



# MEMORANDUM



**Date:** March 27, 2025

**To:** Southern Nevada District Board of Health

**From:** Kim Saner, J.D., M.A., SPHR, *Deputy District Health Officer-Administration*   
 Cassius Lockett, PhD, *District Health Officer* 

**Subject:** **Administration Division Monthly Report – February 2025**

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## Executive Summary

The Office of Communications issued four News Releases and staff produced creative designs for Pathways to Better Health, National Infant Immunization Week and the Health District App. Legislative Affairs staff monitored the Nevada Electronic Legislative Information System (NELIS), submitted LCB fiscal note requests, prepared testimony and letters of support for key legislation, and monitored Assembly and Senate committee hearings on legislation affecting the Health District. Health Cards served 10,433 total clients, including 2,024 clients renewing online. As of March 3, 2025, the Health District had 826 active employees. Human Resources arranged 65 interviews, extended 13 job offers (three declined) and onboarded eight new staff. There were four terminations, two promotions, one transfer and no demotions. Five employment opportunities were posted.

## Office of Communications

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### **News Releases Disseminated:**

- Health District joins community partners to promote heart health for American Heart Month
- Health District observes National Black HIV/AIDS Awareness Day
- Health District offers free diabetes classes
- New grocery store to provide healthy food options to underserved Las Vegas community

### **Press:**

- Public Health Laboratory groundbreaking
- Obodo Collective grocery store grand opening
- Litigation involving LVAC
- Measles surveillance
- National Black HIV/AIDS Awareness Day

Five hundred eighty-three 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://media.southernnevadahealthdistrict.org/download/oc/202502-PI-report.pdf>.

### **Advertisements, Projects Completed and Social Media Summary:**

In February, staff produced creative designs for Pathways to Better Health, National Infant Immunization Week and the Health District App. Staff created digital and print assets for the Sexual Health campaign and placed transit advertisements. The Office of Communications responded to 238 public information email inquiries and handled 77 internal project requests. These included graphic design, website content, advertising and marketing, outreach materials and translation services. Staff updated the Health District websites including SNHD.info, SNHD.info/covid and GetHealthyClarkCounty.org.

On social media, staff focused on the Strip Club (fentanyl and xylazine test strips), Manage Your Diabetes classes, National Heart Month, Wear Red Day, National Black HIV/AIDS Awareness Day, Black History Month, Heart of the Community Block Party, Heart-Smart Valentine's Day, HPV vaccine, Presidents' Day, Lab Groundbreaking Ceremony, Board of Health recognitions, and Health Equity Podcast with the American Heart Association.

### **Community Outreach and Other:**

- Community outreach events coordinated: 9
- Three Square Food Bank/Supplemental Nutrition Assistance Program, Low Income Energy Assistance Program and Temporary Assistance for Needy Families program clients processed: N/A
- Department of Welfare & Supportive Services Medicaid/Supplemental Nutrition Assistance Program applications: 195

### **Legislative Affairs Update:**

- Reviewed legislation and bill draft requests introduced through the Nevada Electronic Legislative Information System (NELIS) to identify items that require close tracking and further discussion due to their relevance to the Health District. Updated spreadsheet to track all relevant legislation.
- Engaged with staff to discuss legislative matters and gather insights on potential impacts.

- Tracked budget proposals that may affect the Health District’s funding or operations.
- Coordinated with key stakeholders to discuss legislative impacts.
- Drafted and submitted LCB fiscal note requests.
- Prepared testimony and drafted letters of support for key legislation.
- Monitored and attended Assembly and Senate committee hearings on legislation affecting the Health District.

Meetings and Events of Note:

- February 4: Clark County Board of Commissioners
- February 5: All Hands meeting
- February 7: Universal Free Meals Coalition
- February 7: Nevada LCB Ethics and Anti-Harassment Training
- February 12: Dr. Leguen’s retirement celebration
- February 14: Big Cities Health Coalition Communications Meeting
- February 18: Accreditation update meeting with Rich Hazeltine
- February 19: Southern Nevada Public Health Laboratory groundbreaking
- February 21: Legislative Working Group Update
- February 24: Nevada Public Health Association Day at the Legislature
- February 25: Community Health Provider Day at the Legislature
- February 27: Meeting with HR/Volunteer training
- February 27: Meeting with Leticia’s restaurant regarding National Public Health Week
- February 27: Board of Health Meeting
- Weekly Nevada Public Health Association Policy Meetings
- Weekly “One Voice” Public Health Legislative Meeting
- Recuring Nevada Tobacco Control and Smoke-Free Coalition Policy Meetings

Please see Appendix A for the following:

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

## Facilities

February statistics will be submitted with next month’s report.

## Finance

<b>Total Monthly Work Orders</b>	<b>Feb 2024</b>	<b>Feb 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Purchase Orders Issued	526	551	↑	3861	4447	↑
Grants Pending – Pre-Award	1	2	↑	35	32	↓
Grants in Progress – Post-Award	6	2	↓	92	74	↓

\* 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.

<b>Grants Expired – February 2025</b>						
<b>KEY: P=Pass-through, F=Federal, S=State, O=Other</b>						
<b>Project Name</b>	<b>Grantor</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>	<b>Comments</b>
Ryan White HIV/AIDS Part A, Ending HIV Epidemic Rapid Start (eherpd25)	P-HRSA	2/28/2025	\$130,270	End of contract period	2.56	Contract will be extended for another year.
Ryan White HIV/AIDS Part A, Transitional Grant Area, Medical, Core and Support Services, Year 3 of 3 (rwa_24)	P-HRSA	2/28/2025	\$342,500	End of contract period	8.61	Contract will be extended for another month due to federal budget.
Ryan White HIV/AIDS Part A Transitional Grant Area, Clinical Quality Management, Year 3 of 3 (rwacqm24)	P-HRSA	2/28/2025	\$41,000	End of contract period	0.26	Contract will be extended for another month due to federal budget.
State of Nevada, STD Prevention & Control Program, Year 6 of 6 (std_24)	P-CDC	2/28/2025	\$604,916	End of project period	3.25	FY2025 project renewal in progress

<b>Grants Awarded – February 2025</b>							
<b>KEY: P=Pass-through, F=Federal, S=State, O=Other</b>							
<b>Project Name</b>	<b>Grantor</b>	<b>Received</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>	<b>Reason</b>	<b>FTE</b>
State of Nevada, DPBH Tuberculosis Program, Year 1 of 4 (tb_25)	P-CDC	2/22/2025	1/25/2025	12/31/2025	\$331,153	FY2025 renewal	2.76

## 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 February, we averaged 72 “passing and paying” online renewal clients per day, with a total of 2,024 clients renewing online.

<b>CLIENTS SERVED</b>	<b>Feb 2025</b>	<b>Jan 2025</b>	<b>Dec 2024</b>	<b>Nov 2024</b>	<b>Oct 2024</b>	<b>Sept 2024</b>
FH Cards – New	5,365	6,026	4,368	4,826	6,946	5,933
FH Cards – Renewals	988	970	757	747	963	829
FH Cards – Online Renewals	2,024	2,468	1,709	1,988	2,475	2,671
Duplicates	514	671	447	478	569	487
CFSM (Manager) Cards	233	237	183	169	247	225
Re-Tests	1,210	1,402	1,030	1,037	1,519	1,271
Body Art Cards	99	117	83	85	125	42
<b>TOTALS</b>	<b>10,433</b>	<b>11,891</b>	<b>8,577</b>	<b>9,330</b>	<b>12,844</b>	<b>11,458</b>

## Human Resources (HR)

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### **Employment/Recruitment:**

- 1 New job title for February
- 826 active employees as of March 3, 2025
- 8 New Hires, including 1 rehire and 0 reinstatements
- 4 Terminations, including 0 retirements
- 2 Promotions, 1 Flex-reclass
- 1 Transfer, 0 Lateral Transfers
- 0 Demotions
- 23 Annual Increases
- 65 Interviews
- 13 Offers extended (3 offers declined)
- 5 Recruitments posted
- Turn Over Rates
  - Administration: 0.927%
  - Community Health: 0.97%
  - Disease Surveillance & Control: 0.00%
  - Environmental Health: 0.00%
  - Public Health & Preventive Care: 1.105%
  - FQHC: 0.00%

### **Temporary Employees**

- 8 Temporary Staff
- 1 New Agency Temporary Staff Members (Express)
- 1 Agency Temporary Staff Members assignment ended

### **Employee/Labor Relations**

- 1 Coaching and Counseling, 0 Verbal Warnings, 0 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 0 Probationary Releases
- 3 Grievances

- 0 Arbitrations
- 40 Hours of Labor Meetings (with Union)
- 20 hours investigatory meetings
- 0 Investigations
- 23 Complaints & Concerns
- 10 Hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 4

**Interns**

There were a total of 15 interns and 312 applied public health practice hours in February 2025.

<b>Interns and Clinical Rotations</b>	<b>Feb 2025</b>	<b>YTD</b>
Total Number of Interns <sup>1</sup>	15	114
Internship Hours <sup>2</sup>	312	2,342

<sup>1</sup>Total number of students, residents, and fellows

<sup>2</sup> Approximate hours students, residents, and fellows worked in applied public health practice

**Safety**

- Inquiries – 48
- Investigations – 2
- Safety Publications – 3

**Training (In-Person and Online)**

- Public Speaking Workshop, In Person (15 Attendees)
- Volunteer Outreach Event at Project Marilyn, Off Site (10 Volunteers)
- Leadership Development Program Cohort (5 Attendees)
- Team Vital Signs (20 Attendees)
- Life Orientations (LiFO) Training

**New Hire Orientation**

- January 4<sup>th</sup> – 6 New Hires
- February 18<sup>th</sup> – 2 New Hires

**Information Technology (IT)**

<b>Service Requests</b>	<b>Feb 2024</b>	<b>Feb 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Service Requests Completed	1,014	993	↓	8,453	8,448	↓
Service Requests Opened	1,147	1,101	↓	9,465	9,520	↑

<b>Information Services System Availability 24/7</b>	<b>Feb 2024</b>	<b>Feb 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Total System	98.98	78.70	↓	98.97	88.03	↓

<b>*Total Monthly Work Orders by Department</b>	<b>Feb 2024</b>	<b>Feb 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Administration	319	267	↓	2,277	2,202	↓
Community Health	112	105	↓	943	828	↓
Environmental Health	161	156	↓	1,479	1,338	↓
**Primary & Preventive Care	200	162	↓	1,803	1,763	↓
**Disease Surveillance & Control	145	138	↓	1,183	1,100	↓
**FQHC	150	215	↑	1,330	1,756	↑
Other	8	23	↑	110	149	↑

<b>First Call Resolution &amp; Lock-Out Calls</b>	<b>Feb 2024</b>	<b>Feb 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Total number of calls received	1,147	1,101	↓	9,465	9,520	↑

## Workforce Team – Public Health Infrastructure Grant (PHIG)

### Workforce Team

- Workforce engagements:
  - Monthly CDC Project Officer meeting cancelled.
  - Participated in the Monthly Position Review Committee for the Health District.
  - Participated in the Consortium for Workforce Research in Public Health re: Public Health Workforce Recruitment: Innovative Solutions and the Role of Hiring Laws
  - Participated in the Health District meeting to discuss impact of Executive Orders on Grant Funded Activities in Public Health
  - Entered Progress Reports and Performance Measures into the Public Health Infrastructure Virtual Engagement platform prior to the platform being unavailable.
  - Participated in the Southern Nevada Health District Legal Update: federal guidance on grant funded activities in public health.
  - Met with potential new Director of Community Health to discuss the Public Health Infrastructure Grant program.

### CDC Requirements

- Entered Progress Reports and Performance Measures into the Public Health Infrastructure Virtual Engagement (PHIVE) platform prior to the platform being unavailable.
- PHIVE is available with an adjusted reporting date of March 7, 2025.
- Submitted off-line data collection form to Project Officer for Reporting Period (RP) 3 to update the PHIVE by February 2025 during downtime of the PHIVE.

### Performance Management

- Performance Management / Quality Improvement (PMQI) team reviewed 140 discrete activities from 2025-2029 Strategic Plan and redlined potential upgrades
  - Feedback to Activity and Objective authors will be delivered in March 2025 to allow adjustments before QI reporting.
- Five members added to the PMQI team for a total of 14 staff to drive awareness and activity in PM and QI activities across the District. The team reviews work and encourages new projects in their respective areas of the District.

- Two hours of on-demand coaching for staff using the VMSG dashboard software.

### **Quality Improvement**

- Presented the Behavioral Health QI project to the NVDPBH QI Advocates group. The presentation was part of a monthly learning event facilitated by the state.
- Three hours of on-demand QI coaching on using the charter and Project Storehouse tools.
- Designed and published job-aids on the intranet to enable staff to use Microsoft Visio to construct workflows for QI and defining problems.

### **PHAB Reaccreditation**

- Designed and Delivered 36 human-hours of training on documentation and formatting for submissions.
- Continued collaboration with provider, Epidemiology, and Informatics to review the PHAB Annual Report on the Foundational Capability of Assessment and Surveillance. The Express Testing project was used to illustrate the value we bring to the community through this specialized testing outlet.
- Provided 13 human-hours of alignment and coaching on PHAB deliverables across four domains.

### **PHIG**

- Maintained grant budget and managed expenses.
- Explored funding opportunity for Lean Six Sigma Black Belt training to augment PM and QI activities across the District.
- RFP designed for a QI consultant to visit SNHD to deliver a workshop and spend time in the clinics looking for ways to drive more documentation of quality activities.



## Appendix A – Office of Communications

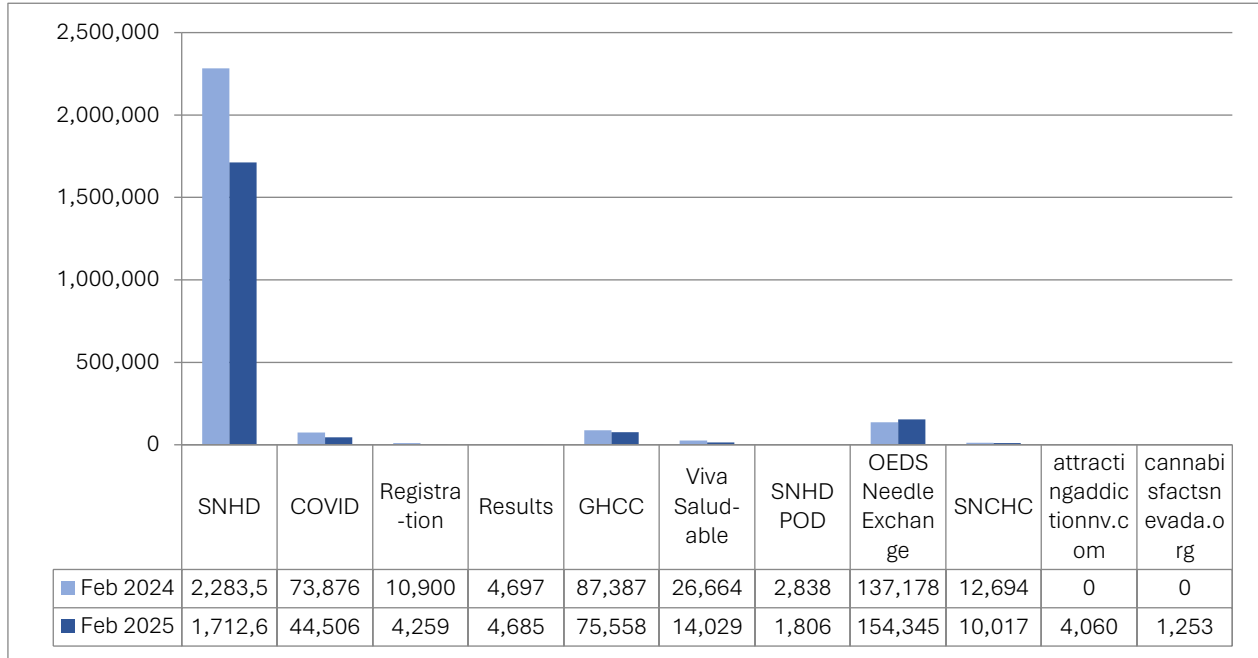
### Media, Collateral and Community Outreach Services:

Media – Digital/Print Articles  
Media - Broadcast stories  
Collateral - Advertising/Marketing Products  
Community Outreach - Total Volunteers<sup>1</sup>  
Community Outreach - Volunteer Hours

	Feb 2024	Feb 2025		YTD FY24	YTD FY25	
Media – Digital/Print Articles	47	20	↓	292	261	↓
Media - Broadcast stories	110	77	↓	880	775	↓
Collateral - Advertising/Marketing Products	18	6	↓	166	232	↑
Community Outreach - Total Volunteers <sup>1</sup>	8	8	=			
Community Outreach - Volunteer Hours	576	640	↑	4,910	4,084	↓

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

### Monthly Website Page Views:



\*Tracking page visits in 2024 for attractingaddictionnv.com and cannabisfactsnevada.org websites.

Social Media Services		Feb 2024	Feb 2025		YTD FY24	YTD FY25
Facebook SNHD	Followers	13,359	13,531	↑	N/A	N/A
Facebook GHCC	Followers	6,134	6,118	↓	N/A	N/A
Facebook SHC	Followers	1,649	1,634	↓	N/A	N/A
Facebook THNK/UseCondomSense	Followers	5,347	5,228	↓	N/A	N/A
Facebook Food Safety	Followers	158	173	↑	N/A	N/A
Instagram SNHD	Followers	4,443	5,040	↑	N/A	N/A
Instagram Food Safety	Followers	528	532	↑	N/A	N/A
Instagram GetHealthyCC	Followers	160	273	↑	N/A	N/A
*Instagram @Ez2stop	Followers	0	149	↑	N/A	N/A
X (Twitter) EZ2Stop	Followers	430	426	↓	N/A	N/A
X (Twitter) SNHDflu	Followers	1,847	1,780	↓	N/A	N/A
X (Twitter) Food Safety	Followers	101	101	=	N/A	N/A
X (Twitter) SNHDinfo	Followers	10,355	10,046	↓	N/A	N/A
X (Twitter) TuSNHD	Followers	342	356	↑	N/A	N/A

<b>Social Media Services</b>		<b>Feb 2024</b>	<b>Feb 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>
X (Twitter) THINK/ UseCondomSense	Followers	694	666	↓	N/A	N/A
X (Twitter) SoNVTraumaSyst	Followers	127	121	↓	N/A	N/A
Threads SNHD	Followers	661	930	↑	N/A	N/A
*TikTok @Ez2stop	Views	0	39	↑	N/A	N/A
**TikTok SNHD	Views	0	175	↑	N/A	N/A
YouTube SNHD	Views	228,318	188,860	↓	1,611,988	1,535,579
YouTube THINK / UseCondomSense	Views	434	797	↑	2,595	4,019
Note: Facebook, Instagram and X (Twitter) numbers are not cumulative. *Ez2stop syphilis campaign added to TikTok and Instagram. **SNHD added to TikTok in September 2024						

# Appendix B – Finance – Payroll Earnings Summary – February 1, 2025 to February 14, 2025

**PAYROLL EARNINGS SUMMARY**  
**February 1, 2025 to February 14, 2025**

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 318,085.02	\$ 1,289,795.68	\$ 5,639,965.13	\$ 9,058,929.17	62%	
ENVIRONMENTAL HEALTH	\$ 644,117.69	\$ 2,564,300.72	\$ 11,044,699.91	\$ 17,395,932.56	63%	
COMMUNITY HEALTH	\$ 302,979.17	\$ 1,217,955.36	\$ 5,215,270.39	\$ 9,106,716.49	57%	
DISEASE SURVEILLANCE & CONTROL	\$ 379,864.60	\$ 1,545,446.17	\$ 6,491,508.11	\$ 10,380,887.13	63%	
FQHC	\$ 361,981.47	\$ 1,475,546.67	\$ 6,049,666.86	\$ 9,701,463.62	62%	
ADMINISTRATION W/O ICS-COVID	\$ 613,560.79	\$ 2,433,500.64	\$ 10,303,120.79	\$ 15,310,550.82	67%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 2,620,588.74</b>	<b>\$ 10,526,545.24</b>	<b>\$ 44,744,231.19</b>	<b>\$ 70,954,479.79</b>	<b>63%</b>	<b>65%</b>

	FTE
FTE	829

Regular Pay	\$ 2,319,925.44	\$ 7,909,828.27	\$ 35,772,403.79		
Training	\$ 2,858.41	\$ 10,705.27	\$ 85,582.11		
Final Payouts	\$ -	\$ 72,944.79	\$ 230,525.66		
OT Pay	\$ 9,971.62	\$ 37,616.88	\$ 322,247.70		
Leave Pay	\$ 249,671.49	\$ 2,337,340.62	\$ 6,952,105.20		
Other Earnings	\$ 38,161.78	\$ 158,109.41	\$ 1,381,366.73		
<b>TOTAL</b>	<b>\$ 2,620,588.74</b>	<b>\$ 10,526,545.24</b>	<b>\$ 44,744,231.19</b>		

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**February 1, 2025 to February 14, 2025**

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>
Keegan, Dahlia		20.00	1030.88	Cardona, Anthony (Tony)	15.00	465.13
Ubando, Marjorie		21.75	1121.08	Cunnington-Morrison, Corey	3.00	97.93
Galaviz, Monica		3.50	238.91			
Plair, Tonia		2.00	114.04			
Taitano, Kyomi		3.75	145.71			
Thede, Stacy		2.00	66.70			
Arzate, Mario		1.00	32.51			
Ines, Heinrich		13.50	426.99			
Gonzales, Fabiana		5.25	250.47			
Murphy, Melissa		6.50	246.47			
To, Helen		7.50	396.13			
Total Administration		<b>86.75</b>	<b>4069.89</b>		<b>18.00</b>	<b>563.06</b>

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>
				Barry, Nancy	0.25	8.59
Total Community Health Services		<b>0.00</b>	<b>0.00</b>		<b>0.25</b>	<b>8.59</b>

**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>
Orea-Valencia, Mirelly		1.75	73.50	Avalos, Mayra	0.75	33.26
Chiu, James		0.15	9.98			
Fernandez, Jina		1.50	48.76			
Total FQHC-Community Health Clinic		3.40	132.24		0.75	33.26

**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>
Robles, Cynthia		11.00	552.09	Hodge, Victoria	0.38	12.89
Sprance-Grogan, Carolyn		10.00	570.19			
Arquette, Jocelyn		1.00	73.67			
Landini, Karleena		0.50	37.07			
Total Public Health & Preventative Care		22.50	1233.02		0.38	12.89

**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>
Sheffer, Thanh		9.00	583.09	Santiago, Anthony	7.50	332.61
Pontius, Kevin		5.50	347.75	Sharif, Rabea	1.00	42.15
Cummins, Veronica		8.00	444.82	Ortiz-Rivera, Vanessa	4.13	178.17
Blackard, Brittanie		0.25	13.20	McGahen, Ryan	1.50	60.09
Rakita, Daniel		1.50	73.45	Feng, Yuzhen	6.00	240.37
McCann, Alexandra		3.00	150.58	Blackard, Brittanie	3.00	105.63
Michel, Guillermo		10.25	514.46	Jones, Mallory	6.75	225.86
Calzado, Neil		3.50	175.67	Sripamong, Jacqueline	12.00	391.72
Jones, Mallory		12.00	602.28	Wade, Cynthia	3.00	97.93
Thein, Kelsey		2.50	125.48	Galvez Alexus	11.63	379.48
Galvez, Alexus		2.75	134.66	Hall Alyssa	4.13	124.80
Hall, Alyssa		11.75	533.25	Gonzalez Kimberly	0.75	22.69
Vinh, Jonathan		3.00	132.62	Vinh Jonathan	0.75	22.10
Decicco, Natalya		0.75	33.15	Decicco Natalya	12.38	364.69
Nwaonumah, Nosa		0.50	22.10	Weber Lauren	1.13	33.15
Hernandez, Abel		4.00	176.83	Erickson Sarah	9.38	276.28
Rivera Perez, Alexia		1.50	64.58	Hernandez Lilian	1.50	44.21
				Hernandez Abel	1.50	44.21
Total Environmental Health		79.75	4127.97		88.00	2986.14

**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>
Castro, Janet		1.50	77.32	Alonzo Fernanda	6.75	193.77
Flournoy, Tiffany		1.00	60.09			
Valencia, Marissa	HIVPRV25	5.00	271.09			
Total Disease Surveillance & Control		7.50	408.50		6.75	193.77

<b>Combined Total</b>		<b>199.90</b>	<b>9971.62</b>		<b>114.13</b>	<b>3797.71</b>
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## Appendix C – Finance – Payroll Earnings Summary – February 15, 2025 to February 28, 2025

**PAYROLL EARNINGS SUMMARY**  
**February 15, 2025 to February 28, 2025**

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 318,900.34	\$ 1,608,696.02	\$ 5,958,865.47	\$ 9,058,929.17	66%	
ENVIRONMENTAL HEALTH	\$ 648,030.57	\$ 3,212,331.29	\$ 11,692,730.48	\$ 17,395,932.56	67%	
COMMUNITY HEALTH	\$ 316,817.25	\$ 1,534,772.61	\$ 5,532,087.64	\$ 9,106,716.49	61%	
DISEASE SURVEILLANCE & CONTROL	\$ 381,366.40	\$ 1,926,812.57	\$ 6,872,874.51	\$ 10,380,887.13	66%	
FQHC	\$ 364,102.71	\$ 1,839,649.38	\$ 6,413,769.57	\$ 9,701,463.62	66%	
ADMINISTRATION W/O ICS-COVID	\$ 609,045.62	\$ 3,045,540.95	\$ 10,915,161.10	\$ 15,310,550.82	71%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 2,638,262.89</b>	<b>\$ 13,167,802.82</b>	<b>\$ 47,385,488.77</b>	<b>\$ 70,954,479.79</b>	<b>67%</b>	<b>69%</b>
FTE	830					
Regular Pay	\$ 2,096,253.90	\$ 10,007,181.77	\$ 37,869,757.29			
Training	\$ 4,063.41	\$ 14,768.68	\$ 89,645.52			
Final Payouts	\$ 11,563.20	\$ 86,128.18	\$ 243,709.05			
OT Pay	\$ 11,906.18	\$ 49,523.06	\$ 334,153.88			
Leave Pay	\$ 478,097.70	\$ 2,815,713.22	\$ 7,430,477.80			
Other Earnings	\$ 36,378.50	\$ 194,487.91	\$ 1,417,745.23			
<b>TOTAL</b>	<b>\$ 2,638,262.89</b>	<b>\$ 13,167,802.82</b>	<b>\$ 47,385,488.77</b>			

**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**February 15, 2025 to February 28, 2025**

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>
Keegan, Dahlia		7.50	386.58			
Ubando, Marjorie		18.75	966.44			
Galaviz, Monica		12.75	870.28			
Theede, Stacy		5.00	166.74			
Ines, Heinrich		5.00	158.14			
Gonzales, Fabiana		2.75	131.19			
Murphy, Melissa		8.50	322.30			
To, Helen		5.00	264.09			
Herrera Ortiz, Maria		0.25	8.34			
Total Administration		65.50	3274.10		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>
				Barry, Nancy	1.13	38.66
Total Community Health Services		0.00	0.00		1.13	38.66

**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>
Dominguez, Liliana		0.25	11.05			
Orea-Valencia, Mirelly		0.50	21.00			
Bingham, Julie	FP_24 NO MILEA	0.25	17.06			
Total FQHC-Community Health Clinic		<b>1.00</b>	<b>49.11</b>		<b>0.00</b>	<b>0.00</b>

**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>
Homer, Ann Marie		0.50	28.51	Calderon, Aracely	0.75	23.26
Enzenauer, Lizette		6.00	342.12	Hodge, Victoria	0.38	12.89
Robles, Cynthia		6.00	301.14	Carpenter, Leslie	0.75	34.13
Calderon, Aracely		0.25	11.63			
Hodge, Victoria		11.00	566.98			
Nagai, Sage		0.75	51.19			
Landini, Karleena		1.00	74.14			
Total Public Health & Preventative Care		<b>25.50</b>	<b>1375.71</b>		<b>1.88</b>	<b>70.27</b>

**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	736.70	Cavin, Erin	6.75	299.35
Sheffer, Thanh		8.50	550.70	Robinson, Gary	7.88	349.24
Piar, Diane		3.50	226.76	Ramakrishnan, Veena	1.50	60.09
Sumera, Erik		1.00	61.62	McGahen, Ryan	1.50	60.09
McGahen, Ryan		0.25	15.02	Smith, Jess	8.25	313.61
Thompson, William B		4.00	240.37	Jones, Mallory	2.25	75.29
Darang, Chase		2.00	103.09	Hernandez, Abel	6.00	176.82
Rakita, Daniel		9.00	440.68	Schuler Emalee	0.38	10.76
Michel, Guillermo		4.50	225.86			
Calzado, Neil		5.50	276.05			
Jones, Mallory		14.00	702.67			
Wells, Jordan		6.50	326.24			
Craig, Jill		4.50	220.34			
Galvez, Alexis		3.00	146.89			
Gonzalez, Kimberly		1.00	45.38			
Decicco, Natalya		6.00	265.23			
Nwaonumah, Nosa		2.00	88.41			
Hernandez, Abel		8.50	375.75			
Thompson, Deshawn		8.50	375.75			
Total Environmental Health		<b>102.25</b>	<b>5423.51</b>		<b>34.50</b>	<b>1345.26</b>

**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	HIVPRV25	11.30	679.04	Raman, Devin	1.50	73.67
O'Connor, Kelli	HIVPRV25	5.00	323.94	Thomas, Taylor	9.38	313.69
Ewing, Tabitha	HIVPRV25	6.75	426.79	Riley, Thomas	7.50	215.30
Reyes, Rebecca	HIVPRV25	5.00	323.94			
Eddleman, Tabby		0.50	30.04			
Total Disease Surveillance & Control		<b>28.55</b>	<b>1783.75</b>		<b>18.38</b>	<b>602.66</b>

<b>Combined Total</b>		<b>222.80</b>	<b>11906.18</b>		<b>55.88</b>	<b>2056.84</b>
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