

MEMORANDUM



Date: August 25, 2022
To: Southern Nevada District Board of Health
From: Fermin Leguen, MD, MPH, *District Health Officer* *FL*
Subject: **Administration Division Monthly Report – July 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 5 News Releases and responded to several media requests for interviews/statements from staff, mainly on COVID-19, Monkeypox, Back to School immunizations, opioid crisis and the 988 mental health hotline. As of July 22, 2022, the Health District had 753 active employees, with a total number of vacancies of 13 FTEs and a total number of positions in recruitment of 30 FTEs. The Human Resources Department arranged 54 interviews, extended 19 job offers and successfully completed 6 new hires, including 9 promotions. Many staff from across the Health District contributed to the application for a CDC Infrastructure, Workforce, Data Modernization grant. The Facilities and Information Technology Departments have been diligently working to prepare the new Fremont location for opening at the end of August 2022.

Office of Communications

News Releases Disseminated:

- July 22, 2022: Limited monkeypox vaccine appointments available beginning Monday
- July 19, 2022: Health District now offering a convenient online renewal option for qualified Food Handler card clients
- July 12, 2022: Health District reminds parents to bring their children in for their back-to-school shots
- July 8, 2022: Southern Nevada Health District reports additional probable monkeypox case
- July 6, 2022: Southern Nevada Health District reports additional probable monkeypox cases

Press:

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

- COVID-19:
 - COVID updates
 - Variants, BA omicron
 - Case count increases
 - Booster doses/Novavax available
 - COVID protocols for new school year
- Monkeypox
 - Cases, updates
 - Vaccines, number of doses
 - Vaccine appointments, eligibility
 - Wastewater surveillance
 - WHO, global health emergency
- Back to School immunizations, Health District clinics
- Opioid crisis
- Mental health 988 hotline

More than 400 news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in July. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at

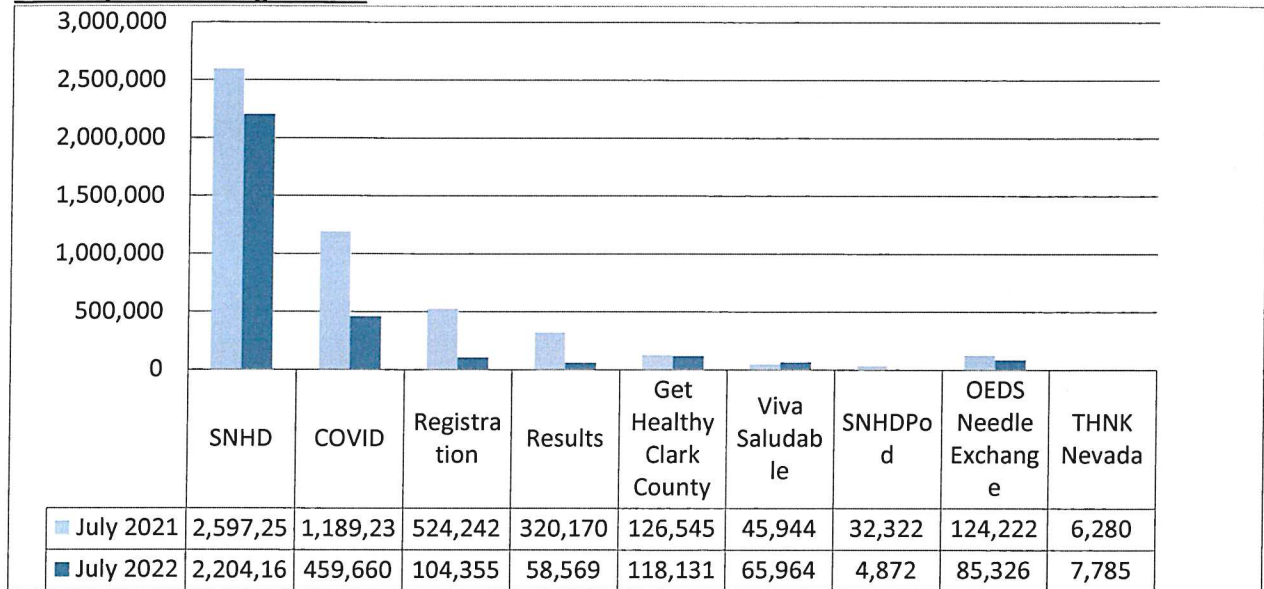
<https://www.southernnevadahealthdistrict.org/download/oc/202207-oc-media-report.pdf>

Media, Collateral and Community Outreach Services:

	July 2021	July 2022		YTD FY21	YTD FY22	
Media - Print Articles	122	165	↑	122	165	↑
Media - Broadcast stories	292	255	↓	292	255	↓
Collateral - Advertising/Marketing Products	37	88	↑	37	88	↑
Community Outreach - Total Volunteers ¹	7	7	=			
Community Outreach - Volunteer Hours	508	537	↑	508	537	↑

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
July 1 – 31, 2022	20	13	65%	31

Facilities

Monthly Work Orders	July 2021	July 2022		YTD FY21	YTD FY22	
Maintenance Responses	164	131	↓	164	131	↓
Electrical Work Orders	14	8	↓	14	8	↓
HVAC Work Orders	8	15	↑	8	15	↑
Plumbing Work Orders	10	6	↓	10	6	↓
Preventive Maintenance	15	21	↑	15	21	↑
Security Responses	925	1546	↑	325	1546	↑

Finance

Total Monthly Work Orders by Department	July 2021	July 2022		YTD FY21	YTD FY22	
Purchase Orders Issued	518	541	↑	518	541	↑
Grants Pending – Pre-Award	9	3	↓	9	3	↓
Grants in Progress – Post-Award	23	5	↓	23	5	↓

* Grant applications created and submitted to agency

** Subgrants routed for signature and grant amendments submitted

Grants Expired – July 2022						
<i>Project Name</i>	<i>Grantor</i>	<i>End Date</i>	<i>Amount</i>	<i>Reason</i>	<i>FTE</i>	<i>Comments</i>
Epidemiology & Laboratory Capacity (ELC) Strengthening Public Health Laboratory (PHL) Preparedness Through Laboratory Response Network (COVID-19 Paycheck Protection Program (ecvph_22)	PT-CDC	7/31/2022	\$133,491	end of performance period	0.00	SNHD will apply (per POC) if opportunity arises; paycheck protection program not expected to continue
Epidemiology & Laboratory Capacity (ELC) Continuation Base (elcle_22) Legionnaires' Disease Prevention 3rd year	PT CDC	7/31/2022	\$80,000	end of performance period	0.39	SNHD 4th year budget period begins 8/1/2022, and will renew program (per POC)
Epidemiology & Laboratory Capacity (ELC) Continuation Base BP3 (elcont22)	PT-CDC	7/31/2022	\$310,969	end of performance period	1.51	Renewal in progress
Epidemiology & Laboratory Capacity (ELC) Continuation Base Carryover (elctco22)	PT-CDC	7/31/2022	\$247,604	End of carryover period	0.56	Carryovers are not renewed
American College of Preventative Medicine Improving Capacity of Physical-Led Practices to Prevent, Mitigate and Treat COVID-19 (hcvapm22)	PT-ACPM	7/31/2022	\$150,000	end of performance period	2.00	End date extension in progress
Integrated HIV Programs - Ending the HIV Epidemic (hivehe21)	F-CDC	7/31/2022	\$2,144,080	end of budget period	3.25	SNHD requesting an extension under expanded authority to contract for unspent funds (per POC)

Grants Expired – July 2022						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Integrated HIV Programs - Ending the HIV Epidemic (hivehe22)	F-CDC	7/31/2022	\$2,144,080	end of budget period	3.20	SNHD not intending to request an extension (per POC)

Grants Awarded – July 2022							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Thrive by Zero to Three Prevention Services (ehbsa_22)	Clark County	5/18/2022	5/3/2022	9/30/2022	\$150,000	new award	TBD
SNHD Food Safety Culture	F-CDC	7/7/2022	9/30/2022	9/29/2023	\$192,586	Non-competing continuation; Additional	TBD
Integrated HIV Programs for Southern Nevada (hivehv23)	F-CDC	7/15/2022	8/1/2022	7/31/2023	\$2,144,080	Non-competing continuation; Additional costs	TBD
Southern Nevada Health District Community Partnership to Promote Health Equity (reach_23 and reacd_23)	F-CDC	7/28/2022	9/30/2022	9/29/2023	\$1,250,827	Non Competing Continuation; Additional costs	TBD
FR-CARA/Substance Abuse and Mental Health Services_Prosj ects of Regional and National Significance	F-SAMHSA	7/29/2022	9/30/2022	9/29/2023	\$500,000	New competing award	TBD

Human Resources

Employment/Recruitment:

- No new job titles for July
- 753 active employees as of July 22, 2022
- 6 New Hires, including 0 rehires and 0 reinstatements
- 7 Terminations, including 0 retirement
- 9 Promotions, including 4 Flex-reclass
- 1 Transfer

- 1 Demotions
- 53 Annual Increases
- 54 interviews
- 19 job offers extended
- 11 recruitments posted – Updating NEOGOV system
- Turnover rates
 - Administration: 0.71%
 - Community Health: 2.65%
 - Disease Surveillance & Control: 0.00%
 - Environmental Health: 1.18%
 - Primary & Preventive Care: 0.83%
 - FQHC: 0.00%
- 44 Evaluations received and recorded in One Solution
- Total number of vacancies: 13 FTEs
- Total number of positions in recruitment: 30 FTEs

Temporary Employees

- 74 Temporary Staff
- 21 New Agency Temporary Staff Members
- 3 Agency Temporary Staff Member assignments (0) cancelled / (2) resigned / (1) converted to SNHD employee / (0) termed
- 36 temporary staff from MedaSource supporting the LVCC Vaccination Clinics
- 15 temporary staff from Maxim with 2 pending position open
- 20 temporary staff from Robert Half with 0 pending positions
- 2 temporary staff from Manpower with 2 positions on hold
- 1 temporary employee from RPHontheGO with 0 pending positions

Benefits

- 14 new hires started benefits
- 9 changes in benefits
 - 17 changes effective immediately
- 7 terminations from benefits
- Short term disability claims: 0
- 0 Flexible Spending Arrangements effective 7/1/2022
- Meetings presented for employees
 - Benefit Orientation: 5 attendees
 - Bereavement Meetings: 0
- COBRA Administration: 7
- COBRA QE Notices: 0
- Tuition Reimbursements: 2

FMLA

- FMLA LEAVE REQUESTS
 - New: 14
 - RTW: 0
- Conversations to discuss leave questions: 0
- Intermittent: 3 employees
- Block of FMLA leave: 11 employees
- Recertifications: 0 employees
- Denials: 0 employees

Worker's Compensation

- Claims: 2
- Incident Reports: 0

Retirements

- Withdrawals, rollovers, and purchase of service credit: 3
- Loans: 1
- Plan changes: 4
- New accounts: 7

Employee/Labor Relations

- 0 Coaching & Counseling, 0 Verbal Warnings, 1 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Termination, 0 Probationary Releases
- 0 Grievances
- 0 Arbitration
- 8 hours of Labor Meetings (with Union)
- 20 hours Investigatory Meetings
- 4 Investigations
- 15 hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 2

Trainings/Meetings Attended by Staff:

- PRC Meeting
- HR Team meeting with ER/LR and Recruitment
- Bi-weekly recruitment/position control meeting
- Strategy/Training Meetings with Departments
- Apprentice workshop meetings with Departments
- CHN Wage Data & Meetings
- Webinars
- Team Bi-weekly meetings
- Team Monthly Meeting
- Privileging Meetings
- NPDB 101 Webinar
- Case Updates: Attorney Becky Bruch/Pool Pact
- Monthly JLMC Meeting
- SEIU Meetings

Projects in Progress/Other items

- IPMA HR course enrollment
- Research project management and test software
- Begin procedure documentation for privileging process
- Begin planning HR's Halloween event
- CDC Infrastructure Grant planning
- Position Review Committee (PRC) – Ongoing
- 4/10 Schedule Planning continues
- Leadership Advance Sessions
- Comp & Class Briefings/Implementation planning - Ongoing
- HRSA Site Visit Planning
- Develop HR Philosophy
- Personnel Code Planning/Revision/Update

- TPA FMLA/ADA Implementation
- HR Service Model
- HR Communication Updates
- NeoGov Training/Implementation
- SEIU Collaboration/Proactive Sessions
- Privileging & Credential Implementation
- Seeking to Enhance HR Technology/Software
- 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
- Grievance Log and Official Complaints Report, Investigation Log for Leadership
- ER/LR Process Procedures
- Memorandum of Agreement (MOA) re: Holiday Pay

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

Information Technology

Service Requests	July 2021	July 2022		YTD FY21	YTD FY22	
Service Requests Completed	1017	980	↑	1017	980	↑
Service Requests Opened	963	1023	↑	963	1023	↑
Service Requests Open over 30 days	138	143	↓	138	143	↓

Information Services System Availability 24/7	July 2021	July 2022		YTD FY21	YTD FY22	
Total System	99.98	99.13	↑	99.98	99.13	↑

Total Monthly Work Orders by Department	July 2021	July 2022		YTD FY21	YTD FY22	
Administration	333	297	↑	333	297	↑
Community Health	240	239	↑	340	239	↑
Environmental Health	115	125	↑	115	125	↓
Clinical Services	329	319	↑	329	319	↑

First Call Resolution & Lock-Out Calls	July 2021	July 2022		YTD FY21	YTD FY22	
Total number of calls received	963	1025	↑	963	1023	↑
Number of first call resolutions	0	0	↑	0	0	↓
Number of Lock-out calls	4	0	↓	4	0	↓

Organizational Development & Strategy Officer

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

- Workforce Development
 - LMS (Learning Management System) deployment
 - Uploading SCORM training module files from PoolPact to enable easier reporting
 - Updating current catalog of training for all staff
- Quality Improvement/Performance Improvement
 - Training for 40 QI “Champions” completed at CSN Charleston campus
 - Participants will carry fresh knowledge and perspective to each program enabling new QI projects (and improvement) throughout the District
 - 5 workgroups will apply their learning on small QI projects before starting work in their own departments on larger QI projects
 - Post training reviews regarding content and the contracted facilitator were very positive

- Comments were made about the good experience of working with people from other areas of SNHD that they had not met before
 - Bonds were built during the group learning within assigned teams over the two days
- 5 Projects, below, have been started as an instrument to apply learning from this training.

Team Alpha	AIM Statement: Reduce critical violations at risk category 3 and 4 food establishments by 5% by July 1, 2024. (Use Envision Connect to build a dashboard and create interventions to accomplish this)
Team Bravo	AIM Statement: By 12/31/2022, SNHD employees will reduce timecard entry error rates by 50%
Team Charlie	AIM Statement: Reduce the number of electronic requisitions for COVID test samples (from Southern Nevada Veteran’s Home) not appearing in the Laboratory Information System by 50% as of July 16 th , 2022. (Adjust Forms Admin app to eliminate 2 most common errors at LTCFs).
Team Delta	AIM Statement: Achieve a 70% completion rate of COVID-19 vaccination within children age 5-17 with in Clark County by June 30, 2023.
Team Echo	AIM Statement: Reduction of perception of HIV Stigma amongst staff providing direct services to HIV clients by 5% as of 12/15/2022.

- One team member assisted in the pre-award phase of the Ryan White Grant from Clark County. SNHD has received the Notice of Award
- CDC Infrastructure, Workforce, Data Modernization grant
 - OD Team Coordinated resources from dozens of contributors from across the District
 - Assisted the Finance Department when the only Grant Team member started work as a Grant Coordinator. Onboarded a contract Grant Writer to sustain the SNHD grant writing effort
 - Application submitted on 8/11/2022
 - This application is a product of over 600 human-hours of work
 - 22 documents and over 75 pages were submitted in response to the NOFO
 - Organized the grants team and workflow to drive collaboration from dozens of contributors driving one central grant application to the CDC
 - Award ceiling calculated at over \$27M over 5 years
 - Approx. 2/3 of this funding is aimed at increasing the workforce or retaining current staff with grant funded salaries that will expire in the next 5 years
 - OD Team projects generated by this grant
 - 5-year plan to measure annual engagement
 - Leadership assessments tied to measure the same metrics as the annual engagement surveys to plot progress and teams with growth opportunities
 - Teams with measurements significantly below the norm will receive specialized leadership development interventions
 - All agency leaders will receive development modules to ensure we are supporting our staff to serve our community at the highest level
 - Some KPIs: Motivation, Execution, Communication, Engagement, Ability to change, Teamwork, and TRUST
- Accreditation
 - Assigning Domains from the revised 2022 Standard and Measures
 - Assembling tools to launch for teams to begin documentation of projects and standards for the annual reports and preparation for re-accreditation in 2027

- Many documented projects have a 5-year expiration allowing us to satisfy and document re-accreditation requirements anytime from now through early 2027
- Facilitating the next SNHD Strategic Plan FY 2023-2025
 - The previous plan was dated 2016-2019
 - Estimated publication: 10/15/2022
 - Will drive a new, combined, Performance Management/Quality Improvement Plan and Workforce Development Plan

Appendix A – Office of Communications

Products Completed:

Newsletters:

- Barbershop Health Outreach Project's Cutting-Edge July newsletter
- Health equity newsletter template
- The Perspective 2022-06-15 "School stars soon. Make sure your kids have their required vaccines before the first day."
- Food Safety Partnership 2022-06-25 Meeting

Flyers, Postcards, Posters, Fact Sheets:

- Back to School Saturday clinics flyer
- Blood drive flyer
- Student vaping toolkit booklet
- ELV new location rack card
- Stop Overdose poster
- Beauty Shop Health Outreach Partnership "BeSHOP" poster update
- RW: Community Resource Handouts
- Public Health Vending Machine Locations Z-Card
- International Overdose Awareness postcard
- Update to Use Naloxone Injectable
- 5210 campaign flyer and poster
- Children and Youth with Special Needs vaccination flyer
- Trauma report cover
- Invitation for International Overdose Awareness Day
- Recruitment flyer: Medical Epidemiologist
- Online Food Handler Safety Training Card Renewals

Social Media:

- Heat illness graphic
- Heat Illness Spanish graphic
- Heat hacks graphic
- Heat hacks Spanish graphic
- Mosquito hiding places graphic
- Mosquito hiding places Spanish graphic
- Back to School Saturday clinics graphic
- Back to School Saturday clinics Spanish graphic
- Family Planning social media campaign copy and graphics
- Family Planning social media campaign Spanish versions
- Graphic — 988 Suicide & Crisis Hotline

Monitor graphics:

- 988 Suicide & Crisis Hotline
- Back-to-school vaccine weekend clinics

Logos, Branding:

- 5210 campaign logo
- Academic Health Department (AHD) logo
- SNHD Academic Affairs logo
- SNHD logos for VMware

Sliders:

- For SNHD.info
 - Get the Facts About Monkeypox
 - COVID-19 Pediatric Vaccine
 - Back-to-school vaccine weekend clinics
 - Extreme heat web slider

Photos:

- Vector surveillance staff photo
- SNCHC child well check

Recordings:

- Online immunization appointment information for ext. 0850
- Monkeypox information for ext. 1172 and ext. 0850
- Food Handler Cards after-hours recording for ext. 0620

Other:

- Monkeypox vaccine record card
- Infants and children smoking infographic
- Food handler testing downloadable certificate
- Student vaping PPT

Advertising Placed:

- Monkeypox ad for Fab magazine
- In Your Neighborhood - campaign concepts
- In Your Neighborhood - transit shelter ad
- In Your Neighborhood - bus ads
- Back to School Saturday clinics ad - half page El Mundo

Website Updates/Postings:

- COVID site — weekly aggregate reports, trends, and maps
- COVID site — weekly city reports
- COVID site — weekly vaccine counts
- COVID site — weekly vaccine snapshots
- COVID site — weekly breakthrough case reports
- COVID site — updated testing and vaccine calendars as needed
- Get Health Clark County site — updated tobacco program icons on homepage and tobacco page
- SNHD site — weekly flu surveillance reports
- SNHD site — revised Sewage/Septic Disposal Systems (ISDS) pages
- SNHD site — revised Solid Waste Management Plan Review page
- SNHD site — revised HACCP Submission and Review Process page
- SNHD site — revised Body Art pages to reflect new types of body art cards and consolidated regulations
- SNHD site — revised Aquatic Health construction and remodels pages
- SNHD site — added “Washing Produce” and “What to Expect After Permit Approval” documents to FERL
- SNHD site — created page for online Food Handler Safety Training Card renewals
- SNHD site — 3 revised forms to EMS page
- SNHD site — updated list of EMS permitted agencies
- SNHD site — Public Health Updates, advisories and technical bulletins
 - Advisory: “Recent Reports of Human Parechovirus (PeV) in the United States”
 - Advisory: “Meliodosis Locally Endemic in areas of the Mississippi Gulf Coast”
 - Advisory: “Update for Clinicians on Monkeypox in People with HIV, Children and Adolescents, and People who are Pregnant or Breastfeeding”
 - Advisory: “Monkeypox Update in Clark County 2022-07-13”
 - Advisory: “Availability of Tecovirimat for the Treatment of Monkeypox”
- SNHD site — Public Notices
 - RFP: COVID-Health Disparity Assessment and Healthcare Equity Models
- SNHD site — Hot Topics
 - Prepare for Wildfire: 5 Things Every Nevadan Can Do

- SNHD site
 - Board of Health page - Member Updates
 - Public Health Advisory Board page - Member Updates
- SNHD site — News Releases
 - 2022-07-06 “Southern Nevada Health District reports additional probable monkeypox cases”
 - 2022-07-08 “Southern Nevada Health District reports additional probable monkeypox case”
 - 2022-07-12 “Health District reminds parents to bring their children in for their back-to-school shots”
 - 2022-07-19 “Health District now offering a convenient online renewal option for qualified Food Handler card clients”
 - 2022-07-22 “2022 Southern Nevada Substance Misuse and Overdose Prevention Summit”
- SNHD site — Meeting WebEx Recordings
 - 2022-07-26 SNCHC Finance and Audit Committee
 - 2022-07-27 SNCHC Quality, Credentialing & Risk Management Committee
 - 2022-07-28 Board of Health
 - 2022-07-28 SNCHC Governing Board
- SNHD site — Meeting Minutes
 - 2022-01-26 SNCHC Quality, Credentialing & Risk Management Committee
 - 2022-04-20 Regional Trauma Advisory Board
 - 2022-06-01 Medical Advisory Board
 - 2022-06-01 Education Committee
 - 2022-06-01 Drug/Device/Protocol Committee
 - 2022-06-21 SNCHC Finance and Audit Committee
 - 2022-06-23 Board of Health
 - 2022-06-23 SNCHC Governing Board
- SNHD site — Meeting Agendas
 - 2022-07-20 Regional Trauma Advisory Board
 - 2022-07-26 SNCHC Finance and Audit Committee
 - 2022-07-27 SNCHC Quality, Credentialing & Risk Management Committee
 - 2022-07-28 Board of Health
 - 2022-07-28-SNCHC Governing Board
 - 2022-08-03 Medical Advisory Board
 - 2022-08-03 Education Committee
 - 2022-08-03 Drug/Device/Protocol Committee

Translation Services:

- July 01,2022: Video Children Vax translations
- July 01, 2022: Back-to-school flyer
- July 01, 2022: Social media posts
- July 05,2022: COVID Social Translations
- July 05, 2022: Promotoras_Social_Media_Posts_Translations_1656706124_1
- July 08,2022: Phone Scrip COVID-19 vaccine
- July 12, 2022: Apartment Manager Outreach Card
- July 15, 2022: Breastfeeding message
- July19, 2022: Social media screen time
- July 20,2022: Mosquitoes Hiding copy
- July 20,2022: In Your Neighborhood
- July 20, 2022: Heat Illness copy

- July 20, 2022: ELV Flyer
- July 20,2022: Heat Exhaustion brochure
- July 21,2022: Stay Cool with Heat Hacks
- July 21,2022: Mosquito Midge or Crane Fly
- July 21, 2022: SNHD Keep Mosquitoes Away
- July 21,2022: SNHD mosquito coloring book
- July 21, 2022: Family Planning Self Care campaign
- July 22, 2022: COVID15120 SNHD 6 Things to Know COVID
- July 25,2022: Mesquite health fair flyer
- July 26,2022: COVID social media
- July 27,2022: How Monkeypox Spreads social graphic
- July 27, 2022: Stool Specimen Collection SNHD
- July 27, 2022: Stool Specimen Collection Consent Form
- July 27, 2022: Stool Specimen Collection with Cary Blair
- July 28,2022: Infants Children Infographic
- July 28, 2022: Antivirals script

Community Outreach:

- July 07, 2022: Arm and Arm Flyer distribution -Promotoras Las Vegas
- July 26, 2022: Discovery Children's Museum Walk Through

Community/ Partner Meetings and Events of Note:

- July 06, 2022: Arm in Arm campaign-COVID Vaccine
- July 07, 2022: Volunteer interview
- July 07, 2022: Arm in Arm monthly working session
- July 08, 2022: United Way Junta Comunitaria Sector Social
- July 11, 2022: CDC Call
- July 12, 2022: SNHD Weekly Microplanning Meeting
- July 13, 2022: Back to School meeting/Immunize Nevada
- July 14, 2022: Mobile Health Collaborative
- July 20,2022: Volunteer Orientation
- July 22,2022: United Way Junta Comunitaria Sector Social
- July 26,2022: SNHD Weekly Microplanning Meeting

Social Media Services		July 2021	July 2022		YTD FY21	YTD FY22
*Facebook SNHD	Likes/ Followers	10,443	13,011	↑	10,443	13011
*Facebook GHCC	Likes/ Followers	6,142	6,157	↑	6,142	6,157
*Facebook SHC	Likes/ Followers	1,661	1,674	↑	1,661	1,674
*Facebook THINK/UseCondomSense	Likes/ Followers	5,606	5,517	↓	5,606	5,517
*Facebook SNHD THINK Project	Likes/ Followers	47	46	=	47	46
*Facebook Food Safety	Likes/ Followers	80	118	↑	80	118
*Instagram SNHD	Followers	3,433	3,876	↑	3,433	3,876

*Instagram Food Safety	Followers	512	527	↑	512	527
*Twitter EZ2Stop	Followers	431	434	↑	431	434
*Twitter SNHDflu	Followers	1,855	1,915	↑	1,855	1,915
*Twitter Food Safety	Followers	92	96	↑	92	96
*Twitter GetHealthyCC	Followers	344	340	↓	344	340
*Twitter SNHDinfo	Followers	10,017	10,480	↑	10,017	10,480
*Twitter TuSNHD	Followers	330	338	↑	330	338
*Twitter THNK/ UseCondomSense	Followers	724	716	↓	724	716
*Twitter SoNVTraumaSyst	Followers	129	134	↑	129	134
YouTube SNHD	Views	193,612	52,283	↓	193,612	52,283
YouTube THNK/UseCondomSense	Views	353	468	↓	353	468

*Facebook, Instagram and Twitter numbers are not cumulative.

Appendix B – Finance – Payroll Earnings Summary – June 25, 2022 to July 8, 2022

PAYROLL EARNINGS SUMMARY
June 25, 2022 to July 08, 2022

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2023	Actual to Budget	Incurred Pay Dates to Annual
PRIMARY & PREVENTATIVE CARE	\$ 330,583.66	\$ 4,884,885.49	\$ 340,411.89	\$ 10,370,400.00	3%	
ENVIRONMENTAL HEALTH	\$ 529,033.00	\$ 7,290,472.58	\$ 529,033.00	\$ 14,404,469.00	4%	
COMMUNITY HEALTH	\$ 331,331.15	\$ 4,589,929.45	\$ 331,331.15	\$ 9,377,765.00	4%	
DISEASE SURVEILLANCE & CONTROL	\$ 373,389.09	\$ 5,026,134.08	\$ 373,389.09	\$ 12,188,879.00	3%	
FQHC	\$ 186,814.36	\$ 2,427,367.95	\$ 186,814.36	\$ 6,478,743.00	3%	
ADMINISTRATION W/O ICS-COVID	\$ 462,893.43	\$ 5,382,875.35	\$ 462,893.43	\$ 10,026,217.00	5%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 2,214,044.69	\$ 29,601,664.90	\$ 2,223,872.92	\$ 62,846,473.00	4%	4%
FTE	752					
Regular Pay	\$ 1,613,555.18	\$ 24,053,971.20	\$ 1,613,555.18			
Training	\$ 19,890.47	\$ 127,599.31	\$ 19,890.47			
Final Payouts	\$ 79,604.66	\$ 511,498.58	\$ 88,967.29			
OT Pay	\$ 16,888.48	\$ 270,792.60	\$ 16,888.48			
Leave Pay	\$ 465,227.12	\$ 4,076,815.12	\$ 465,692.72			
Other Earnings	\$ 18,878.78	\$ 560,988.09	\$ 18,878.78			
TOTAL	\$ 2,214,044.69	\$ 29,601,664.90	\$ 2,223,872.92			

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT
June 25, 2022 to July 08, 2022

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
BROWN, DOMINIQUE		3.00	82.44			
GARCIA, MARTHA		3.00	82.44			
GO, JOEL F		7.50	236.67			
MARTINEZ, JOSE		3.00	82.44			
PALMER, MICHAEL J		40.50	2,255.37			
RUIZ, GEORGE		4.00	156.03			
THEDE, STACY		1.00	29.13			
VEGA, LEONARDO		4.00	208.68			
VIERA, MARIA		3.00	82.44			
ARRIAGA, JOCELYN		2.00	67.56			
GALAVIZ, MONICA		0.50	29.79			
KEEGAN, DAHLIA J		10.00	473.72			
TAITANO, KYOMI		17.50	541.01			
UBANDO, MARJORIE K		3.75	167.96			
WILCOX, TERESA E		5.50	301.08			
ZIELINSKI, LYNDA S		10.00	673.95			
ASHMORE, TOBY C	IMMCD321	4.00	249.78			
Total Administration		122.25	5721.39		0.00	0.00

COMMUNITY HEALTH 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>
ALLEN, DELILA		5.00	235.80	RAMAN, DEVIN C	2.25	104.13
FIGUEROA-PERELLO, ALESSANDRO	EL2LB_20	1.50	65.75	ANDRADE, JESSICA N	1.13	22.97
JANEIRO, BRIDGET	EL3LB_21	3.00	101.84			
ROMERO, ESTHER	EL2LB_20	3.00	107.19			
Total Community Health Services		12.50	510.58		3.38	127.10

FQHC-COMMUNITY HEALTH CLINIC

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
DIAZ, MICHELLE I		0.50	18.31	CAMARENA, KRYSTAL S	0.75	21.92
VILLALOBOS, YOLANDA	FPNV_23	0.75	26.80			
ANDERSON, RENITA		8.00	265.11			
DEL ROSARIO, EDNA		12.25	465.49			
DOMINGUEZ, LILIANA	HCVD4_21	1.00	38.55			
LEE, MIRIAM	HCVD4_21	7.50	414.79			
OREA-VALENCIA, MIRELLY		1.00	36.62			
HALDEMAN, DANIELLE	RWB2CM22	0.50	27.49			
YUMUL, JESSICA	EHED_23	0.25	14.16			
Total FQHC-Community Health Clinic		31.75	1308.32		0.75	21.92

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>
CASTILLO, JOCELYN		2.75	198.89	AGUILAR, BECKY S	0.75	26.87
CERVAS, MARIE V		6.00	360.95	CONTRERAS ARAIZA, ALONDRA	1.88	78.36
D'OSTA, TERESA K		1.50	86.76	HILARIO, CHRISTIAN J	0.75	21.92
GUTIERREZ, SHEILA T		3.00	161.19	ELLIS, REGENA M	1.50	65.96
VILLANUEVA, MICHELLE		1.50	96.05	THARAYANI, SIBYL	4.50	183.15
NAGAI, SAGE	IMMCD_23	2.00	113.25			
NAGAI, SAGE	IMMCD321	0.50	27.49			
PETERSON, HOLLY	IMMCD321	0.75	41.23			
PETERSON, HOLLY	IMMEQ_23	0.25	14.16			
WALKER, AMBER	IMMEQ_23	3.00	104.40			
WALKER, AMBER	IMMEQ321	3.00	101.34			
WONG, MICHELLE	IMMCD_21	0.50	27.49			
Total Primary & Preventative Care		24.75	1333.20		9.38	376.24

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		15.00	955.43	BROUNSTEIN, JODI	5.25	219.40
BUCHER, BRADON		10.00	416.55	CAVIN, ERIN M	15.38	642.52
CUMMINS, VERÓNICA J		5.75	282.91	FENG, YUZHEN	3.75	130.99
JONES, MALLORY		14.25	583.26	SANDERS, JENNIFER C	5.25	153.41
KAPLAN, KRISTOPHER		4.00	189.18	SHARIF, RABEA	8.63	316.97
LETT, KENDRA A		0.50	28.31			
MORENO, KRISTINA N		6.25	319.31			
PIAR, DIANE M		10.75	607.07			
RAKITA, DANIEL		6.00	249.93			
RICH, VICTORIA		15.50	832.82			
SHARIF, RABEA		17.50	957.06			
SHEFFER, THANH V		3.50	192.41			
WELLS, JORDAN		2.50	104.14			
NAVARRETE, GEORGE		1.00	67.40			
GRIGGS, ZACHARY		1.00	40.44			
WOODS, HEATHER A		2.00	104.34			
ARCHIE, BONNIE J		1.00	42.56			
DIAZ, NATHAN J		4.50	274.73			
COOPER, MARY J		6.25	268.84			
LUTHER, JENNIFER		0.75	30.43			
SMITH, JESS W		0.50	25.55			
Total Environmental Health		128.50	6572.67		38.25	1463.28

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>
RAMAN, DEVIN C	PHEPR23	0.00	0.00	KING, MICAH N	11.25	457.88
DIGOREGORIO, AMANDA L	HIVPRV22	7.50	311.40	YAMAMOTO, NINA	6.00	171.06
MONTGOMERY, JOSHUA M	HIVPRV22	4.50	247.39			
O'CONNOR, KELLI J		2.50	134.33			
ROSSI BOUDREAU THIB, DUSTIN M	HIVPRV22	12.50	723.00			
SAITO, SANDI L		0.50	26.20			
YAMAMOTO, NINA	HIVPRV22	0.00	0.00			
Total Disease Surveillance & Control		27.50	1442.32		17.25	628.94
Combined Total		347.25	16888.48		69.00	2617.47

Appendix C – Finance – Payroll Earnings Summary – July 9 to 22, 2022

PAYROLL EARNINGS SUMMARY
July 09, 2022 to July 22, 2022

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2023	Actual to Budget	Incurred Pay Dates to Annual
PRIMARY & PREVENTATIVE CARE	\$ 327,438.57	\$ 5,219,110.54	\$ 674,636.94	\$ 10,370,400.00	7%	
ENVIRONMENTAL HEALTH	\$ 531,979.31	\$ 7,867,552.15	\$ 1,106,112.57	\$ 14,404,469.00	8%	
COMMUNITY HEALTH	\$ 334,357.73	\$ 4,932,513.24	\$ 673,914.94	\$ 9,377,765.00	7%	
DISEASE SURVEILLANCE & CONTROL	\$ 393,495.75	\$ 5,421,666.80	\$ 768,921.81	\$ 12,188,879.00	6%	
FQHC	\$ 203,809.32	\$ 2,635,211.86	\$ 394,658.27	\$ 6,478,743.00	6%	
ADMINISTRATION W/O ICS-COVID	\$ 386,839.61	\$ 5,770,442.85	\$ 850,460.93	\$ 10,026,217.00	8%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 2,177,920.29	\$ 31,846,497.44	\$ 4,468,705.46	\$ 62,846,473.00	7%	8%

FTE	754
Regular Pay	\$ 1,850,063.68
Training	\$ 8,550.25
Final Payouts	\$ -
OT Pay	\$ 22,678.49
Leave Pay	\$ 257,769.22
Other Earnings	\$ 38,858.65
TOTAL	\$ 2,177,920.29

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT
July 09, 2022 to July 22, 2022

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
BROWN, DOMINIQUE		1.50	42.46			
GO, JOEL F		7.75	250.17			
MARTINEZ, JOSE		1.50	42.46			
PALMER, MICHAEL J		52.00	2,944.50			
THEDE, STACY	HCVD4_21	2.00	58.26			
DUNN, STEPHANIE L		4.50	192.44			
GALAVIZ, MONICA		18.25	1,087.34			
KEEGAN, DAHLIA J		23.50	1,141.40			
LOCKLEAR, DENEEN		4.00	184.56			
MALDONADO, JULIE	EL2DS_20	8.75	435.49			
NELSON, MONIKA		1.50	52.20			
TAITANO, KYOMI		6.25	196.41			
TRAN, AMY		4.00	214.92			
UBANDO, MARJORIE K		10.75	496.01			
WILCOX, TERESA E		18.50	1,019.81			
ZIELINSKI, LYNDA S		32.00	2,221.44			
Total Administration		196.75	10579.87		0.00	0.00

COMMUNITY HEALTH SERVICES						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
CARDONA, ANTHONY C		10.00	438.30	ALFORD, CAMILLE A	7.50	183.08
GROGAN, STEPHANIE		5.50	163.93	PRICE, KERI A	15.00	485.70
AGUINALDO, ADRIAN	EL2LB_20	3.50	118.81	SCHMIDT, ERIC A	7.50	161.40
LOPEZ MIOQUEDA, ULISES	EL2LB_20	3.50	125.06	RAMAN, DEVIN C	3.38	156.20
BROWN, DANIEL R	EL2LB_20	3.50	255.83			
Total Community Health Services		26.00	1101.93		33.38	986.37

FQHC-COMMUNITY HEALTH CLINIC

<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_22	0.00	0.00	AVALOS, MAYRA L	9.00	214.38
VALDES AYALA, BEATRIZ	FPNV_23	3.00	109.85	WOODS, ROSANNA	1.13	49.47
VILLALOBOS, YOLANDA	FPNV_23	8.25	294.77			
WOODS, ROSANNA	FP_22	0.00	0.00			
ANDERSON, RENITA		15.00	522.00			
DEL ROSARIO, EDNA		15.00	578.25			
DIONISIO, KIRSTEN	HCVD4_21	1.50	84.94			
LEE, MIRIAM	HCVD4_21	5.50	311.44			
MORENO, LAURA J	HCNAP_22	20.75	704.36			
OREA-VALENCIA, MIRELLY		2.25	82.36			
ORTEGA MARTINEZ, ITZEL	RWA2EI21	0.25	8.49			
VARA, KARINA E	HCVD4_21	7.50	247.84			
DIAZ VILLA, BANESSA	RWA2EI21	0.25	8.93			
LOYSA, JENNIFER	HCVD4_21	5.00	141.53			
QUIROZ, PATRICIA		2.75	98.26			
Total FQHC-Community Health Clinic		87.00	3193.04		10.13	263.85

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>
CAVIN, ERIN M	FOILL_22	0.00	0.00	BUCHER, BRADON	12.00	342.12
LETT, KENDRA A		14.00	792.75	CAVIN, ERIN M	2.25	94.03
MCCANN, ALEXANDRA		0.50	20.83	HINSEN, JUSTIN B	4.50	145.71
MICHEL, GUILLERMO		4.50	187.45	LIZON, ANDREW	1.50	41.66
MORENO, KRISTINA N		3.00	153.27	LUCAS, BRIANNA A	5.25	188.06
PARANGAN, CHRISTOPHER D		5.50	281.00	MICHEL, GUILLERMO	12.00	333.24
PIAR, DIANE M		9.00	509.63	REYES, ABEGAIL	1.13	32.67
PONTIUS, KEVIN		2.50	141.56	SHARIF, RABEA	7.50	275.63
RICH, VICTORIA		5.75	308.95	WUBE, SABA	1.50	46.57
SHARIF, RABEA		10.50	578.81			
SHEFFER, THANH V		21.00	1,189.13			
WOODS, HEATHER A		1.75	94.03			
COOPER, MARY J		3.25	142.45			
Total Environmental Health		81.25	4399.86		47.63	1501.88

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	19.79	DONNELL, JESSICA M	7.88	289.41
DIETZ, JESSICA	EL2DS_20	0.50	19.79	JORGE, MICHELELEE	7.50	197.93
RAMAN, DEVIN C	PHEPR23	0.00	0.00	YAMAMOTO, NINA	7.50	213.83
DONNELL, JESSICA M	HIVPRV22	0.00	0.00			
EWING, TABITHA L	HIVPRV22	5.00	261.98			
HERRERA, REYNA A	HIVPRV22	5.00	255.45			
JORGE, MICHELELEE	HIVPRV22	0.00	0.00			
MASTERS, JORDAN	STD_22	1.00	40.58			
O'CONNOR, KELLI J	HIVPRV22	7.50	402.96			
PEREZ, MELANIE J		0.50	26.20			
YAMAMOTO, NINA	HIVPRV22	0.00	0.00			
Total Disease Surveillance & Control		20.00	1026.77		22.88	701.16
Combined Total		460.00	22678.49		133.50	4247.46

