

MEMORANDUM



Date: April 28, 2022
To: Southern Nevada District Board of Health
From: Fermin Leguen, MD, MPH, *District Health Officer FL*
Subject: **Administration Division Monthly Report – March 2022**

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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, the Las Vegas Aviators/Lights going smoke-free, Pop-up produce markets, Meningitis vaccine requirements, and opioids/fentanyl overdoses. The Finance Department noted that 9 grants expired, and 9 grants were awarded. As of April 1, 2022, the Health District had 730 active employees, with a total number of vacancies of 32.5 FTEs and a total number of positions in recruitment of 37 FTEs. The Human Resources Department arranged 145 interviews, extended 42 job offers and successfully completed 7 new hires.

Office of Communications

News Releases Disseminated:

- March 31, 2022: Pop-up produce market offers fresh fruit and veggies for about a buck
- March 30, 2022: Southern Nevada Health District COVID-19 Update
- March 29, 2022: Second COVID-19 booster doses available at Southern Nevada Health District clinics
- March 24, 2022: Health District commemorates World TB Day on March 24
- March 23, 2022: Agencies collaborate to launch wastewater surveillance dashboard
- March 16, 2022: Southern Nevada Health District COVID-19 Update
- March 15, 2022: Southern Nevada Health District commemorates National Nutrition Month and Diabetes Awareness Day March 22
- March 11, 2022: Southern Nevada Health District COVID-19 Update
- March 10, 2022: Southern Nevada Health District adopts weekly COVID-19 data reporting schedule as metrics continue to decline.
- March 8, 2022: Health District observes National Women and Girls HIV/AIDS Awareness Day, March 10
- March 4, 2022: Southern Nevada Health District COVID-19 Update

Press:

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

- COVID-19:
 - Switch to weekly reporting of COVID updates and metrics
 - Wastewater surveillance program
 - Second booster doses for eligible people
 - Omicron BA.2 variant
 - Arm-in-Arm vaccine campaign
 - Declining cases
 - National Guard deployment ends
 - COVID therapeutics and availability
- Las Vegas Aviators/Lights go smoke-free at home games
- Pop up produce market/Veggie Buck Truck returns
- Secret of Siam investigation
- Meningitis vaccine required for 12th graders
- Fentanyl/arrests/overdoses

More than 210 news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in February. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at

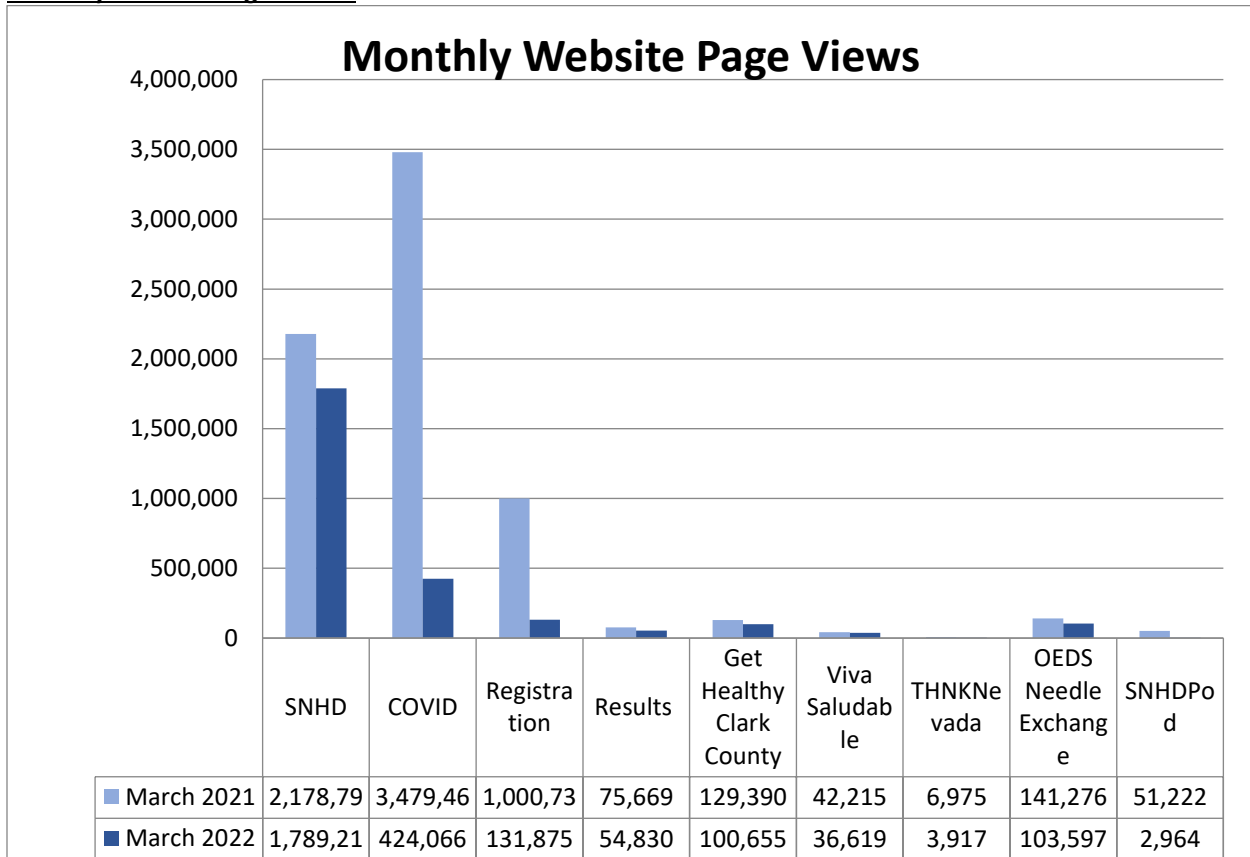
<https://www.southernnevadahealthdistrict.org/download/oc/202203-oc-media-report.pdf>

Media, Collateral and Community Outreach Services:

	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Media - Print Articles	100	64	↓	750	774	↑
Media - Broadcast stories	94	145	↑	1,026	2,058	↑
Collateral - Advertising/Marketing Products	57	101	↑	460	557	↑
Community Outreach - Total Volunteers ¹	0	6	↑			
Community Outreach - Volunteer Hours	0	566	↑	0	4,581	↑

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

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	Requests w/Expectations of Expedited Completion	% of Expedited Requests Received	Requests Processed
February 1 – 28, 2022	20	3	15%	24

Facilities

Monthly Work Orders	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Maintenance Responses	150	193	↑	1429	1362	↓
Electrical Work Orders	18	14	↓	87	89	↑
HVAC Work Orders	9	6	↓	116	51	↓
Plumbing Work Orders	6	5	↓	65	66	↑
Preventive Maintenance	12	32	↑	141	201	↑
Security Responses	1091	1704	↑	8550	10956	↑

Finance

Total Monthly Work Orders by Department	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Grants Pending – Pre Award*	9	6	↓	57	64	↑
Grants in Progress – Post Award**	13	22	↑	125	189	↑
Purchase Orders Issued	463	490	↑	3135	3894	↑

* Grant application was created and submitted to agency

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

Grants Expired – March 2022						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Association of Food & Drug Officials - Standard and Equipment Request (afdaf_22)	PT-FDA	3/31/2022	\$26,500	end of performance period	0.00	Will apply if new opportunity is released
Johns Hopkins Bloomberg American Health Initiative - Applied Experience Awards 2020 (gwmp_20)	O-Johns Hopkins	3/31/2022	\$3,500	end of performance period	0.00	one time funding
Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding (hcvd2_20)	F-HRSA	3/31/2022	\$503,000	end of performance period	4.30	one time funding
Public Health Preparedness Program COVID-19 (phcovd20)	PT-CDC	3/15/2022	\$2,308,761	end of performance period	12.80	one time funding
Ryan White Part B Medical Case Management (rwbcm_22)	PT-HRSA	3/31/2022	\$263,848	end of budget period	3.23	continuation subgrant awarded

Grants Expired – March 2022						
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>	<i>Comments</i>
Ryan White Part B HIV/AIDS Program COVID-19 (rwbcvd21)	PT-HRSA	3/31/2022	\$51,518	end of performance period	0.00	one time funding
Ryan White Part B Non-Medical Case Management (rwbnm_22)	PT-HRSA	3/31/2022	\$131,111	end of budget period	1.97	continuation subgrant awarded
Ryan White Part B Outpatient Ambulatory Health Services (rwbph_22)	PT-HRSA	3/31/2022	\$158,685	end of performance period	1.13	end of funding for this project
STD Surveillance Program Supplemental (stdsp_22)	PT-CDC	3/31/2022	\$623,275	end of budget period	6.03	continuation subgrant awarded

Grants Awarded – March 2022							
<i>Project Name</i>	<i>Grantor</i>	<i>Received</i>	<i>Start Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>
Epidemiology and Lab Data Modernization (elcdmi22)	PT-CDC	3/7/2022	12/15/2021	8/14/2022	\$117,504	new effort	0.66
Ryan White Part B Non-Medical Case Management (rwb2nm22)	PT-HRSA	3/14/2022	4/1/2022	3/21/2023	\$184,016	FY2022 renewal	2.30
Public Health Nurse Liaison Sevices - Child Protective Services (cps_22)	O-Clark County	3/15/2022	7/1/2021	6/30/2022	\$81,078	FY2022 renewal	1.00
Thrive by Zero to Three Prevention Services (oagth_22)	O-Clark County	3/15/2022	7/1/2021	6/30/2022	\$59,000	new effort	1.00
FY 2020 Expanding Capacity for Coronavirus Testing, amendment #1 (hcvd3_20)	F-HRSA	3/17/2022	5/1/2020	4/30/2021	\$(25,240)	official deobligated funds	0.00
Epidemiology and laboratory Capacity Legionnaires' Disease	PT-CDC	3/21/2022	3/1/2022	7/31/2022	\$80,000	new effort	0.39

Grants Awarded – March 2022							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Prevention (elcle_22)							
Heart Disease and Stroke Prevention Program, Diabetes and Prevention and Control Program, amendment #1 (hds15_21)	PT-CDC	3/28/2022	6/30/2021	6/29/2022	\$50,000	increase funding	0.35
Office of Health Preparedness COVID-19 (crcvd_22)	PT-CDC	3/28/2022	7/1/2021	6/30/2023	\$500,000	new effort	4.41
Family Planning Program FY2022 (fp_22)	F-OASH	3/30/2022	4/1/2022	3/31/2023	\$1,948,216	FY2022 renewal	0.00

Human Resources

Employment/Recruitment:

- No new job titles for March
- 730 active employees as of April 1, 2022
- 7 New Hires, including 0 rehires and 0 reinstatements
- 11 Terminations, including 2 retirements
- 11 Promotions, including 1 Flex-reclass
- 5 Transfers
- 1 Demotions
- 41 Annual Increases
- 145 interviews
- 42 job offers extended
- 14 recruitments posted – Updating NEOGOV system
- Turnover rates
 - Administration: 2.92%
 - Community Health: 0.00%
 - Disease Surveillance & Control: 0.76%
 - Environmental Health: 1.21%
 - Primary & Preventive Care: 2.15%
- 51 Evaluations received and recorded in One Solution

- Total number of vacancies: 32.5 FTEs
- Total number of positions in recruitment: 37 FTEs

Temporary Employees

- 111 Temporary Staff
- 8 New Agency Temporary Staff Members
- 3 Agency Temporary Staff Member assignments terminated/resigned
- 77 temporary staff from MedaSource supporting the LVCC Vaccination Clinics
- 8 temporary staff from Maxim with 1 pending position open
- 22 temporary staff from Robert Half with 0 pending positions
- 2 temporary staff from Manpower with 2 positions on hold

Benefits

- 11 new hires started benefits
- 4 changes in benefits
 - 0 changes effective immediately
- 10 terminations from benefits
- Short term disability claims: 4
- 0 Flexible Spending Arrangements effective 3/1/2022
- Meetings presented for employees
 - Benefit Orientation: 5 attendees
 - Bereavement Meetings: 0
- COBRA Administration: 11
- COBRA QE Notices: 2
- Tuition Reimbursements: 2

FMLA

- FMLA LEAVE REQUESTS
 - New: 10
 - RTW: 2
- Conversations to discuss leave questions: 6
- Intermittent: 2 employees
- Block of FMLA leave: 8 employees
- Recertifications: 0 employees
- Denials: 0 employees

Worker's Compensation

- Claims: 1
- Incident Reports: 0

Retirements

- Withdrawals, rollovers, and purchase of service credit: 3
- Loans: 1
- Plan changes: 19
- New accounts: 8

Employee/Labor Relations

- February and March activity to be included in next month's report.

Trainings/Meetings Attended by Staff:

- PRC Meeting
- Position Control Meeting
- NEOGOV Onboard Implementation Meetings
- NEOGOV Onboard Training
- Training Managers in Neogov
- New Hire Emergency Preparedness Training
- AWS Meetings
- Job Description Meeting with Pontix
- Manager Meeting
- Team Bi-weekly meetings
- HR Training with Aegis
- BOH Report Training
- Job Duties and Back up Determination Meeting
- JLMC
- Team Monthly Meeting

Projects in Progress/Other items

- Employee Appreciation Week
- Recruitment Brochure
- Pronouns Pins
- Create Administrative tasks schedule
- New Hires welcomes, updating employee licensing, New Hire paperwork and verification of employment trainings
- Backgrounds, Bilingual process, badging and verification of employment trainings
- Position Review Committee (PRC) - Ongoing
- FQHC Chief Operations Officer Hired
- 4/10 Schedule Planning
- Spring 2022 Leadership ADV Sessions
- PSRW May 2-6 Planning
- Comp & Class Briefings/Implementation planning - Ongoing
- HRSA Site Visit Planning
- Personnel Code Planning/Revision/Update
- TPA FMLA/ADA Implementation
- HR Service Model
- HR Communication Updates
- NeoGov Training/Implementation
- Dyna File Implementation
- Privileging & Credential Implementation
- Amending, creating new and current contracts
- Evaluate update background process
- Evaluate, review, update Onboarding
- Evaluate, review, update Orientation
- Evaluate, review, update Off-Boarding
- Set up and schedule Empower site visits

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

- Investigations
- Organizational Development
- Training

- Meetings with employees
- Committee/Team/Employee engagement meetings
- Leadership Meetings
- Leadership reports/plans/projects

Clerical Activity

- Admin Leave communication/upkeep
- Bilingual Process
- Mid-Cycle Pay Changes
- NEOGOV trainings and preparation:
 - Includes updating and formatting the NEOGOV guidebook and preparing to launch Onboard.
- 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.
- Records Management
 - Includes filing, scanning & indexing existing files into DynaFile, and records destruction.
- SharePoint
 - 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.)
- Format forms as needed
- Check and distribute mail, send mail
- Compile monthly reports
- Schedule meetings/reserve meeting rooms
- Employee vaccination rate tracking
- Submit orders to print shop

Information Technology

Service Requests	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Service Requests Completed	1029	966	↓	6923	8429	↑
Service Requests Opened	949	961	↑	7013	8372	↑
Service Requests Open over 30 days	148	118	↓	1111	1010	↓

Information Services System Availability 24/7	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Total System	97.80	99.95	↑	97.83	99.94	↑

Total Monthly Work Orders by Department	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Administration	352	388	↑	2367	3090	↑
Community Health	241	232	↓	1834	1926	↑
Environmental Health	149	103	↓	1069	1013	↓
Clinical Services	287	243	↓	1653	2400	↑

First Call Resolution & Lock-Out Calls	Mar 2021	Mar 2022		YTD FY21	YTD FY22	
Total number of calls received	949	961	↑	7013	8372	↑
Number of first call resolutions	1	1	-	9	5	↓
Number of Lock-out calls	3	0	↓	81	16	↓

Organizational Development & Strategy Officer

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

- Secured external leadership development provider for two half-days of training on-site followed by a third half-day for presentation of case studies in Leadership.
 - The audience of 24 persons is planned to include Management Steering Committee and key leaders from within FQHC
 - This is part of the plan under the DHO Annual Review presented to the Board in January of this year under Leadership Training.
 - Desired outcome is improved performance, turnover, and engagement across the district and FQHC.
- LMS (Learning Management System) deployment
 - Planning a soft rollout by June 1st
 - Provide clear assignment, reporting, and completion of compliance and elective training
 - Combining more than 3 different training providers links and assignments in one place to include transcripts and progress reports
- Central Safety Committee
 - Revised the Emergency and Evacuation training materials required for all new employees for handling medical and security emergencies as well as evacuation.
 - The legacy training was redesigned to reference lists and personnel update on the intranet vs. risking outdated information in produced training materials.

- Quality Improvement/Performance Improvement
 - Scheduled provider of QI training to train leaders across the District on choosing QI projects and documenting progress to the final report.
 - Training will be a hybrid of in-person and virtual support and coaching to give each program experience in launching their own QI project.
 - This is the first step to CQI (Continuous Quality Improvement) adoption by every area within the District.
- Study of Finance/Accounting group
 - Observe processes and will apply QI cycles to show improvement in
 - Working better together
 - Productivity
 - Over 500 hours spent identifying and implementing interventions for improved performance
 - Selected and built onboarding for temporary Grant Writer via Robert Half as we recruit a full-time staff member for this vacant role
 - Updated and organized intranet site to hold reference documents for all District Staff (procedures, forms, and manuals)
- Workforce Development Team
 - Established protocol to add new “Mandatory Training” for all staff.
 - Redirected 5 module requests to a monthly training that OD will assist in promotion and facilitation as requested by sponsoring Department
- Support of FQHC Site Visit
 - Identified required training documentation for FQHC staff
 - Discovered 3 training modules that were out of date or not functioning
 - Collaborated with SMEs to vet new materials, produced and posted 2 of 3 programs for immediate consumption including new voiceovers and certificates
 - Expect the third eLearning module (of 3 for this project) to be “live” before the start of the next Board meeting.
- Arranged Chair-Yoga training for staff at the Public Health Lab
 - Exercises designed to complete during small breaks at a workstation
 - Relieve stress and stretch for health and resilience



Appendix A – Office of Communications

Products Completed:

Newsletters:

- Barbershop Health Outreach Project's Cutting-Edge March newsletter
- Environmental Health Fee Schedule Adjustments

Flyers, Postcards, Posters, Fact Sheets:

- Barbershop Health Outreach Project spring blood pressure clinic posters
- Flyer: Diabetes class March
- Flyer: With Every Heartbeat Is Life March blood pressure clinic
- Rack Card: Ryan White care services (English and Spanish)
- Ryan White adherence journal (English and Spanish)
- Brochure: Ryan White Supporting a Loved One with HIV (English and Spanish)
- MyPlate recipe booklet
- Rack Card: SNCHC Dietician Services
- Poster: Bike Share
- Brochure: Congenital Syphilis Case Management (provider)
- Flyer: Congenital Syphilis Case Management (patient)
- CDC STD flip book
- Door Hanger: Southern Nevada Community Health Center
- Rack Card: Southern Nevada Community Health Center
- Rack Card: Family Planning Clinic
- Brochure: Attracting Addiction (Spanish)
- Flyer: Online Health Permit Application Focus Group
- Flyer: Don't Wait to Vaccinate (with voucher)

Social Media:

- Graphics weekly testing locations
- Graphics weekly vaccination clinics
- Graphics Vax Facts (8 total)
- Graphics flu vaccine (7 total)
- Graphics weekly vaccine update (4 total)
- Graphic second booster dose

Monitor graphics:

- PHAB Accreditation

Sliders:

- For SNHD.info
 - PHAB Accreditation
 - Online Health Permit Application Focus Group

Signs:

- The Center Covid/flu vaccine clinic

Recordings:

- Food Handler Card deadline extension to June 30

Videos:

- TB clinic overview for World TB Day (featuring supervisor Jennifer Mendez-Lemuz)

Other:

- Smoke-Free Housing stress ball and box
- Clark County Detention Center PowerPoint presentation
- Smoke-Free Housing PowerPoint template
- SNHD/PHAB news release template
- 2020-2021 Mosquito Surveillance Report
- 60th Anniversary logo

- 60th Anniversary collateral (bottle, pen, and pin)
- NIIW collateral (bibs, toothbrushes, and plastic bags)

Advertising Placed:

- Pop-Up Produce Markets
- SNCHC ads for mall signs
- SNCHC ads for sanitizer kiosks
- SNCHC ads for El Tiempo
- SNCHC ads for Review- Journal
- COVID-19 testing/treatment ads for The Progress
- COVID-19 testing/treatment ads for El Tiempo
- COVID-19 testing/treatment ads for Las Vegas Weekly
- COVID-19 testing/treatment ads for Review-Journal

Social Media Summary:

- COVID 19 prevention, vaccine availability and general information

Website Updates/Postings:

- COVID site
 - daily aggregate reports, trends, and maps
 - weekly city reports
 - daily vaccine counts
 - weekly vaccine snapshots
 - new breakthrough case reports
 - updated testing and vaccine calendars as needed
- SNHD site
 - posted weekly influenza surveillance reports
 - developed pages for Southern Nevada Public Health Lab
 - updated contact for EH Spring Valley Office supervisor
 - posted infant formula recall notice
 - updated EMS protocol manual
- SNCHC Site
 - Updated SNCHC by-laws
- Public Notices
 - Notice of Intent to Adopt Changes to the Trauma System Regulations
 - Seeking Input on Potential Business Impact of Proposed Environmental Health Fee Schedule Adjustment
 - Solid Waste Management Authority Hearing
 - RFP: Overdose Data to Action Custom Van
 - Trauma System updates BIS
- News releases postings
 - Southern Nevada Health District COVID-19 Update
 - "Health District observes National Women and Girls HIV/AIDS Awareness Day, March 10"
 - "Southern Nevada Health District adopts weekly COVID-19 data reporting schedule as metrics continue to decline"
 - Southern Nevada Health District COVID-19 Update
 - "Southern Nevada Health District awarded national accreditation"
 - "Southern Nevada Health District starts weekly COVID-19 dashboard reporting schedule"
 - "Agencies collaborate to launch wastewater surveillance dashboard"

- “Southern Nevada Health District statement” (Secret of Siam)
- Southern Nevada Health District COVID-19 Update
- “Health District commemorates World TB Day on March 24”
- “Las Vegas Lights FC go smoke-free”
- “Second COVID-19 booster doses available at Health District clinics”
- Southern Nevada Health District COVID-19 Update
- “Pop-up produce market offers fresh fruit and veggies for about a buck”
- WebEx recordings
 - Finance Committee
 - Feb 2022 SNCHC Governing Committee
 - March 2022 SNCHC Governing Committee
- Meeting agendas
 - SNCHC Finance & Audit Committee
 - Finance Committee
 - SNCHC Governing Board
 - April 2022 EMS (DDR, Education, MAB)
- Approved meeting minutes
 - Southern Nevada HIV Prevention Planning Group
 - Feb 2022 SNHD Board of Health
 - Feb 2022 SNCHC Finance & Audit Committee
 - March 2022 SNCHC Governing Board
 - March 2022 EMS (DDR, Education, MAB)

Translation Services:

- March 2, 2022: Food Handler Cards Application Process
- March 16, 2022: Dietician services rack card
- March 21, 2022: Nutrition-Diabetes Management
- March 29, 2022: Added patient questions form
- March 31, 2022: L2A_vending post

Community Outreach:

- March 2, 2022: 300 flyers clinic distributed to Outreach Mi Familia Vota
- March 3, 2022: 400 flyers clinic distributed to ZIP codes 89014 & 89015
- March 16, 2022: 500 flyers clinic distributed to ZIP codes 89119
- March 21, 2022: 800 flyers clinic distributed to Marianas, All Start Market, Marketon, and La Tapataita Market
- March 29, 2022: 200 flyers clinic distributed to Outreach Mi Familia Vota
- March 31, 2022: 200 flyers clinic distributed to Outreach Promotoras and Dream Big Nevada

Community/ Partner Meetings and Events of Note:

- March 31, 2022: ICS Planning meeting/Ops briefing
- March 30, 2022: Arm-in-Arm campaign bi-weekly planning meeting w/Braintrust
- March 28, 2022: NPHA APC monthly call
- March 28, 2022: ICS general staff/tactics meeting
- March 28, 2022: CDC update call
- March 24, 2022: NV Health Response media update
- March 23, 2022: ICS Planning Meeting/Ops briefing
- March 23, 2022: CDC/NPHIC Monthly Communication call
- March 22, 2022: SNHD Weekly Microplanning meeting
- March 22, 2022: Getting Ready for the 2022 County Health Ranking Release! webinar

- March 21, 2022: ICS general staff/tactics meeting
- March 21, 2022: County Health Rankings: Registration and Marketing meeting
- March 17, 2022: NIIW planning meeting w/ImmunizeNevada
- March 17, 2022: CVDIS grant meeting w/CDC
- March 16, 2022: ICS Planning Meeting/Ops briefing
- March 14, 2022: CDC update call
- March 14, 2022: Planning Meeting/OP Briefing Vaccination ICS
- March 9, 2022: ICS Planning meeting/Ops briefing
- March 8, 2022: Back-to-School planning meeting
- March 7, 2022: ICS General staff/tactics meeting
- March 7, 2022: Legislative update meeting w/Argentum
- March 7, 2022: CDC update call
- March 3, 2022: NIIW planning meeting w/ImmunizeNevada
- March 2, 2022: Health District media update
- March 2, 2022; Arm-in-Arm campaign bi-weekly planning meeting w/Braintrust
- March 2, 2022: ICS Planning meeting

Social Media Services		Mar 2021	Mar 2022		YTD FY21	YTD FY22
*Facebook SNHD	Likes/ Followers	10,030	12,861	↑	10,030	12,861
*Facebook GHCC	Likes/ Followers	6,163	6,160	↓	6,163	6,160
*Facebook SHC	Likes/ Followers	1,672	1,686	↑	1,672	1,686
*Facebook THINK/UseCondomSense	Likes/ Followers	5,655	5,567	↓	5,655	5,567
*Facebook SNHD THINK Project	Likes/ Followers	48	47	↓	48	47
*Facebook Food Safety	Likes/ Followers	60	114	↑	60	114
*Instagram SNHD	Followers	3,192	3,761	↑	3,192	3,761
*Instagram Food Safety	Followers	492	525	↑	492	525
*Twitter EZ2Stop	Followers	424	436	↑	424	436
*Twitter SNHDflu	Followers	1,817	1,923	↑	1,817	1,923
*Twitter Food Safety	Followers	88	94	↑	88	94
*Twitter GetHealthyCC	Followers	350	344	↓	350	344
*Twitter SNHDinfo	Followers	9,635	10,389	↑	9,635	10,389
*Twitter TuSNHD	Followers	315	338	↓	315	338
*Twitter THINK/ UseCondomSense	Followers	728	718	↓	728	718
*Twitter SoNVTraumaSyst	Followers	132	129	↓	132	129
YouTube SNHD	Views	22,683	52,525	↑	248,413	685,886
YouTube THINK/UseCondomSense	Views	615	309	↓	3,543	2,739

*Facebook, Instagram and Twitter numbers are not cumulative.

Appendix B – Finance – Payroll Earnings Summary – March 5 to 18, 2022

PAYROLL EARNINGS SUMMARY
March 05, 2022 to March 18, 2022

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2022	Actual to Budget	Incurring Pay Dates to Annual
PRIMARY & PREVENTATIVE CARE	\$ 320,890.43	\$ 2,174,454.43	\$ 6,829,524.61	\$ 8,009,554.00	85%	
ENVIRONMENTAL HEALTH	\$ 500,820.10	\$ 3,114,054.22	\$ 9,629,415.36	\$ 12,655,509.00	76%	
COMMUNITY HEALTH	\$ 308,524.50	\$ 1,906,783.47	\$ 5,896,748.90	\$ 8,113,247.00	73%	
DISEASE SURVEILLANCE & CONTROL	\$ 342,500.31	\$ 2,139,768.51	\$ 6,795,693.57	\$ 11,119,452.00	61%	
FQHC	\$ 168,259.11	\$ 964,634.00	\$ 3,004,913.69	\$ 5,027,720.00	60%	
ADMINISTRATION W/O ICS-COVID	\$ 363,691.49	\$ 2,289,494.66	\$ 7,837,053.12	\$ 9,426,684.00	83%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ 107,525.82			
TOTAL	\$ 2,004,685.94	\$ 12,589,189.29	\$ 40,100,875.07	\$ 54,352,166.00	74%	73%

FTE 731

Regular Pay	\$ 1,774,587.60	\$ 9,993,275.69	\$ 30,914,881.87
Training	\$ 3,885.24	\$ 25,238.61	\$ 127,132.81
Final Payouts	\$ 1,331.10	\$ 301,822.39	\$ 552,965.36
OT Pay	\$ 13,798.55	\$ 105,174.52	\$ 652,656.96
Leave Pay	\$ 196,440.14	\$ 2,016,284.36	\$ 6,481,985.88
Other Earnings	\$ 14,643.31	\$ 147,393.72	\$ 1,371,252.19
TOTAL	\$ 2,004,685.94	\$ 12,589,189.29	\$ 40,100,875.07

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>
CARMEN, KYLE		2.50	68.70			
GOMEZ, ESTEBAN		6.00	169.65			
HARP, ELIU B		12.00	356.94			
HASSELBAUER, FORREST L		3.00	156.51			
MARTINEZ, YOLANDA		6.00	178.47			
MASTERS, CHRISTOPHER		14.00	384.72			
PALMER, MICHAEL J		5.00	274.88			
RUIZ, GEORGE		5.00	192.15			
STEVENS, MICHAEL P		0.50	20.22			
THEDE, STACY		13.25	374.64			
BOJORQUEZ, IBETH		1.25	70.46			
GALAVIZ, MONICA		10.75	621.78			
MCKNIGHT, ANTOINETTE		2.75	132.87			
TRAN, AMY		2.00	101.73			
UBANDO, MARJORIE K		6.50	276.61			
WILCOX, TERESA E		1.25	66.90			
ZIELINSKI, LYNDIA S		4.00	269.58			
YUMUL, JOSEPH Y		8.00	462.72			
Total Administration		103.75	4179.53		0.00	0.00

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>
BAUTISTA, ILENE E		3.50	248.38	BARRY, NANCY	0.38	11.20
Total Community Health		3.50	248.38		0.38	11.20

PRIMARY & PREVENTIVE CARE

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
AVALOS, MAYRA L	FP_21	0.00	0.00	AVALOS, MAYRA L	0.75	17.35
CAREW, KASHONA I	FPNV_22	9.00	413.24	DIAZ, MICHELLE I	0.75	17.78
DIAZ, MICHELLE I	FP_21	0.00	0.00	AGUILAR, BECKY S	0.38	13.04
LUONG, STEPHEN	FP_21	7.50	372.04	ELLIS, REGENA M	0.75	32.02
MARTINEZ, AZALIA	FP_21	6.00	192.51	GUTIERREZ, SHEILA T	6.75	234.77
RODRIGUEZ, SANDY	FP_21	7.00	213.57			
VILLALOBOS, YOLANDA	HCVD4_21	4.25	147.45			
DEL ROSARIO, EDNA		14.00	523.95			
MORALA, DENNIS		0.75	37.20			
CLAIBORNE, CAROL		0.50	17.35			
GUTIERREZ, SHEILA T	TBOUT_22	0.00	0.00			
ANDERSON, RENITA		12.75	420.18			
LEE, MIRIAM	HCVD4_21	1.50	74.41			
MORENO, LAURA J	HCVD4_21	5.25	164.51			
Total Primary & Preventative Care		68.50	2576.41		9.38	314.95

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		4.00	249.78	BROWN, TEVIN	1.50	39.39
BUCHER, BRADON		3.00	121.32	BUCHER, BRADON	11.25	303.30
DARANG, CHASE		0.50	20.22	GRANDT, NICOLE	3.00	94.32
FENG, YUZHEN		8.75	445.07	JONES, MALLORY	0.75	19.70
LETT, KENDRA A		6.75	352.15	ORTIZ RIVERA, VANESSA	2.25	78.26
MORENO, KRISTINA N		0.25	12.40	RAKITA, DANIEL	5.25	141.54
PIAR, DIANE M		6.75	371.08	RAMAKRISHNAN, VEENA	1.50	50.87
PONTIUS, KEVIN		1.75	91.30	SANTIAGO, ANTHONY T	4.88	178.67
REYES, ABEGAIL		7.00	283.08	SHARIF, RABEA	2.63	93.66
RICH, VICTORIA		0.50	24.80	THOMPSON, WILLIAM B	3.75	127.16
ROBINSON, GARY P		3.00	173.52	WARD, JESSICA Y	0.75	20.22
SHARIF, RABEA		15.25	816.18	WELCH, BRENDA H	2.25	101.09
SHEFFER, THANH V		6.00	329.85	WILLS, JERRY A	12.00	340.44
TAYLOR JR, GEORGE E		1.75	106.50			
WILLS, JERRY A		0.50	21.28			
DIPRETE, LAUREN K	FDILL_22	2.00	128.07			
KARNS, ALFRED J		5.00	304.28			
KURTTI, DONNA M		2.00	94.32			
COOPER, MARY J		3.75	159.58			
GARCIA, JASON M		3.50	187.32			
LUTHER, JENNIFER		2.50	98.48			
Total Environmental Health		84.50	4390.58		51.75	1588.61

DISEASE SURVEILLANCE & CONTROL

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
NGARI, ALICE K	EL2DS_20	0.50	18.71			
BOWERS, JENNIFER D	HIVSRV22	10.50	707.65			
CONSTANTIN, MELISSA	TBSURV22	2.00	128.07			
DIGOREGORIO, AMANDA L	HIVPRV22	6.50	269.88			
DONNELL, JESSICA M	TBSURV22	2.25	120.42			
EDDLEMAN, TABATHA M		1.50	76.30			
EWING, TABITHA L	HIVPRV22	7.50	381.49			
FUQUA, MATTHEW	HIVPRV22	8.00	332.16			
MCINTYRE, ERIC	HIVPRV22	4.50	234.77			
SAITO, SANDIL		0.75	38.15			
QIU SHULTZ, ZUWEN		1.50	96.05			
Total Disease Surveillance & Control		45.50	2403.65		0.00	0.00

Combined Total		305.75	13798.55		61.50	1914.75
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Appendix C – Finance – Payroll Earnings Summary – March 19 to April 1, 2022

PAYROLL EARNINGS SUMMARY
March 19, 2022 to April 1, 2022

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2022	Actual to Budget	Incurred Pay Dates to Annual
PRIMARY & PREVENTATIVE CARE	\$ 344,333.70	\$ 2,522,573.07	\$ 7,177,643.25	\$ 8,009,554.00	90%	
ENVIRONMENTAL HEALTH	\$ 507,119.81	\$ 3,621,174.03	\$ 10,136,535.17	\$ 12,655,509.00	80%	
COMMUNITY HEALTH	\$ 314,948.82	\$ 2,221,732.29	\$ 6,211,697.72	\$ 8,113,247.00	77%	
DISEASE SURVEILLANCE & CONTROL	\$ 345,636.17	\$ 2,485,404.68	\$ 7,141,329.74	\$ 11,119,452.00	64%	
FQHC	\$ 159,754.59	\$ 1,124,388.59	\$ 3,164,668.28	\$ 5,027,720.00	63%	
ADMINISTRATION W/O ICS-COVID	\$ 362,847.07	\$ 2,687,588.33	\$ 8,235,146.79	\$ 9,426,684.00	87%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ 107,525.82	\$ -		
TOTAL	\$ 2,034,640.16	\$ 14,662,860.99	\$ 42,174,546.77	\$ 54,352,166.00	78%	77%

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Regular Pay	\$ 1,803,264.26	\$ 11,800,385.95	\$ 32,721,992.13
Training	\$ 8,571.78	\$ 33,810.39	\$ 135,704.59
Final Payouts	\$ 2,469.01	\$ 339,072.99	\$ 590,215.96
OT Pay	\$ 13,221.48	\$ 118,560.88	\$ 666,043.32
Leave Pay	\$ 166,477.72	\$ 2,183,001.15	\$ 6,648,702.67
Other Earnings	\$ 40,635.91	\$ 188,029.63	\$ 1,411,888.10
TOTAL	\$ 2,034,640.16	\$ 14,662,860.99	\$ 42,174,546.77

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>
DUQUE, ARMANDO		1.50	74.41			
FISHER, BRANDYN		1.00	29.75			
GO, JOEL F		3.00	89.24			
HARP, ELIU B		9.00	267.71			
MARTINEZ, YOLANDA		6.00	178.47			
MASTERS, CHRISTOPHER		7.50	206.10			
PALMER, MICHAEL J		0.50	27.49			
RUIZ, GEORGE		4.50	172.94			
THEDE, STACY		7.50	212.06			
BOJORQUEZ, IBETH		1.50	84.56			
GALAVIZ, MONICA		5.75	332.58			
JIMENEZ, ANGEL		21.75	974.18			
MCKNIGHT, ANTOINETTE		2.75	132.87			
UBANDO, MARJORIE K		4.50	201.56			
WILCOX, TERESA E		1.00	53.52			
YUMUL, JOSEPH Y		5.50	318.12			
Total Administration		83.25	3355.56		0.00	0.00

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>
BAUTISTA, ILENE E		2.00	141.93	PRICE, KERI A	2.25	70.74
Total Community Health		2.00	141.93		2.25	70.74

PRIMARY & PREVENTIVE CARE

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
AVALOS, MAYRA L	FP_21	0.00	0.00	AVALOS, MAYRA L	5.63	130.11
CAREW, KASHONA I	FPNV_22	8.00	367.32	WOODS, ROSANNA	0.38	16.01
RODRIGUEZ, SANDY	FP_22	7.50	228.83	AGUILAR, BECKY S	0.38	13.04
WOODS, ROSANNA	FP_21	0.00	0.00	GUTIERREZ, SHEILA T	7.50	260.85
MACIEL PEREZ, MARISOL	IMMEQ_21	0.50	22.40			
POWELL, TASHEKA C	IMMFLU21	6.00	338.22			
MARTINEZ, BLANCA M	IMMCD_21	0.00	0.00			
CUSTODIO, VRENELI		0.75	37.20			
DEL ROSARIO, EDNA		8.50	318.11			
GONZALEZ, AZENA		0.50	16.48			
MORALA, DENNIS		4.50	223.22			
NAVARRO, MARIA S		4.50	148.30			
GUTIERREZ, SHEILA T		2.50	130.43			
ANDERSON, RENITA		16.00	527.28			
DOMINGUEZ, LILIANA	HCVD4_21	0.75	28.07			
LEE, MIRIAM	HCVD4_21	0.25	12.40			
MEDINA, VALERIA	HCNAP_22	1.50	48.13			
MORENO, LAURA J	HCVD4_21	10.25	321.18			
OREA-VALENCIA, MIRELLY		8.50	302.18			
ORTEGA MARTINEZ, ITZEL	RWA2E121	0.50	15.67			
CUSTODIO, CHERIE		0.25	9.13			
DALTON, BRENDAN		2.00	109.95			
LOYSAGA, JENNIFER	HCVD4_21	8.50	233.58			
YUMUL, JESSICA		1.00	49.61			
Total Primary & Preventative Care		92.75	3487.69		13.88	420.01

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		7.00	437.12	BROUNSTEIN, JODI	6.75	273.85
BUCHER, BRADON		2.25	90.99	CALZADO, NEIL	0.75	19.70
CUMMINS, VERONICA J		3.75	167.96	DIAZ-ONTIVEROS, LUZ	3.38	90.99
GUZMAN, MICHELLE D	FDILL_22	0.00	0.00	FENG, YUZHEN	6.00	203.46
LETT, KENDRA A		0.25	13.04	GRANDT, NICOLE	5.25	165.06
PARANGAN, CHRISTOPHER D		3.50	165.06	GUZMAN, MICHELLE D	1.13	44.45
PIAR, DIANE M		2.00	109.95	HINSEN, JUSTIN B	2.25	70.74
REYES, ABEGAIL		5.00	202.20	LIZON, ANDREW	0.75	19.70
SHARIF, RABEA		12.25	655.62	NORTHAM, KORIE	8.63	368.20
SHEFFER, THANH V		15.50	852.11	PEREZ VILLANUEVA, ANGEL	4.13	108.32
NAVARRETE, GEORGE		11.25	758.19	SANDERS, JENNIFER C	16.88	478.74
FRANCHINO, DOMINICK		0.50	28.19	VALADEZ, ALEXIS	5.25	141.54
COOPER, MARY J		8.50	361.72	WELCH, BRENDA H	4.88	219.03
LUTHER, JENNIFER		6.50	256.04	WELLS, JORDAN	1.88	49.24
SMITH, JESS W		8.25	389.07	GOODSELL, MICHELLE	2.25	88.90
Total Environmental Health		86.50	4487.26		70.13	2341.91

DISEASE SURVEILLANCE & CONTROL

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
DHILLON, KARNJIT S	EL2DS_20	0.50	18.71	ROSSI BOUDREAU THIB, DUSTIN M	1.50	57.84
FLOURNOY, TIFFANY D	HIVPRV22	6.00	282.96			
CONSTANTIN, MELISSA		1.00	64.04			
EDDLEMAN, TABATHA M		4.50	228.89			
MARTINEZ SAINZ, JOSE R	HIVPRV22	6.50	249.80			
MCINTYRE, ERIC	HIVPRV22	4.00	208.68			
O'CONNOR, KELLI J	HIVPRV22	7.00	365.19			
REYES, REBECCA	NDOCCD22	5.00	267.60			
ROSSI BOUDREAU THIB, DUSTIN M	HIVPRV22	0.00	0.00			
ASHRAF, BENJAMIN	IMMCD_21	1.00	47.16			
QIU SHULTZ, ZUWEN		0.25	16.01			
Total Disease Surviellance & Control		35.75	1749.04		1.50	57.84
Combined Total		300.25	13221.48		87.75	2890.50