


# MEMORANDUM



**Date:** April 24, 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 – March 2025**

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## Executive Summary

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The Office of Communications issued four News Releases and staff produced creative designs for National Infant Immunization Week and the Mama and Papa Bear Clinic. 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. Facilities staff began deconstructing the interior of the NCS buildings. Health Cards served 10,812 total clients, including 2,361 clients renewing online. As of March 28, 2025, the Health District had 827 active employees. Human Resources arranged 61 interviews, extended five job offers (two declined) and onboarded five new staff. There were four terminations, two retirements, four promotions, one transfer and no demotions. Ten employment opportunities were posted.

## Office of Communications

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### **News Releases Disseminated:**

- Dr. Lockett begins tenure as District Health Officer
- World TB Day raises awareness of global tuberculosis threat
- 2025 County Health Rankings released
- Reminder: Health District offers free diabetes classes

### **Press:**

- Measles
- Street food vendors
- Real Water jury award
- Dr. Cassius Lockett begins tenure as District Health Officer
- County Health Rankings
- Pandemic 5th anniversary

Six hundred twenty-one news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in March. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at <https://media.southernnevadahealthdistrict.org/download/oc/202503-PI-report.pdf>.

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

In March, the Office of Communications developed creative designs for National Infant Immunization Week and worked with team members from the Maternal Child Health program to develop print materials for the Mama and Papa Bear Clinic. The Office of Communications responded to 140 public information email inquiries and handled 102 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 promoting the Strip Club (fentanyl and xylazine test strips), Manage Your Diabetes classes, Pop-Up Produce Stands, PrEP and PEP Education, National Native HIV/AIDS Awareness Day, World Tuberculosis Day, Healthy Start Program, National Poison Prevention Week, HPV vaccine survey, Health District After Dark, National Women and Girls HIV/AIDS Awareness Day, National Nutrition Month and Board of Health recognitions.

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

- Community outreach events coordinated: 10
- Three Square Food Bank/Supplemental Nutrition Assistance Program, Low Income Energy Assistance Program and Temporary Assistance for Needy Families program clients processed: 15
- Department of Welfare & Supportive Services Medicaid/Supplemental Nutrition Assistance Program applications: 160

### **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:

- March 6: State Efforts to Restore 340B Discounts in the Contract Pharmacy Setting Webinar
- March 10: Meeting with staff from Senator Cortez Masto’s Office
- March 11: Previewing the 2025 Annual Data Release—County Health Rankings
- March 13: SB118 Update Meeting
- March 14: Big Cities Health Coalition PIO/Communications Call
- March 18: SNCHC Governing Board Meeting
- March 19: Southern Nevada County Health Rankings
- March 19: CDC/National Public Health Information Coalition Monthly call
- March 20: Accreditation meeting
- March 27: Board of Health Meeting
- Recurring Legislative Update Meetings
- Recurring Nevada Public Health Association Policy Meetings
- Recurring “One Voice” Public Health Legislative Meeting
- Recurring 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

Monthly Work Orders	Feb 2024	Feb 2025		YTD FY24	YTD FY25	
Maintenance Responses	205	531	↑	1,510	3,363	↑
Electrical Work Orders	6	65	↑	77	314	↑
HVAC Work Orders	18	23	↑	169	436	↑
Plumbing Work Orders	9	24	↑	71	161	↑
Preventive Maintenance	28	119	↑	213	366	↑
Security Responses	2,519	2,642	↑	20,905	20,540	↓

### **Current Projects**

Decatur Location

- Created secure enclosure for Immunization Clinic vaccines
- Installed patient self-check-in tablets at FQHC lobby
- Installed patient window Immunization lobby
- Installed filtered water fountain in Health Cards/Vital Records/ EMS suite

#### SNPHL Location

- Groundbreaking ceremony for expansion
- Began pump replacement project

#### Mesquite Location

- Expanded vaccine storage

#### Buffalo Location

- Installed Verkada video doorbell for increased suite security

<b>Monthly Work Orders</b>	<b>Mar 2024</b>	<b>Mar 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Maintenance Responses	209	529	↑	1,719	3,892	↑
Electrical Work Orders	6	48	↑	83	362	↑
HVAC Work Orders	16	62	↑	185	498	↑
Plumbing Work Orders	3	17	↑	74	178	↑
Preventive Maintenance	34	98	↑	247	464	↑
Security Responses	2,102	2,654	↑	23,007	23,194	↑

#### **Current Projects**

##### Decatur Location

- -Begin interior deconstruction of NCS buildings
- -Expand access controls through Immunizations for increased security
- -Installed electrical for septic lift stations
- -Completed replacement of RTU condensation drains

##### SNPHL Location

- Installed additional outlets; pending new instruments
- Completed pump/valve replacement

##### Fremont Location

- Installed modular tables in EH conference room
- Installed patient check-in kiosk in FQHC lobby
- Installed shades at patient check-in counter

##### Henderson Location

- Expanded office space for EH

## Finance

Total Monthly Work Orders	Mar 2024	Mar 2025		YTD FY24	YTD FY25	
Purchase Orders Issued	508	506	↓	4,309	4,953	↑
Grants Pending – Pre-Award	3	3	=	38	35	↓
Grants in Progress – Post-Award	10	5	↓	102	79	↓

\* 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 – March 2025						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
NH75OT000057-01-06, SNHD COVID-19 Health Disparities, Amendment #6 (cvdis_21)	F-CDC	3/24/2025	\$22,606,672	Termination notice issued	8.35	Project not expected to renew
State of Nevada, Office of State Epidemiology, COVID-19 Enhanced Detection (elcd2_24)	P-CDC	3/24/2025	\$5,663,652	Termination notice issued	19.90	Project not expected to renew
State of Nevada, Office of State Epidemiology, ELC Enhancing Detection Expansion (elcvd_25)	P-CDC	3/24/2025	\$21,067,205	Termination notice issued	23.25	Project not expected to renew
FPHPA006516-04-00, Family Planning Services, Year 3 of 5 (fp_24)	F-OASH	3/31/2025	\$21,067,205	End of budget period	11.15	FY2025 expected renewal
C8ECS44893-01-11, HRSA American Rescue Plan - Health Center Construction and Capital Improvements COVID-19 (hccvd_22)	F-HRSA	3/31/2025	\$600,474	End of project period	0.00	Project not expected to renew

<b>Grants Expired – March 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>
State of Nevada Ryan White B Eligibility Services (hcrwbe24)	P-HRSA	3/31/2025	\$101,638	End of budget period	1.15	FY2025 expected renewal
State of Nevada Ryan White B Medical Case Management (hcrwbm24)	P-HRSA	3/31/2025	\$257,287	End of budget period	1.60	FY2025 expected renewal
State of Nevada Ryan White B Non- medical Case Management (hcrwbn24)	P-HRSA	3/31/2025	\$459,369	End of budget period	4.48	FY2025 expected renewal
State of Nevada Ryan White B Retention in Care (hcrwbr24)	P-HRSA	3/31/2025	\$87,639	End of budget period	1.10	FY2025 expected renewal

<b>Grants Awarded – March 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, Public Health Preparedness, Amendment #1 (hppco_25)	P-ASPR	3/13/2025	7/1/2024	6/30/2025	\$158,939	Voluntary de- obligation of funds	0.00
PACT Coalition Prevention Framework Partnerships for Success, Year 1 of 5 (pfs_25)	O-PACT	3/19/2025	9/30/2024	9/29/2025	\$75,000	New effort	0.42
FPHPA006516- 04-00, Family Planning Services, year 4 of 5 (fp_25)	F-OASH	3/29/2025	4/1/2025	3/31/2026	\$948,021	FY2025 renewal	9.40

## 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 March, we averaged 76 “passing and paying” online renewal clients per day, with a total of 2,361 clients renewing online.

CLIENTS SERVED	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024
FH Cards – New	5,368	5,365	6,026	4,368	4,826	6,946
FH Cards – Renewals	1,042	988	970	757	747	963
FH Cards – Online Renewals	2,361	2,024	2,468	1,709	1,988	2,475
Duplicates	517	514	671	447	478	569
CFSM (Manager) Cards	231	233	237	183	169	247
Re-Tests	1,195	1,210	1,402	1,030	1,037	1,519
Body Art Cards	98	99	117	83	85	125
<b>TOTALS</b>	<b>10,812</b>	<b>10,433</b>	<b>11,891</b>	<b>8,577</b>	<b>9,330</b>	<b>12,844</b>

## Human Resources (HR)

### **Employment/Recruitment:**

- 0 New job title for March
- 827 active employees as of March 28, 2025
- 5 New Hires, including 0 rehires and 0 reinstatements
- 4 Terminations, including 2 retirements
- 4 Promotions, 3 Flex-reclasses
- 1 Transfer, 2 Lateral Transfers
- 0 Demotions
- 38 Annual Increases
- 61 Interviews
- 5 Offers extended (2 offers declined)
- 10 Recruitments posted
- Turn Over Rates
  - Administration: 1.089%
  - Community Health: 0.00%
  - Disease Surveillance & Control: 0.00%
  - Environmental Health: 0.495%
  - Public Health & Preventive Care: 0.00%
  - FQHC: 0.865%

### **Temporary Employees**

- 7 Temporary Staff
- 0 New Agency Temporary Staff Members (Express)
- 0 Agency Temporary Staff Members assignment ended

### **Employee/Labor Relations**

- 0 Coaching and Counseling, 1 Verbal Warning, 0 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 0 Probationary Releases
- 2 Grievances
- 0 Arbitrations
- 40 Hours of Labor Meetings (with Union)
- 40 hours investigatory meetings
- 2 Investigations
- 13 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 18 interns and 448 applied public health practice hours in March 2025.

<b>Interns and Clinical Rotations</b>	<b>Mar 2025</b>	<b>YTD</b>
Total Number of Interns <sup>1</sup>	18	117
Internship Hours <sup>2</sup>	448	2,790

<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 – 122
- Investigations – 4

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

- Public Speaking Workshop, In Person (5 Attendees)
- Team Vital Signs Supervisor Debrief (5 Attendees)
- Life Orientations Team Debrief (6 Attendees)
- Leadership Development Program Cohort (5 Attendees)

### **New Hire Orientation**

- March 3, 2025 – 1 New Hire
- March 17, 2025 – 3 New Hires
- March 31, 2025 – 1 New Hire



## Informatics

### **EpiTrax**

1. Work with the Epidemiology and Surveillance teams to monitor systems and applications, investigate and troubleshoot issues, and resolve them as they arise. Provide ongoing user account support. Added new Novel Influenza A Contact Form. Updated NORS Outbreak form (pg 1-3). Fixed an error involving Prep form that showed multiple fields of the same type. Add A1C lab results for RVCT pdf generation and working on getting this PDF to show susceptibility table. Edit internet notification form on EpiTrax to allow emails to be captured. Continue coordinating with the NV State regarding the Mirth Channel and FHIR server to facilitate the integration of WebIZ data with EpiTrax. Review the case status of the Chronic Hep C cases. Updates to remove COVID-19 forms associated with encounters instead of events.
2. Continue working with OpenEMPI integration with EpiTrax system: Adding new fields and system property within EpiTrax. Create an automation process to integrate OpenEMPI person link with all persons in EpiTrax. Demo a preliminary staff workflow in OpenEMPI to manage person links with ACDC and ODS.

<b><i>EpiTrax Requests    March 2025</i></b>	
<i>Total EpiTrax Requests Completed</i>	474
<i>Open EpiTrax Requests</i>	74

### **Data Warehouse**

1. Continue to update and enhance data warehouse: Updated several table names for clarity for facilities. Creating Guide Documentation for Warehouse form question tables. Added column for pregnancy expected delivery date to events table. Assistance for warehouse queries for patients of multiple races.

### **Pentaho Report**

1. Disease Counts by Gender and Age Groups for OOE diseases. RSV & COVID - Case Counts by MMWR Week Report. EpiTrax Workload Report - Count Groupings Rework.

<b><i>Pentaho Reports</i></b>	<b><i>March 2025</i></b>
<i>Updated</i>	2
<i>Created</i>	1

### **Electronic Message Staging Area (EMSA)**

1. Continue to work on EMSA2, including mapping new codes, integrating incoming labs, data processing, and reviewing logic for exceptions and errors. Review the TB SNOMED mapping logic issue for the Acid-Fast Bacillus SNOMED result, which does not align with the current TB logic. Identify and handle the existing ELRs that are not processed by EMSA. Adjust the master process logic to allow the lab automation process with EMSA only when system messages are 30 records or fewer. If this limit is exceeded, a separate Mirth channel will take over the processing. This approach helps prevent master process timeouts and errors in the Mirth MP channel. Resolve the Hep B logic issue where cases with the same lab collection date but different test types incorrectly update the case status to confirmed. Examine the Syphilis DDCS

queue logic issue. The problem occurred because, during the lab attachment process, the investigator was not assigned to that event.

2. Conduct regular sessions to review message exceptions.
3. Continue processing eCRs from Intermountain Healthcare Inc in EMSA with ongoing mapping of exceptions for incoming messages.

<b>ELRs</b>	<b>March 2025</b>
Total Received	107,574
Total Processed	107,249
Under Review	591
Event Updated	17,642
Event Created	6,247

<b>eCRs</b>	<b>March 2025</b>
Total Received	82,489
Total Processed	452,052
Under Review	129,284
Event Updated	18,020
Event Created	1,154

### **Dashboard**

1. ArcGIS dashboard: COVID-19, Flu and RSV dashboards data and captions updated. ETL moving all data. Working to combine MCAB and RSV data sets. Working to get ESSENCE for RSV and Flu currently In Review. Wastewater Concentration visualizations.
2. Continue developing eCW finance reports using Power BI platform per user input.

### **Southern Nevada Public Health Laboratory (SNPHL)**

1. Continue National Respiratory and Enteric Virus Surveillance System (NREVSS) support.
2. Continue Laboratory Information System (LIS) Support and Maintenance.
3. Build Whole Genome Sequencing (WGS) reflexing rules
4. Continue SNPHL data warehouse cleanup and maintenance.
5. Orchard database restored to resolve an outstanding issue.
6. Build location, clinical questions, orderables for the Outreach system
7. Continue expanding the Outreach system to enhance efficient and timely specimen ordering and result delivery for partners.
8. Working with Orchard regarding software change requests regarding their systems billing setup.
9. Preparation for Server migration and Orchard version upgrade.
10. Gonococcal Isolate Surveillance Project (GISP/eGISP) reporting template changes to use Combatting Antimicrobial Resistant Gonorrhea and other STIs (CARGOS).
11. New result template layouts for susceptibility testing, and updated susceptibility orderables for Microbiology.
12. Built reports/data extracts for various data requests and Quality Assurance (QA).

### **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. Continue data extraction and processing using Fast Healthcare Interoperability Resources (FHIR); collaborate with NV HIE and eCW on eCR and FHIR implementation.
3. Continue adopting Azara, the data warehouse and analytics platform. Supplemental information gathering for FPAR review.
4. Azara mappings/settings review to ensure accurate reporting.
5. Ryan White Services Report (RSR) submission completed.
6. Healthy Start Benchmarks discussion and review with Nevada Institute for Children's Research and Policy (NICRP).
7. Behavioral Health Module Build/Implementation.
8. SNAP Rapid Prevent Data upload to CDC.
9. UDS CPT/ICD validations.
10. Exploring electronic prior authorization for medications from within the EHR.
11. Technical components for electronic Case Reporting (eCR) submission completed.
12. Exploring interfacing Urinalysis instrumentation with the EHR.
13. Combatting Antimicrobial Resistant Gonorrhea and Other STIs (CARGOS) data alternative solution completed.
14. Continue working with Finance to optimize claims monitoring and reporting by utilizing the Datawarehouse and Data Visualization tools (Power BI).
15. Generate and review monthly reports for FQHC and Primary Care Center (10 reports)
16. Troubleshooting referral issues to the Smoking Quitline.
17. Exploring a new system for Direct Observed Therapy (DOT) and integrating it with the Electronic Health Record.
18. eCW Reports

<b><i>eCW Reports</i></b>	<b><i>March 2025</i></b>
<i>FQHC</i>	8
<i>PPC</i>	2
<i>Total</i>	10

### **Clark County Coroner's Office (CCCO)**

1. Continue to provide support to CCCO on new Coroner and Medical Examiner Case Management System (CME) implementation, testing, data requests, and reports. Providing post go-live support.
2. Fulfill internal and external data requests using aggregated death data.
3. Provide reports and media requests for various agencies:
  - Metro - Drug related deaths
  - Consumer Product Safety Commission - Product related/recall deaths
  - CCSD - under 25 suicides
  - UMC - Hospital specific deaths
  - Exploring automation processes for data exchange with National Violent Death Registration System (NVDRS)

4. Participating in FHIR specification development with the Georgia Tech Research Institute (GTRI). Initiated flat file testing.
5. Working with the vendor to implement end user requests/enhancements, especially to include toxicology testing and investigative report edition after submission.
6. Working with CME vendor to correct data inconsistencies due to past bugs.
7. Smarty geocoding/address validation interface for integration into Census API code to increase success rate refactoring. Major refactoring of functionality to automate almost all portions of data fetching and processing.

**Data Modernization Initiative (DMI)**

1. Continue to work with the State on DMI project.
2. Continue to work with NV HIE on TECCA and FHIR flat file testing projects.
3. eCR project: Continue UMC/HCA/Intermountain Healthcare Inc error except handling and mapping new codes.
4. Continue working with AWS with a pilot project using AI with eCR message to extract important information.
5. Updated and submitted MMG TB/LTBI implementation spreadsheet include some sections that need clarification.
6. Planning for MMG Mump, Pertussis, and Varicella onboarding.

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

1. Continue to maintain and enhance syndromic surveillance system for new providers and future support.
2. Onboard four new Intermountain Healthcare clinics.
3. Explore ingestion of inpatient data from partner hospitals.

**Staff Facilitated/Attended the following Trainings/Presentations**

1. 03/03/2025 – 03/06/2025: HIMSS conference
2. 03/12/2025: Leveraging ML to analyze EHR Webinar from UNLV

**Other Projects**

1. Continue collaborating with the CDC to implement the TECCA early demonstration project.
2. Maintain and enhance the iCircle web application, including user account support, site maintenance, and data corrections and updates.
3. Review manuscripts from the UNLV Base Model project.
4. Assist the Epidemiology and Surveillance programs, Office of EMS/Trauma System, Environmental Health, and Clinic Services with various data requests, data exports, and report generation.
5. Maintain the NHA Data Webservice Script.
6. Collaborate on the Community Status Assessment and Community Context Assessment (CHA) project with NICRP.
7. Working with Rocky Mountain Poison Control to re-establish the data feed from their new system.
8. Refresh Vital Records Database with addition of new field.

9. Keep progressing the FBI project by reviewing the updated purpose data points from ACDC with the project's subject matter experts to finalize consensus before implementing them in a test site.
10. Revise the C2P Lab Requisition by changing the ordering provider from Dr. Leguen to Dr. Sugay.
11. Prepare the HAN multiple databases and the Excel file consolidation QA file for review.
12. Launched two QI project charters for ODTA: the Online Result Portal for NIST and the Needle Exchange Data Export.
13. Keep examining the issue with the iCircle mapping process.
14. Check the list of current reportable conditions in our online reporting form.
15. Finalized implementation plan and logic design for the new online ODS follow-up form
16. 2024 STD/GEPI reconciliation closeout.
17. Remap the gender identity for the NV State data export.
18. CSV data export per NV State requested for STD, communicable diseases, and labs data
19. Continue working on NV State data export for Hep A, B, and C question variables.
20. Calculate the total number of form submissions for the 2024 Tuberculosis (TB) Screening Questionnaire for ODS.
21. Working with the IT department to set up a new SAS/R server to replace the inadequate existing system, which is scheduled for retirement by the end of April.
22. eCW lab CAREWare upload.

## Information Technology (IT)

<b>Service Requests</b>	<b>Mar 2024</b>	<b>Mar 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Service Requests Completed	1,070	996	↓	9,523	9,444	↓
Service Requests Opened	1,188	1,122	↓	10,653	10,642	↓

<b>Information Services System Availability 24/7</b>	<b>Mar 2024</b>	<b>Mar 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Total System	98.48	80.07	↓	98.73	84.05	↓

<b>*Total Monthly Work Orders by Department</b>	<b>Mar 2024</b>	<b>Mar 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Administration	270	306	↑	2,547	2,508	↓
Community Health	115	107	↓	1,028	935	↓
Environmental Health	204	163	↓	1,683	1,501	↓
**Primary & Preventive Care	218	154	↓	2,021	1,917	↓
**Disease Surveillance & Control	195	119	↓	1,378	1,219	↓
**FQHC	159	218	↑	1,489	1,974	↑
Other	16	5	↓	126	154	↑

	Mar 2024	Mar 2025		YTD FY24	YTD FY25	
<b>First Call Resolution &amp; Lock-Out Calls</b>						
Total number of calls received	1,188	1,122	↓	10,653	10,642	↓

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

### **Workforce Team**

- Workforce engagements:
  - Monthly CDC Project Officer meeting was convened on March 12, 2025.
  - Monthly Position Review Committee cancelled for March 2025.
  - Prepared the March 2025 Hiring Plan for submission to CDC.
  - Participated in the NV Academy of Science meeting for March 2025.
  - Met with Finance PHIG accountants during this month for both Workforce (A1) and Foundational Capabilities (A2) and establish relationship with new accounting team.

### **CDC Requirements**

- Entered Progress Reports and Performance Measures into the Public Health Infrastructure Virtual Engagement (PHIVE) platform by March 7, 2025.
- 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.
- ASTHO Pop-up session regarding the topics of Colorado Taxonomy Presentation and PHMC Comprehensive Job Description Presentation.

### **Performance Management**

- Advised 10 Strategic Plan Team Leaders of red-light designations on a quarterly report of progress on their plan activities.
- Invested 3 hours of coaching and training on strategic plan activity to Team Leaders to ensure their status in the VMSG dashboard is accurate.
- Continuing in the Western Region Public Health & Primary Care Leadership Institute facilitated by faculty and staff from ASU-Tempe. The course consists of 24 contact hours with lectures, breakout sessions, and research around change management practices in public health. This will empower further growth in performance management within SNHD and our partners.
- Briefed the Health Executive Council on the current and future states of Quality Improvement (QI) and the Strategic Plan within SNHD.

### **Quality Improvement**

- Met with Federally Qualified Health Center (FQHC) leadership to plan more documented QI in their space including future Kaizen events to gather leaders away from the clinical space to focus on QI.
- Attended the monthly meeting with NV State and local/tribal health department QI practitioners. Acquired a template from the state of Nevada for a Kaizen event to fulfil a request from FQHC to facilitate an event to document QI in their clinical space.
- Researching Lean Six Sigma Yellow Belt certification for the full SNHD executive team.
- Attended a 4-hour course in Design Thinking for Local Government to learn new ways of gaining consensus on current issues and acting for improvements. The course was offered by the Design School at Stanford University.
- The number of QI projects and 1-page Just Did It form grew by 50% this month.

- Provided 4 hours of SharePoint page development and User Acceptance Testing (UAT) was conducted to streamline data entry and provide usable information to all District staff desiring an overview of QI recent and in-flight projects.
- Planned PHIG funded consultant to visit the Public Health & Primary Care (PPC) and FQHC clinics to support documentation of QI efforts. Interventions will include observation, assistance with documentation in addition to formal training and review for subject matter experts in the PPC area. Office hours and support sessions are also planned for the DSC division supporting their growth in the QI area.

### **PHAB Reaccreditation**

- Uploaded the Annual Report with our status as an agency and our chosen topic was the Express Testing program for STI testing of asymptomatic members of the community. Results of the program have been significant.
- ASTHO Accreditation Sustainability Learning Community – SNHD’s application has been selected to participate in the first cohort of the Building Capacity for Accreditation Sustainability Learning Community! SNHD demonstrated the need and capacity to benefit from this peer-to-peer and subject matter expert technical assistance.
- Convened three (3) hours of meetings with contributors to Public Health Accreditation Board (PHAB) documentation for Reaccreditation in Spring of 2027. Initial internal review of this documentation is set for fall of 2025.
- Met with PHAB officials regarding a Mock Site Visit planned for 2026. This will give us guidance on documentation before final submission.
- Participated in 3-hours of webinars from PHAB re: language changes in PHAB Reaccreditation manual in the Standards and Measures to align with current executive orders.
- Attended a 90-minute webinar from ChangeLab Solutions that acts as a clearing house for Public Health Law and policy monitoring. Strategies and research were provided on the large number of recent Executive Orders affecting public health across the US. PHAB has already removed a small number of requirements that could be deemed inappropriate by federal funders.
- Continued work with PHSS (Public Health Support Services) to refine their secondary data review of Access to Primary and Behavioral Health Care as presented by PHAB.

### **PHIG**

- Maintained grant budget and managed expenses.
- Continued to develop quality working relationship with Finance Budget Analysts and Accountants for the PHIG budgets.
- Determined funding for Lean Six Sigma Black Belt training to augment Project Management (PM) and QI activities across the District.

## Appendix A – Office of Communications

### Media, Collateral and Community Outreach Services:

Media – Digital/Print Articles

Media - Broadcast stories

Collateral - Advertising/Marketing Products

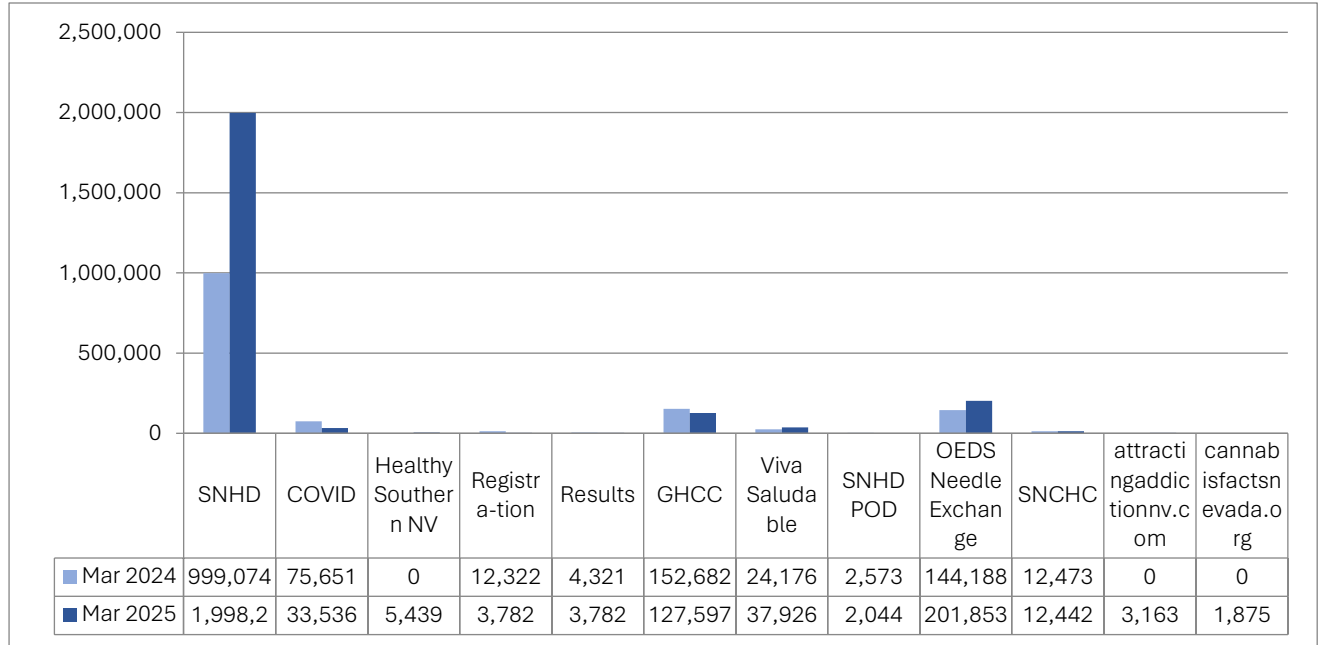
Community Outreach - Total Volunteers<sup>1</sup>

Community Outreach - Volunteer Hours

Mar 2024	Mar 2025		YTD FY24	YTD FY25	
27	20	↓	319	281	↓
73	57	↓	953	832	↓
26	13	↓	192	245	↑
8	9	↑			
576	680	↑	5,486	6,034	↓

<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		Mar 2024	Mar 2025		YTD FY24	YTD FY25
Facebook SNHD	Followers	13,383	13,575	↑	N/A	N/A
Facebook GHCC	Followers	6,141	6,121	↓	N/A	N/A
Facebook SHC	Followers	1,648	1,630	↓	N/A	N/A
Facebook THNK/UseCondomSense	Followers	5,338	5,219	↓	N/A	N/A
Facebook Food Safety	Followers	163	175	↑	N/A	N/A
Instagram SNHD	Followers	4,470	5,066	↑	N/A	N/A
Instagram Food Safety	Followers	530	534	↑	N/A	N/A
Instagram GetHealthyCC	Followers	170	285	↑	N/A	N/A
*Instagram @Ez2stop	Followers	0	150	↑	N/A	N/A
X (Twitter) EZ2Stop	Followers	430	423	↓	N/A	N/A
X (Twitter) SNHDflu	Followers	1,840	1,789	↓	N/A	N/A
X (Twitter) Food Safety	Followers	99	102	↑	N/A	N/A
X (Twitter) SNHDinfo	Followers	10,342	10,212	↓	N/A	N/A
X (Twitter) TuSNHD	Followers	342	356	↑	N/A	N/A



**\*\*SNHD added to TikTok in September 2024**

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

### PAYROLL EARNINGS SUMMARY

March 01, 2025 to March 14, 2025

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 318,203.13	\$ 1,926,899.15	\$ 6,277,068.60	\$ 9,058,929.17	69%	
ENVIRONMENTAL HEALTH	\$ 677,960.95	\$ 3,890,292.24	\$ 12,370,691.43	\$ 17,395,932.56	71%	
COMMUNITY HEALTH	\$ 302,254.23	\$ 1,837,026.84	\$ 5,834,341.87	\$ 9,106,716.49	64%	
DISEASE SURVEILLANCE & CONTROL	\$ 379,501.27	\$ 2,306,313.84	\$ 7,252,375.78	\$ 10,380,887.13	70%	
FQHC	\$ 366,532.99	\$ 2,206,182.37	\$ 6,780,302.56	\$ 9,701,463.62	70%	
ADMINISTRATION W/O ICS-COVID	\$ 588,649.89	\$ 3,727,693.34	\$ 11,597,313.49	\$ 15,310,550.82	76%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 2,633,102.46</b>	<b>\$ 15,894,407.78</b>	<b>\$ 50,112,093.73</b>	<b>\$ 70,954,479.79</b>	<b>71%</b>	<b>73%</b>
FTE	830					
Regular Pay	\$ 2,320,882.24	\$ 12,331,395.69	\$ 40,193,971.21			
Training	\$ 177.40	\$ 14,946.08	\$ 89,822.92			
Final Payouts	\$ 25,443.67	\$ 199,962.63	\$ 357,543.50			
OT Pay	\$ 11,545.12	\$ 61,068.18	\$ 345,699.00			
Leave Pay	\$ 247,263.00	\$ 3,064,185.38	\$ 7,678,949.96			
Other Earnings	\$ 27,791.03	\$ 222,849.82	\$ 1,446,107.14			
<b>TOTAL</b>	<b>\$ 2,633,102.46</b>	<b>\$ 15,894,407.78</b>	<b>\$ 50,112,093.73</b>			

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

March 01, 2025 to March 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		4.00	206.17	Chacon, Yury	14.25	300.48
Ubando, Marjorie		6.50	335.04			
Galaviz, Monica		2.00	136.52			
Taitano, Kyomi		1.50	58.28			
Thede, Stacy		6.00	200.10			
Urena, Maite		4.00	130.02			
Kuahiwinui-McGuire, Brandon		2.00	63.26			
Thompson, Christopher		3.50	110.70			
Murphy, Melissa		4.25	161.15			
To, Helen		11.00	580.99			
Herrera Ortiz, Maria		6.00	200.10			
Total Administration		50.75	2182.33		14.25	300.48

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>
Thomas, Pamela		10.00	465.13	Barry, Nancy	1.88	64.43
Andrade, Jessica		9.00	349.71			
Atwood, Devin		4.00	168.03			
Total Community Health Services		23.00	982.87		1.88	64.43

**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	73.51	Avalos, Mayra	2.63	116.41
Delarmente, Joannah	FP_24 NO MILEA	0.25	17.50	Villalobos, Yolanda	0.75	20.46
Loysaga, Jennifer		0.20	7.01	Manaloto, Xcelza	0.75	34.13
Bingham, Julie	FP_24 NO MILEA	0.50	34.13			
Carreon, Eduardo		0.50	33.26			
Calito, Maria	FP_24 NO MILEA	0.25	8.56			
Miller, Tanisha		1.50	51.39			
Ortega-Martinez, Leydi		0.15	5.00			
Total FQHC-Community Health Clinic		5.10	230.36		4.13	171.00

**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		12.00	602.29			
Arquette, Jocelyn		8.75	644.62			
Landini, Karleena		0.50	37.07			
Total Public Health & Preventative Care		21.25	1283.98		0.00	0.00

**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	0.75	33.26
Navarrete, George (Larry)		0.50	36.84	Blackard, Brittanie	0.75	26.41
Archie, Bonnie		0.50	23.26	Diaz-Ontiveros, Luz	3.38	112.93
Schamaun, Kris		5.00	257.72	Sripamong, Jacqueline	0.38	12.24
Billings, Jacob		2.50	184.18	Wade, Cynthia	1.50	48.96
Sheffer, Thanh		5.50	356.33	Ross, Alyssa	3.00	90.77
Woods, Heather		6.95	439.44	Hall, Alyssa	3.00	90.77
Piar, Diane		4.75	307.73	Gonzalez, Kimberly	4.50	136.15
Lett, Kendra		5.00	341.29	Hernandez, Lilian	5.25	154.72
Pontius, Kevin		4.00	252.91	Herrera Carlos	7.50	221.03
Lucas, Brianna		1.00	61.62	Hernandez Abel	1.50	44.21
Thompson, William B		3.25	195.30	Schuler Emalee	2.51	71.91
Cummins, Veronica		6.25	347.52			
Rakita, Daniel		4.50	220.34			
Michel, Guillermo		7.00	351.33			
Jones, Mallory		10.25	514.45			
Najera, Luisa		18.00	881.37			
Craig, Jill		3.50	171.37			
Gonzalez, Kimberly		10.00	453.83			
Vinh, Jonathan		2.50	110.51			
Decicco, Natalya		0.25	11.05			
Concepcion, Derrell Glen		1.25	55.25			
Grave De Peralta, Jelen	PH1EH_23 NO M	0.50	22.10			
Gamboa, Daidre		0.75	33.15			
Hernandez, Abel		6.00	265.24			
Total Environmental Health		119.70	6630.83		34.01	1043.34

**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>
O'Connor, Kelli	HIVPRV25	2.00	129.58			
Flournoy, Tiffany		0.50	30.05			
Eddleman, Tabby		1.25	75.12			
Total Disease Surveillance & Control		3.75	234.75		0.00	0.00

<b>Combined Total</b>		<b>223.55</b>	<b>11545.12</b>		<b>54.26</b>	<b>1579.26</b>
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## Appendix C – Finance – Payroll Earnings Summary – March 15, 2025 to March 28, 2025

### PAYROLL EARNINGS SUMMARY March 15, 2025 to March 28, 2025

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 319,627.58	\$ 2,246,526.73	\$ 6,596,696.18	\$ 9,058,929.17	73%	
ENVIRONMENTAL HEALTH	\$ 646,602.79	\$ 4,536,895.03	\$ 13,017,294.22	\$ 17,395,932.56	75%	
COMMUNITY HEALTH	\$ 322,688.15	\$ 2,159,714.99	\$ 6,157,030.02	\$ 9,106,716.49	68%	
DISEASE SURVEILLANCE & CONTROL	\$ 380,476.66	\$ 2,686,790.50	\$ 7,632,852.44	\$ 10,380,887.13	74%	
FQHC	\$ 356,754.55	\$ 2,598,536.73	\$ 7,172,656.92	\$ 9,701,463.62	74%	
ADMINISTRATION W/O ICS-COVID	\$ 601,973.60	\$ 4,329,666.94	\$ 12,199,287.09	\$ 15,310,550.82	80%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 2,628,123.33</b>	<b>\$ 18,558,130.92</b>	<b>\$ 52,775,816.87</b>	<b>\$ 70,954,479.79</b>	<b>74%</b>	<b>77%</b>

FTE 827

Regular Pay	\$ 2,234,845.51	\$ 14,570,958.28	\$ 42,433,533.80
Training	\$ 65.80	\$ 15,011.88	\$ 89,888.72
Final Payouts	\$ -	\$ 230,845.36	\$ 388,426.23
OT Pay	\$ 12,848.98	\$ 73,917.16	\$ 358,547.98
Leave Pay	\$ 331,257.27	\$ 3,395,442.65	\$ 8,010,207.23
Other Earnings	\$ 49,105.77	\$ 271,955.59	\$ 1,495,212.91

**TOTAL** **\$ 2,628,123.33** **\$ 18,558,130.92** **\$ 52,775,816.87**

### BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT March 15, 2025 to March 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>
Munford, Elizabeth		1.25	64.43	Cardona, Anthony (Tony)	15.00 465.13
Keegan, Dahlia		20.00	1030.88		
Ubando, Marjorie		14.50	747.38		
Galaviz, Monica		11.00	750.83		
Taitano, Kyomi		6.50	252.56		
Thede, Stacy		2.75	91.71		
Masters, Christopher		4.00	130.02		
Maldonado, Julie		1.75	99.78		
Kuahiwinui-McGuire, Brandon		0.75	23.73		
Murphy, Melissa		5.50	208.55		
Herrera Ortiz, Maria		6.00	200.10		
Total Administration		74.00	3599.97		15.00 465.13

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>
Pouncy-Beecher, Tamiko		0.25	9.98	Barry, Nancy	1.50 51.54
Total Community Health Services		0.25	9.98		1.50 51.54

**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		0.50	21.00	Avalos, Mayra	1.13	49.89
Del Rosario, Edna		0.25	12.24			
Anderson, Renita		0.50	22.10			
Bingham, Julie	FP_24 NO MILEA	0.50	35.00			
Humphreys, Sarah		1.00	33.35			
Carreon, Eduardo		0.25	16.63			
Total FQHC-Community Health Clinic		3.00	140.32		1.13	49.89

**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>
Enzenauer, Lizette		14.25	812.52	Carpenter, Leslie	0.38	17.06
Arquette, Jocelyn		1.00	73.68	Espenilla, Marko Ruy	0.38	7.73
Gomez, Karen		0.25	8.77			
Aucalla, Gennesis		0.25	8.77			
Fisher-Armstrong, Gimmeko		11.00	473.65			
Landini, Karleena		1.50	111.21			
Total Public Health & Preventative Care		28.25	1488.60		0.75	24.79

**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	9.75	432.40
Navarrete, George (Larry)		0.50	36.84	Robinson, Gary	3.38	149.68
Billings, Jacob		7.00	515.70	Ortiz-Rivera, Vanessa	3.00	129.58
Sheffer, Thanh		13.00	842.24	Valadez, Alexis	1.50	51.54
Lucas, Brianna		1.50	92.43	Sabandith, Vetahya	2.25	75.29
Walton, Shaunte		4.00	216.87	Wade, Cynthia	3.75	122.41
Cummins, Veronica		21.50	1195.47	Galvez, Alexis	11.63	379.48
Darang, Chase		2.00	103.09	Gonzalez, Kimberly	2.63	79.42
Rakita, Daniel		6.50	326.24	Hernandez, Abel	0.75	22.10
McCann, Alexandra		4.50	225.86			
Najera, Luisa		5.50	269.31			
Ross, Alyssa		3.00	136.15			
Ahmed, Maryam		4.50	220.34			
Santos-Perez, Itchel		1.50	68.07			
Vinh, Jonathan		2.00	88.41			
Decicco, Natalya		7.75	342.59			
Hernandez, Lilian		5.50	243.13			
Herrera, Carlos		5.00	221.03			
Nwaonumah, Nosa		11.00	486.26			
Hernandez, Abel		10.75	475.21			
Thompson, Deshawn		10.25	453.11			
Total Environmental Health		137.25	7295.05		38.63	1441.89

**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>
Palmer, Treva		1.25	85.31			
Flournoy, Tiffany		1.25	75.12			
Fuqua, Matthew	COSSUP25	3.00	154.63			
Total Disease Surveillance & Control		5.50	315.06		0.00	0.00
<b>Combined Total</b>		<b>248.25</b>	<b>12848.98</b>		<b>57.00</b>	<b>2033.25</b>