8.0	0	567.72			
MARTINEZ, BLANCA M	IMMCD_21	4.0	0	142.20			
CAPURSO, CYNTHIA		0.2	5	16.01			
CUSTODIO, VRENELI		0.7	5	37.20			
DEL ROSARIO, EDNA		11.0	0	411.68			
PEREZ, JOSE A		1.5	0	52.04			
CRUZ, STACY	RHP_22	1.0	0	33.78			
D'COSTA, TERESA K		0.2	5	13.04			
SANTOS, CYNTHIA I	IMMCD_21	26.0	0 1	106.43			
ANDERSON, RENITA		17.0	0	560.24			

34.70

LEE, MIRIAM	HCVD4_21	1.50	74.41
MORENO, LAURA J	HCVD4_21	16.50	517.03
ORTEGA MARTINEZ, ITZEL	RWAEIS21	1.00	31.34
VARA, KARINA E	HCVD4_21	4.00	128.34
DIAZ VILLA, BANESSA	RWAEIS21	0.75	26.02
YUMUL, JESSICA	EHERD_22	0.75	37.20

256.50

Total Primary & Preventative Care

11106.65 1.50

#### ENVIRONMENTAL HEALTH

Employee	<u>Project/Grant</u> Charged to	Hours	Amount	Employee	Hours	Value
BILLINGS, JACOB T		8.50	530.78	BROUNSTEIN, JODI	3.00	121.71
CUMMINS, VERONICA J		2.50	111.98	BUCHER, BRADON	4.50	121.32
DASPIT, THERESA J		1.50	91.28	CAVIN, ERIN M	3.38	136.92
PONTIUS, KEVIN		4.00	208.68	GUZMAN, MICHELLE D	4.88	192.61
SANTIAGO, ANTHONY T		4.00	219.90	NAVARRETE, GEORGE	0.75	33.70
SHARIF, RABEA		6.50	347.88	NORTHAM, KORIE	2.25	91.28
SHEFFER, THANH V		2.00	109.95	ORTIZ RIVERA, VANESSA	0.75	26.09
WELLS, JORDAN		0.50	19.70	SHARIF, RABEA	7.13	254.22
DIPRETE, LAUREN K	FDILL_22	0.25	16.01	NAVARRETE, GEORGE	2.63	117.94
NGUYEN, LINDA K		0.25	12.72			
O'MALLEY, ERIN P		1.00	42.56			
MARTENS II, GARY G		0.50	22.96			
Total Environmental Health	-	31.50	1734.40		29.25	1095.79

#### DISEASE SURVEILLANCE & CONTROL

	D.	ISLASE SUI	WEILLANCE & CO	JNIKOL		
Employee	<u>Project/Grant</u> Charged to	Hours	Amount	Employee	Hours	Value
CUSTODIO, CHERIE	EL2DS_20	0.75	26.02			
DE LOS SANTOS, SHERILYN M		10.00	346.95			
DHILLON, KARNJIT S	EL2DS_20	0.75	28.07			
LULLO, JANICE	EL2DS_20	4.00	122.04			
ORNELAS, PATRICIA K	EL2DS_20	5.00	156.68			
RAMAN, DEVIN C	PHEPR22	0.00	0.00			
WEISSENBURGER, BRIAN J	EL2DS_20	0.75	26.02			
EWING, TABITHA L	HIVPRV22	2.75	139.88			
FUQUA, MATTHEW	HIVPRV22	3.00	124.56			
WEDDLE, DANIEL M	STDSP_22	0.50	22.96			
QIU SHULTZ, ZUWEN		5.25	336.18			
Total Disease Surviellance & Control	-	32.75	1329.36		0.00	0.00
Combined Total	_	600.25	25109.15		46.88	1646.63