



MEMORANDUM



Date: May 28, 2026
To: Southern Nevada District Board of Health
From: Jason Frame, *Acting Director of Administration* 
Cassius Lockett, PhD, MS, *District Health Officer* 
Subject: **Administration Division Monthly Report – April 2026**

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Executive Summary

The Office of Communications issued eight News Release and develop creative designs for National Infant Immunization Week and print materials for the Mama and Papa Bear Clinic. Health Cards served 11,432 total clients, including 2,284 clients renewing online. As of April 24, 2026, the Health District had 800 active employees. Human Resources posted 10 employment opportunities, held 61 interviews, extended 20 job offers, and onboarded Seven new hires. The Health District held the 2026 State of Public Health.

Office of Communications

News Releases Disseminated:

- Southern Nevada Health District offers free monthly lead testing for consumer products
- Reminder: Pop-Up Produce Stands continue at Bonneville Transit Center this spring
- Southern Nevada Health District highlights progress, partnerships at 2026 State of Public Health event

- STI Awareness Week promotes testing, prevention and stigma reduction
- National Infant Immunization Week highlights Mama Bear, Papa Bear Clinic, free resources for families
- Southern Nevada Health District honors 2026 Public Health Heroes
- Health District, youth advocates rally for tobacco-free future at CSN
- Southern Nevada Health District conducting Legionnaires' disease investigation at the Wynn Las Vegas, guests urged to complete health survey

Press:

- State of Public Health event
- STI Awareness Week
- Mama Bear, Papa Bear clinic event
- Tobacco-free campus event at CSN
- Legionnaire's disease cases at Wynn Las Vegas
- Public Health Heroes for 2026

Five hundred thirteen news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in April. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at <https://media.southernnevadahealthdistrict.org/download/oc/202604-PI-Report.pdf>.

Advertisements, Projects Completed and Social Media Summary:

In April, staff placed billboard campaigns to increase community awareness of services provided at the Southern Nevada Community Health Center, ran digital campaigns to promote the Behavioral Health Center, and placed directory ads at the Boulevard and Meadows malls to promote back-to-school immunization services. Staff collaborated with team members from the Maternal Child Health program to develop creative designs for National Infant Immunization Week and print materials for the Mama and Papa Bear Clinic. Staff worked with the Office of Environmental Health Food Ops to promote monthly lead product testing and assisted the CHIP Steering Committee with ongoing support for the Community Health Improvement Plan (CHIP).

The Office of Communications responded to 232 public information inquiries in April related to Health District programs and services, vaccine clinic requests, health fair invitations, and complaints. The team also received 94 internal project requests, including graphic design, website content updates, photography, advertising, marketing, outreach materials and translation services. Staff continued regular updates to Health District websites, including SNHD.info and SNCHC.org.

On social media, staff promoted National Public Health Week, the Mama Bear Papa Bear event, National Infant Immunization Week, Pop-Up Produce Stands, Health Equity Chats, lead testing for consumer products, the CSN Youth Advisory Council event, the My OBGYN Expo, SPARK Youth Advisory Council applications, the Slam Dunk Challenge, Public Health Heroes, and Board of Health recognitions. Staff also produced videos for National Public Health Week, a My OBGYN promotional video, reels for Public Health Heroes, the Mama Bear Papa Bear event, the SPARK Youth Advisory Council, and a Health Equity podcast.

Community Outreach and Other:

- National Infant Immunization Week raffle prizes distributed: 4

- Three Square Food Bank/Supplemental Nutrition Assistance Program, Low Income Energy Assistance Program and Temporary Assistance for Needy Families program clients processed: 35
- Department of Welfare & Supportive Services Medicaid/Supplemental Nutrition Assistance Program applications: 185

Government Affairs Update:

- Prepared for and hosted State of Public Health event.
- Submitted a Request for Information to Federal Register on the 340B Rebate Model Pilot Program.

Meetings and Events of Note:

- 04/01: Partner Town Hall: SNAP Update from Nevada Legal Services
- 04/01: SPARK Youth Advisory Committee Presentation on Government Affairs
- 04/02: Government Affairs meeting with Nurse Family Partnership
- 04/06: National Public Health Week Breakfast- Main and Henderson
- 04/07: National Public Health Week Breakfast- Mesquite, Southern Nevada Public Health Laboratory and Fremont
- 04/07: State of Public Health Event
- 04/08: National Public Health Week Breakfast- Buffalo
- 04/09: Back-to-School Huddle
- 04/16: Presentation to Southern Nevada Opioid Advisory Committee (SNOAC)
- 04/21: Nevada Public Health Association Conference
- 04/28: Meeting of the Joint Interim Standing Committee on Health and Human Services
- 04/29: Heat Summit Community Table
- Meetings for Nevada Tobacco Control and Smoke-free Coalition
- Meetings for Big Cities Health Coalition PIO/Communications and Policy Workgroups
- Meetings related to State Public Health Funds and SB118

Please see Appendix A for the following:

- Media, Collateral and Community Outreach Services
- Monthly Website Page Views
- Social Media Services

Facilities

Monthly Work Orders	Mar 2025	Mar 2026		YTD FY25	YTD FY26	
Maintenance Responses	529	672	↑	3,892	3,983	↑
Electrical Work Orders	48	81	↑	362	430	↑
HVAC Work Orders	62	135	↑	498	788	↑
Plumbing Work Orders	17	34	↑	178	151	↓
Preventive Maintenance	98	31	↓	464	196	↓
Security Responses	2,654	2,240	↓	23,194	17,683	↓

Monthly Work Orders	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Maintenance Responses	541	631	↑	4,433	4,614	↑
Electrical Work Orders	53	50	↓	415	480	↑
HVAC Work Orders	33	144	↑	531	932	↑
Plumbing Work Orders	13	30	↑	191	181	↓
Preventive Maintenance	121	12	↓	585	208	↓
Security Responses	2,620	2,655	↑	25,814	20,338	↓

Finance

Total Monthly Work Orders	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Purchase Orders Issued*	564	717	↑	5,517	5,127	↓
Grants Pending – Pre-Award**	10	6	↓	45	36	↓
Grants in Progress – Post-Award***	11	8	↓	90	70	↓

*Includes purchase requests and p-card transactions.

**Grant applications and NCCs created and submitted to agency

***Subgrants routed for signature and grant amendments submitted

No-Cost Extensions and Carryover requests are not quantified in this report.

Grants Expired – April 2026						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
State of Nevada - Adult Viral Hepatitis Prevention (aduhep25)	P-CDC	4/30/2026	\$26,050.00	End of budget period	0.15	FY2027 expected to renew
State of Nevada - Tobacco Control Program (tob_25)	P-CDC	4/28/2026	\$374,664.00	End of budget period	0.95	FY2027 expected to renew

Grants Awarded – April 2026							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
The National Environmental Health Association-FDA Retail Flex Fund (rfmain25)	P-FDA	4/1/2026	4/1/2026	3/31/2027	\$20,000	FY2026 renewal	0.08
The National Environmental Health Association-FDA Retail Flex Fund	P-FDA	4/1/2026	4/1/2026	3/31/2027	\$12,000	FY2026 renewal	0.02

Grants Awarded – April 2026							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Mentoring (rfment26)							
The National Environmental Health Association-FDA Retail Flex Fund - Training Grant (rftrn_26)	P-FDA	4/1/2026	4/1/2026	3/31/2027	\$4,000	FY2026 renewal	0.00
OASH Title X Family Planning Services Grants Yr5 (fp_26)	F-OASH	4/3/2026	4/1/2026	3/31/2027	\$1,322,345	FY2026 renewal	7.95
State of Nevada - STD (std_26)	P-CDC	4/10/2026	3/1/2025	2/28/2026	\$590,886	FY2026 renewal	3.24
State of Nevada-ELC Nevada Wastewater Surveillance, Carry Over (elc2co26)	P-CDC	4/10/2026	8/1/2025	7/31/2026	\$66,443	Carry over funds from FY25	0.48
State of Nevada - Epidemiology and Laboratory Capacity (shrp1_26)	P-CDC	4/10/2026	1/1/2026	7/31/2026	\$915,996	New award	0.00

Contracts Awarded – April 2026							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Partnership with Nevada Homeless Alliance-Sexual Health Community Linkage Navigators-Amendment 2 (pphlc_24)	O- NHA	4/23/2026	8/1/2023	7/31/2026	\$374,670	Amendment to decrease the award amount	2.00

Health Cards

1. Appointments continue to be required for food handler card testing and open as follows:
 - a. Advance appointments for our Decatur, Fremont, and Henderson offices open each weekday morning at 6 a.m. for that day in the following week.
 - b. Additional same-day appointments at our Decatur and Fremont offices open for booking each working day by 7:30 a.m. as staffing allows.
 - c. Same-day appointments for our Laughlin and Mesquite offices open for booking each working day at 5:00 a.m.
2. For the month of April, we averaged 76 “passing and paying” online renewal clients per day, with a total of 2,284 clients renewing online.

	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
FOOD HANDLER CARDS						
New Cards	3,390	3,795	4,205	4,145	4,699	4,844
Renewal Cards (In-person and Online)	4,496	4,852	6,753	5,579	5,340	4,422
Duplicates	353	444	649	509	579	582
CFSM (Manager) Cards	175	189	240	260	279	244
Re-Tests	859	950	1,304	1,199	1,282	1245

	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
BODY ART CARDS						
Body Art Cards	81	90	110	111	137	102

	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
TOTAL CLIENTS SERVED						
	9,354	10,320	13,261	11,803	12,316	11,439

Human Resources (HR)

Employment/Recruitment:

- 0 New job title for April
- 800 active employees as of April 24, 2026
- 7 New Hire, including 0 rehires and 0 reinstatements
- 4 Terminations, including 1 retirement
- 6 Promotions, 3 Flex-reclasses
- 0 Transfers, 0 Lateral Transfers, 0 Reassignments
- 2 Demotion
- 50 Annual Increases
- 61 Interviews
- 20 Offers extended (4 offers declined)
- 10 Recruitments posted
- Turn Over Rates
 - District Administration: 1.047%

- Community Health: 1.069%
- Disease Surveillance & Control: 0.000%
- Environmental Health: 0.000%
- Public Health & Preventive Care: 0.925%
- FQHC: 0.000%

Temporary Employees

- 7 Temporary Staff

Safety

- Assessments / Inspections: 7
- Incidents: 5
- Inquiries: 89

Employee/Labor Relations

- 4 Coaching and Counseling, 0 Verbal Warnings, 1 Written Warning, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 0 Probationary Releases
- 5 Grievances
- 0 Arbitrations
- 80 Hours of Labor Meetings (with Union)
- 100 hours investigatory meetings
- 10 Investigations
- 14 Complaints & Concerns
- 100 Hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4

Interns

There were a total of 29 interns providing 1,068 applied public health practice hours in April 2026.

Interns and Clinical Rotations	Apr 2026	YTD
Total Number of Interns ¹	29	96
Internship Hours ²	1,068	6,664

¹Total number of students, residents, and fellows

² Approximate hours students, residents, and fellows worked in applied public health practice

Training (In-Person and Online)

- Training Catalog Information Sessions: 130 Participants
 - Catalog lunch and learn w/ leaders on 4/8
 - Catalog info session at Decatur on 4/20
 - Catalog info session at Bufalo on 4/21
 - Catalog info session at SNPHL on 4/21
 - Catalog info session on Teams on 4/23
- Leaders' Toolbox: Defining Leadership at SNHD
 - 4/14/2026: 12 Participants
- Teambuilding Workshop:
 - 4/29/2026: 14 Participants
- Focus Groups: 4/6, 4/14, 4/21, 4/28 (For facilities)

New Hire Orientation

- 04/13/2026 – 3 New Hires
- 04/27/2026 – 4 New Hires

Informatics

A. EpiTrax

1. Work with the Epidemiology and Surveillance teams to monitor systems and applications, investigate and resolve issues, and provide ongoing user account support.
2. Updated Candida auris and other Multidrug-Resistant Organisms (MDRO) forms.
3. Completed development and successfully deployed the new Foodborne Illness Complaint (FBI Complaint) form to the production environment, and updated all FBI-related configurations, including conditions, agency assignments, and queues.
4. Added a field showing the number of associated events within 14 and 30 days for each facility to support the upcoming foodborne outbreak rollout at the end of April.
5. Add a new EH Foodborne Illness Referral Form print feature within the facility module, enabling the FBI team to generate printable forms that replicate the current MS Access-based process.
6. Integrated Accela food establishments into EpiTrax facilities for FBI investigation process.
7. Continued development of the general school enteric outbreak form; design is currently pending workflow review.
8. Conducted review of Healthcare-Associated Infection (HAI) cases in EpiTrax.
9. Added a clickable facility link in the event view to streamline access and reduce the need for manual facility search.
10. Added a new event type field for users to select when performing copy event function.
11. Fixed an issue where contact imports failed due to phone number field errors. This has now been resolved.
12. Performed facility deduplication in the EpiTrax database on two occasions.
13. Added a queue column to one of the table views on the event view page.
14. Renewed and updated the SSL certificate for all EpiTrax database servers in preparation for its expiration on April 17.
15. Investigated EpiTrax issue on 4/27/2026; root cause identified as epitrax-db01 running out of storage space. Requested IT assistance to expand storage and will work on implementing safeguards to prevent recurrence.
16. Assisted the outbreak response team with importing daily data for outbreak 2026-00015 from Alchemer survey responses into EpiTrax.
17. EpiTrax User Requests:

	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
EpiTrax Requests Completed	9	12	12	11	13	16	15	12	6	4
EpiTrax Requests Opened	66	61	51	53	55	57	53	48	49	49
EpiTrax New Requests	6	6	2	13	11	18	11	7	7	4

B. Electronic Message Staging Area (EMSA)

1. Continue to work on EMSA2, including mapping new LOINC and ICD10-CM codes, integrating incoming labs, data processing, susceptibility panel result and reviewing logic for exceptions and errors.
2. Onboarded twenty-six new facilities for Electronic Case Reporting (eCR).

3. Continue reviewing and addressing SNOMED mapping issue for some HAI organisms.
4. Implemented a validation rule requiring a Collection Date when the report type is a lab test order.

5. ELRs and eCRs Volume:

ELRs	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
Total Received	120,348	115,517	218,838	122,462	118,343	135,111	132,370	131,135	128,645	121645
Total Processed	121,033	115,884	224,642	122,260	117,087	135,038	152,490	127,198	127,322	134784
Under Review	725	1,461	809	752	1,039	1,421	2,420	6,876	3,598	3205
Event Updated	19,075	16,595	53,047	17,971	15,949	19,496	22,630	18,703	18,408	20325
Event Created	8,481	9,409	46,345	8,441	7,206	8,516	9,472	10,536	11,040	10601

eCRs	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
Total Received	85,864	139,146	103,838	99,140	49,580	52,372	49,968	47,280	53,828	195745
Total Processed	233,966	52,141	35,319	165,472	100,899	49,846	45,993	44,829	58,061	122234
Under Review	1,158,275	1,241,940	1,303,566	113,708	84,776	87,028	90,631	93,220	106,893	150551
Event Updated	3,389	3,560	2,551	15,688	9,733	4,190	3,467	4,215	4,182	6041
Event Created	629	1,017	648	1,601	784	599	428	484	541	1297

C. Data Warehouse

1. Addressed issue with encounter-based formbuilder forms that return no record.
2. Identified and addressed an issue with repeating form field data, where duplicate rows were being generated. The records appeared identical in the database except for differences in responses and creation timestamps.

D. Pentaho Report

Pentaho Reports	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
Updated	4	3	1	2	2	2	1	1	1	0
Created	1	1	0	0	0	0	1	0	0	0

E. Dashboard

1. Continued development of the wastewater dashboard, including alignment of ZIP codes with catchment areas and integration of hospitalization data.
2. Enhanced the respiratory dashboard by updating mortality metric definitions and hospitalization metrics.
3. Created a new eCW Claim Payment & CPT Summary report.

4. Enhanced the Claim Payment & Denial Summary report by adding CAS Codes, Claim Status Codes, and Claim Status Description filters, as well as new columns for Claim Status Code and Claim Status Description.
5. Plan the new power BI dashboard for PILLARS.

F. Southern Nevada Public Health Laboratory (SNPHL)

1. Provided ongoing support and maintenance for the Laboratory Information Management System (LIMS) supporting SNPHL operations.
2. Implemented auto verifications for C. auris and Quantiferon testing (TB).
3. Completed Orchard Harvest upgrade to Version 15.
4. Orders and Susceptibility updates to Carbapenamase Resistant Organisms (CRO).
5. Implemented a new Measles PCR testing.
6. Completed Fax Server upgrade.
7. SNPHL Requests:

SNPHL Requests	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
Requests Completed	43	50	56	58	47	65	66
Requests Opened	44	48	67	56	50	60	72

G. Electronic Health Record (EHR) System

1. Maintain the system to support patient care and documentation, with configuration adjustments to enhance charting, reporting efficiency, and to accommodate new locations and services.
2. Completed Healthy Start Q1 Data Submission.
3. Completed Q/A Review of Clinical Rules Engine (CRE) with FQHC.
4. Resolved Steinberg Diagnostics Medical Imaging (SDMI) NPI mappings issue
5. Resolved issue with CRE Tobacco Rules.
6. Completed modifications to the Quitline Report for Office of Chronic Disease Prevention and Health Promotion
7. EHR Requests and Reports.

EHR Requests	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
Requests Completed	18	49	29	22	22	27	29	30	33	31
Requests Opened	20	71	18	25	23	20	26	30	22	32

eCW Reports	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
FQHC	9	5	8	12	5	3	18	10	11	11
PPC	6	6	1	1	2	4	2	6	4	2

H. Clark County Coroner’s Office (CCCO)

1. Currently testing an orders/results interface with SNPHL to automate orders placement and results retrieval within the CCCO Case Management system.
2. Completed testing of Electronic Death Registration System (EDRS) integration.
3. Completed data requests:
 - a. Q1 2026 DEA reports

- b. 2025 EOY suicide counts
- c. Q1 2026 UMC Hospital deaths

I. Data Modernization Initiative (DMI)

- 1. Continued work on the Informatica data governance system implementation, including drafting use cases, loading the initial two domains into the business glossary, and completing the pre-kickoff sessions with internal teams.

J. National Syndromic Surveillance Platform/Electronic Surveillance System for the Early Notification of Community-Based Epidemics (ESSENCE)

- 1. Maintain and enhance syndromic surveillance feeds for new providers and future support.
- 2. Completed transition of HCA syndromic feed to the new SFTP server.

K. Other Projects

- 1. Maintain and enhance the iCircle web application, including user account support, site maintenance, data QA, and updates.
- 2. Conducted knowledge transfer on the Nevada state data request process to the Epidemiology team, enabling them to support NV data requests as subject matter experts.
- 3. Reviewed prenatal Hepatitis B screening results with the nursing team.
- 4. Participated in the kickoff meeting for the Overdose Prevention Process Improvement Project and discussed project deliverables and timelines.
- 5. Researched the current website workflow for requests related to testing strips, naloxone, and training, and reviewed reference sites to support UI workflow improvements for ODTA.
- 6. Collaborating with the Epi team to prepare the Public Record Request for 2025 vector data.
- 7. Continued work on switching the Vector data process from EnvisionConnect (EC) to Accela for vector surveillance.
- 8. Updated the communicable disease data extract to include additional demographic data fields, such as language and other relevant fields.
- 9. Ongoing NETSS condition list evaluation with NV State.
- 10. Provided GEPI 2024-2025 data, STD 2024-2025 data for State reconciliation.

L. National and State Meetings/Workshops

- 1. Statewide Syndromic Surveillance Monthly Workgroup.
- 2. PHAST Consortium Technical, Weekly Collaboration and Learning, and Manager Meetings.
- 3. PubHealthAI Collaborative Network.
- 4. CSTE/CDC Frontline Tools Year 2 Workgroup.
- 5. CDC Webinar: Update on the Data Modernization Implementation Center Program.
- 6. SNHD/NV/eHx IZ G Pilot.
- 7. TEFCA for Public Health – STLT Activities.
- 8. Cities LEAD National Network Kick-off Meeting.

Information Technology (IT)

Service Requests	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Service Requests Completed	1,110	996	↓	10,554	8,430	↓
Service Requests Opened	1,204	1,162	↓	11,846	9,470	↓

Information Services System Availability 24/7	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Total System	80.99	82.35	↑	82.52	84.56	↑

Total Monthly Work Orders by Department	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Administration	322	302	↓	2,830	2,405	↓
Community Health	90	53	↓	325	867	↑
Environmental Health	169	170	↑	1,670	1,410	↓
Primary & Preventive Care	217	195	↓	2,134	1,654	↓
Disease Surveillance & Control	154	122	↓	1,373	1,185	↓
FQHC	235	209	↓	2,209	1,409	↓
Other	13	38	↑	167	209	↑

First Call Resolution & Lock-Out Calls	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Total number of calls received	1,204	1,162	↓	11,846	9,470	↓

Workforce Team – Public Health Infrastructure Grant (PHIG)

PHIG Team

- Workforce engagements:
 - Monthly Position Review Committee cancelled for April 2026
 - Prepared the April 2026 Hiring Plan for submission to CDC
 - Participated in the Public Health Week Employee Breakfast and State of Public Health Address
 - Met with accountant of the PHIG A1 & A2 strategies to discuss budget revision for Year 4
 - Participated in the Consortium for Workforce Research in Public Health (CWORPH) webinar, re: Protecting the Core: Prioritizing Foundational Public Health Services Under Fiscal Constraint
 - Participated in the Center for Public Health Systems (CPHS) webinar, re: Introduction to Fiscal Austerity: Legal and Ethical Dimensions of Austerity
 - Participated in the PHWINS, through the de Beaumont Foundation Webinar re: From PH WINS to Action: Building Career Ladders as a Supervisor Confirmation
 - Participated in the CDC Response All-STLT Update Call Update, re: Public Health Emergency Preparedness; Public Health Alert For Frozen, Dinosaurs, Ready-To-Eat Chicken Nuggets Due To Traces of Lead, Updates in SARS-CoV-2 Genomics and the BA.3.2 Variant, and the Impact of the CureTB Program: Findings from a Recent Study

- Participated in the ASTHO Workforce webinar, re: Monthly Peer Networking
- Attended the National Conference for the National Network of Public Health Institutes in New Orleans, LA
- Fiscal review of Credit Card usage by PHIG Team; Reconciled/approved purchases

CDC Requirements

- Met with the currently assigned CDC Project Officer providing introductions, spend down, impact stories, and Q&A; Monthly meetings commence in May 2026
- Finalized, reviewed, and approved April monthly hiring plan for submission to the CDC
- Participated in the PHIG Primary Investigator Peer Network Monthly Call
- Receive approval of the Food Request form from CDC supporting the Enhanced Public Health Week events across the organization
- Received notification of new Grants Management Officer through GrantSolutions
- Reviewed, revised, and updated PHIVE per an unofficial Project Officer
- Met with CDC Reviewer to discuss PHIVE, technical review, and challenges with the instructions and expectations – all issues resolved

Performance Management

- Composed the Strategic Plan for presentation to the Board. This included assembling work of all Divisions as recorded in the dashboard system and the Performance Management/Quality Improvement Plan. The work was organized to facilitate demonstration of Public Health Accreditation Board (PHAB) standards and measures for the SNHD Reaccreditation cycle beginning in January 2027. 12 team hours. Administrative (Admin.) hours: 6.
- Attended virtual workshop from Stanford Design School around application of AI in government work. 2 team hours.
- Designed RFP for change management training for SNHD leaders. Speaking with vendors and District leadership led to a refinement of the requirements and participant audience for a new RFP for a workshop in the summer of 2026. 5 team hours. Admin. hours: 3
- Consulted with Community Health on wellness training and measurement for SNHD leaders. 1 hour.
- Chaired monthly Performance Management/QI Team meeting with assignments for the annual review of strategic plan activities. 2 team hours + 1 Admin. hour.
- Began a weekly Cornell course in Public Health Essential Leadership including learning around analysis and development of policy. 16 team hours.
- Continued Leadership Pipeline course from Region 9 Public Health Training Center at ASU-Tempe. Weekly course will finish in May, 2026. 9 team hours.
- Began coordination of NACCHO Forces of Change Survey. Team hours: 2. Admin hours: 3.
- Began coordination of BCHC (Big Cities Health Coalition) Cost and Capacity survey. Partnering with Univ. of Minnesota researchers and several BCHC member-agencies to apply this tool to our agency compared to others of similar size and scope. Collaboration to establish benchmarks against our own data can help SNHD evaluate staffing levels against capacity and needs with both the current and future states. Estimated teamwork between April and June is 125 hours. Team hours this month: 6.
- Participated as panel member and facilitator for the NACCHO (National Assoc. of County and City Health Officials) 4-hour Change Management Symposium. Team hours 6. Admin hours: 2.

Quality Improvement

- FQHC Appointment Utilization project work and team meeting. 6 team hours. Admin. hours: 2

- Presented and gathered feedback with the Health Executive Committee (HEC) on the quality project work in the Vital Records office since the HEC Gemba Walk in February. The definition of needs sparked from this Gemba Walk were significant in project work to reduce turnaround time on birth and death certificates. 10 team hours. Admin. hours: 1
- Designed and facilitated a workshop for Community Health Educators on MUDA (finding and eliminating as much waste as possible). This request came from a participant in the Lean Six Sigma Yellow Belt certification class for leaders. 4 team hours. Admin. hours: 1.
- Provided preceptorship to 14 CSN Bachelor of Nursing Students in QI projects. Facilitation time: 15 hours. Admin. hours: 17. Ten additional students were assigned to the Chronic Care Management and Healthy Start programs for their 8-week course. These students delivered research, observation data, and perspective/design of materials to be made available to patients, providers, and stakeholders.
- Continued work on the Hepatitis B Vaccine at Birth project. Research including time at the NNPHI (National Network of Public Health Institutes) annual conference with multiple sessions addressing vaccine hesitancy. Team hours: 11.
 - Additional hours learning about Point of Care Testing and use of AI in Public Health. Team hours: 10.
- Instructional design for a 2-hour facilitated training on Personal Emotional Connection for Community Health Workers in the Healthy Start program. Team hours: 6. Admin hours: 1.

PHAB Reaccreditation

- Submitted the PHAB Reaccreditation Readiness Assessment for review by PHAB evaluators. 2 admin. hours.
- Coached a team on presentation of their PHAB submission regarding ethical policy. 2 team hours.

PHIG

- Budget calculations and planning for project work. 3 team hours.
- Purchasing Card admin. hours: 2
- Total administrative time spent on Quality improvement, Accreditation, and Performance Management: 41 hours

Appendix A – Office of Communications

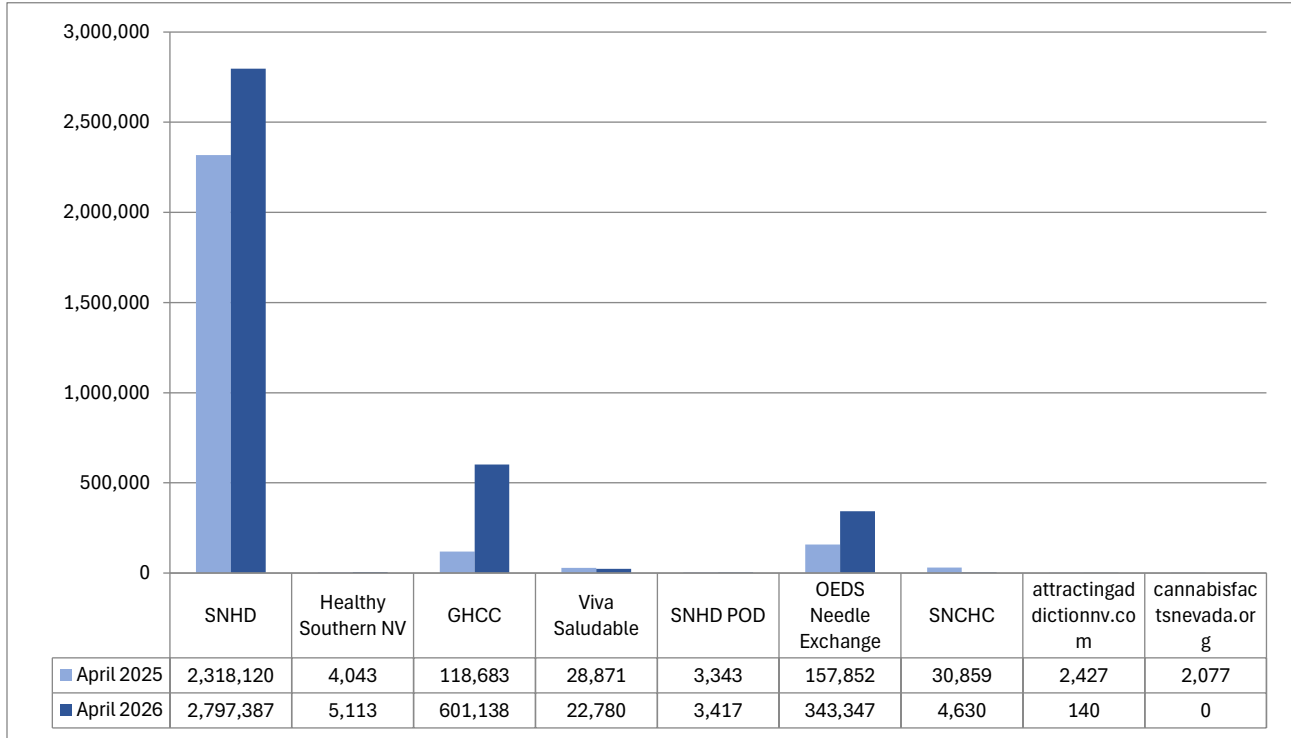
Media, Collateral and Community Outreach Services:

Media – Digital/Print Articles
Media - Broadcast stories
Collateral - Advertising/Marketing Products
Community Outreach - Total Volunteers¹
Community Outreach - Volunteer Hours

	Apr 2025	Apr 2026		YTD FY25	YTD FY26	
Media – Digital/Print Articles	29	40	↑	310	290	↓
Media - Broadcast stories	89	58	↓	921	836	↓
Collateral - Advertising/Marketing Products	15	22	↑	200	169	↓
Community Outreach - Total Volunteers ¹	8	10	↑			
Community Outreach - Volunteer Hours	576	1,140	↑	6,454	4,852	↓

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

Monthly Website Page Views:



-The cannabisfactsnevada.org page views are temporarily inaccessible while it is moved to Cloudflare.

Social Media Services		Apr 2025	Apr 2026		YTD FY25	YTD FY26
Facebook SNHD	Followers	13,607	13,782	↑	N/A	N/A
Facebook GHCC	Followers	6,113	6,096	↓	N/A	N/A
Facebook SHC	Followers	1,629	1,599	↓	N/A	N/A
Facebook Food Safety	Followers	177	175	=	N/A	N/A
Instagram SNHD	Followers	5,123	5,789	↑	N/A	N/A
Instagram Food Safety	Followers	536	0	=	N/A	N/A
Instagram GetHealthyCC	Followers	288	375	↑	N/A	N/A
Instagram @Ez2stop	Followers	150	157	↑	N/A	N/A
X (Twitter) EZ2Stop	Followers	418	409	↓	N/A	N/A
X (Twitter) SNHDflu	Followers	1,757	1,725	↓	N/A	N/A
X (Twitter) Food Safety	Followers	100	100	↓	N/A	N/A
X (Twitter) SNHDinfo	Followers	9,996	9,885	↓	N/A	N/A
X (Twitter) TuSNHD	Followers	343	333	↓	N/A	N/A
X (Twitter) SoNVTraumaSyst	Followers	122	119	↓	N/A	N/A

Social Media Services		Apr 2025	Apr 2026		YTD FY25	YTD FY26
Threads SNHD	Followers	71	1,022	↑	N/A	N/A
TikTok @Ez2stop	Views	44	53	↑	N/A	N/A
TikTok SNHD	Views	214	472	↑	N/A	N/A
YouTube SNHD	Views	171,643	905,138	↑	1,878,865	3,193,597
Note: Facebook, Instagram and X (Twitter) numbers are not cumulative. Instagram Food Safety account deleted April 2026.						

Appendix B – Finance – Payroll Earnings Summary – March 28, 2026 to April 10, 2026

PAYROLL EARNINGS SUMMARY
March 28, 2026 to April 10, 2026

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2026	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 328,606.14	\$ 2,554,717.19	\$ 6,781,442.47	\$ 9,195,237.18	74%	
ENVIRONMENTAL HEALTH	\$ 660,540.17	\$ 5,318,380.37	\$ 14,028,675.79	\$ 17,951,295.42	78%	
COMMUNITY HEALTH	\$ 307,954.37	\$ 2,495,338.23	\$ 6,739,087.01	\$ 9,910,529.22	68%	
DISEASE SURVEILLANCE & CONTROL	\$ 336,747.65	\$ 2,682,472.47	\$ 7,638,039.40	\$ 10,671,639.69	72%	
FQHC	\$ 341,593.34	\$ 2,759,005.82	\$ 7,316,274.96	\$ 11,060,800.45	66%	
ADMINISTRATION W/O ICS-COVID	\$ 647,855.05	\$ 5,290,474.32	\$ 13,703,656.16	\$ 15,657,123.65	88%	
TOTAL	\$ 2,623,296.72	\$ 21,100,388.40	\$ 56,207,175.79	\$ 74,446,625.61	75%	81%

FTE	799		
Regular Pay	\$ 2,295,800.25	\$ 16,868,647.12	\$ 45,427,535.21
Training	\$ 5,446.94	\$ 14,875.05	\$ 84,310.29
Final Payouts	\$ -	\$ 124,238.29	\$ 550,447.40
OT Pay	\$ 11,846.76	\$ 105,824.09	\$ 376,805.46
Leave Pay	\$ 274,140.35	\$ 3,700,580.04	\$ 8,515,400.83
Other Earnings	\$ 36,062.42	\$ 286,223.81	\$ 1,252,676.60
TOTAL	\$ 2,623,296.72	\$ 21,100,388.40	\$ 56,207,175.79

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT
March 28, 2026 to April 10, 2026

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>
Urena, Maite		11.00	375.32	Duque, Armando	3.00	122.96
Kuahiwinui-McGuire, Brandon		3.00	107.64	Huerta, Fatima	7.50	161.80
Ines, Heinrich		3.00	99.77	Anguiano, Cristina	1.80	46.55
Murphy, Melissa		0.25	9.94			
Sanabria, Luis		12.00	388.32			
Herrera Ortiz, Maria		3.50	132.24			
Total Administration		32.75	1113.23		12.30	331.31

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>
Alford, Camille		4.00	195.24	Alford, Camille	0.76	24.73
Englis, Terence		2.50	110.13			
Englis, Terence	SHFC3526 NO M	-2.50	-110.13			
Mapote, Crisnan		2.50	110.13			
Mapote, Crisnan	SHFC3526 NO M	-2.50	-110.13			
Fejeran, Renee		2.50	157.61			
Fejeran, Renee	SHFC3526 NO M	-2.50	-157.61			
Total Community Health Services		4.00	195.24		0.76	24.73

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		-2.63	-183.68	Avalos, Mayra	2.63	122.44
Avalos, Mayra	FP_26 NO MILEA	2.63	183.68	Valdes-Ayala, Beatriz	1.88	53.87
Medina, Mirelly		1.50	66.08			
Romero, Esther		0.50	23.22			
Mendoza, Maria Katrina		0.50	34.92			
Mendoza, Maria Katrina	FP_26 NO MILEA	0.50	35.80			
Manaloto, Xcelza		0.50	35.80			
Manaloto, Xcelza	FP_26 NO MILEA	0.50	35.80			
Mena, Crystal		0.50	15.81			
Total FQHC-Community Health Clinic		4.50	247.43		4.51	176.31

PUBLIC HEALTH & 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>
Garcia, Ruby		6.50	221.78	Espenilla, Marko Ruky	13.50	307.07
Total Public Health & Preventative Care		6.50	221.78		13.50	307.07

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>
Hall, Nancy		10.00	753.72	Brounstein, Jodi	4.13	187.39
Harris, Sheila		11.00	580.08	Choi, Jessica	1.88	69.52
Schamaun, Kris		12.00	632.80	Diaz-Ontiveros, Luz	5.25	184.57
Sheffer, Thanh		7.00	476.42	Sabandith, Vetahya	3.76	132.19
Ortiz-Rivera, Vanessa		8.50	578.49	Ross, Alyssa	3.00	95.18
Pontius, Kevin		3.00	198.85	Constanza, Katherine	0.75	25.05
Lucas, Brianna		2.50	161.72	Gonzalez, Kimberly	0.75	24.40
Moreno, Kristina		5.00	307.40	Castro, Alexandra Mia	1.50	44.05
Martens, Gary		0.75	42.67			
Choi, Jessica		-1.88	-104.28			
Choi, Jessica	FDILL_25	1.88	104.28			
Darang, Chase		3.25	175.62			
Rakita, Daniel		10.00	527.34			
Diaz-Ontiveros, Luz		15.25	804.20			
Michel, Guillermo		7.25	382.32			
Calzado, Neil		11.50	606.45			
Jones, Mallory		3.25	171.39			
Thein, Kelsey		2.25	118.65			
Wells, Jordan		13.25	698.73			
Craig, Jill		0.50	25.67			
Bidinger, Joy		3.50	179.72			
Hall, Alyssa		0.25	12.20			
Gonzalez, Kimberly		1.00	48.81			
Hernandez, Lilian		1.00	46.43			
Herrera, Carlos		1.75	81.26			
Jones, Jalen		4.50	208.94			
Roberts, Jamie		2.50	116.08			
Nwaonumah, Nosa		4.50	208.94			
Hernandez, Abel		5.00	232.16			
Gonzalez, Jorge		4.25	192.21			
Total Environmental Health		154.50	8569.27		21.02	762.35

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>
Johnson, Monique	HV2PRV25	5.00	315.22	Raman, Devin	5.63	282.90
Ewing, Tabitha	HV2PRV25	6.50	430.85			
Alvarez, Jeffrey	HV2PRV25	5.50	218.65			
Washburn, Kacie	HV2PRV25	6.50	286.35			
Viote, Angeles	HV2PRV25	5.50	248.74			
Total Disease Surveillance & Control		29.00	1499.81		5.63	282.90

Combined Total **231.25** **11846.76** **57.72** **1884.67**