

# MEMORANDUM



**Date:** June 26, 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 – May 2025**

---

Executive Summary .....	1
Office of Communications .....	1
Facilities.....	3
Finance.....	4
Health Cards.....	5
Human Resources (HR) .....	5
Informatics.....	7
Information Technology (IT).....	10
Workforce Team – Public Health Infrastructure Grant (PHIG) .....	11
Appendix A – Office of Communications .....	12
Appendix B – Finance – Payroll Earnings Summary – May 10, 2025 to May 23, 2025 .....	14
Appendix C – Finance – Payroll Earnings Summary – May 24, 2025 to June 6, 2025 .....	16

---

## Executive Summary

The Office of Communications issued nine News Releases and promoted the Stay healthy – stay informed adult immunization Outreach event. Legislative Affairs contributed in depth to the very last moments of the 2025 Legislative session. Facilities has completed the Environmental Health remodel at Decatur, resulting in the addition of eight new office spaces as well as completed the installation of a new boiler at Martin Luther King. During the month of May, Health Cards served 11,564 total clients, including 2,842 clients renewing online. As of May 23, 2025, the Health District had 824 active employees. Human Resources extended four job offers. There was one retirement and three promotions.

## Office of Communications

### **News Releases Disseminated:**

- Reminder – Health District offers free diabetes classes
- Southern Nevada Health District releases Community Health Assessment
- Health District investigating illnesses associated with frozen oysters
- Soda Free Summer Challenge underway

- Southern Nevada Health District hosts Community Baby Shower
- Make a splash with Move Your Way – Summer fun is on!
- Southern Nevada Health District conducting Legionnaires' disease investigation at the South Point Hotel
- Southern Nevada Health District conducting Legionnaires' disease investigation at The Grandview
- Stay healthy – stay informed – Free adult vaccines and health services available at May 29 event

**Press:**

- Measles
- Investigation of frozen oysters
- Free diabetes management classes
- Beat the Heat campaign
- Community Baby Shower
- Drug overdose deaths
- Mosquitoes
- Legionnaires' Disease outbreak at two resort hotels
- Adult immunization outreach event

Seven hundred and six news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in May. Coverage includes traditional print, broadcast, digital and online media outlets. A list is available at

<https://media.southernnevadahealthdistrict.org/download/oc/202505-PI-Report.pdf>.

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

In May, the Office of Communications ran multiple public health campaigns, including Beat the Heat, Fight the Bite, Sexual Health, Back-to-School Vaccination Clinics and Your Shot for a Healthier Tomorrow. Staff also provided product support for the Office of Chronic Disease Prevention and Health Promotion, Environmental Health, and Administration. Throughout the month, staff responded to 197 public information email inquiries and completed 65 internal project requests. These include support for graphic design, website content, photography, advertising, 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 Mental Health Awareness Month, Move Your Way, Pop-Up Produce Stands, Health District Free Diabetes Classes, Health Equity Chats, Soda Free Summer Challenge, National Nurses Week, Beat the Heat, Hepatitis Awareness Month, Healthy Start Community Baby Shower, National Women's Health Week, Adult Immunization Outreach Event, Mental Health Awareness Month, HIV Vaccine Awareness Day, National Asian And Pacific Islander Day, National HIV/AIDS Awareness Day, Memorial Day, Southern Nevada Substance Misuse Overdose Prevention Summit, Fight the Bite and Board of Health recognitions.

**Community Outreach:**

- Three Square Food Bank/Supplemental Nutrition Assistance Program, Low Income Energy Assistance Program and Temporary Assistance for Needy Families program clients processed: 11
- Department of Welfare & Supportive Services Medicaid/Supplemental Nutrition Assistance Program applications: 225

**Legislative Affairs Update:**

- Monitored bill progress through key legislative deadlines, committee hearings and floor sessions
- Engaged with staff to gather input on operational and policy impacts
- Coordinated with key stakeholders to address legislative concerns and opportunities
- Drafted and finalized testimony for bill hearings

- Monitored and attended committee hearings on legislation affecting the Health District
- Prepared and distributed weekly legislative updates to staff to keep internal teams informed on bill status, impacts, and key deadlines

Meetings and Events of Note:

- May 1: Nevada Health Link and SNHD Partnership Meeting
- May 1: Nevada Primary Care Association Policy Committee Meeting
- May 2: Adult Immunization Outreach Event Meeting
- May 6: Accreditation meeting with Rich Hazeltine
- May 8: Extreme Heat Press Event with Clark County
- May 9: Big Cities Health Coalition Communications Meeting
- May 13: 2025 Big Cities Health Coalition Data Platform Meeting
- May 13: Building Capacity Accreditation Conference Call
- May 14: Back to School Meeting
- May 15: Accreditation Meeting with Dave Sheehan
- May 15: Big Cities Health Coalition Policy Meeting
- May 15: Walk Around Nevada Winners Luncheon
- May 19: Nevada Public Health Association Coordination Meeting
- May 29: Adult Immunization Outreach Event
- May 29: Meeting with R.E.A.C.H.
- May 30: Briefing on BCHC's Harm Reduction Messaging Research
- Recurring Legislative Update Meetings
- Recurring Nevada Public Health Association Policy Meetings
- Recurring "One Voice" Public Health Legislative Meetings
- Recurring Nevada Tobacco Control and Smoke-Free Coalition Policy Meetings

## Facilities

Monthly Work Orders	May 2024	May 2025		YTD FY24	YTD FY25	
Maintenance Responses	212	603	↑	2,127	5,036	↑
Electrical Work Orders	20	57	↑	72	415	↑
HVAC Work Orders	28	42	↑	82	531	↑
Plumbing Work Orders	7	20	↑	61	191	↑
Preventive Maintenance	39	159	↑	195	585	↑
Security Responses	2,252	2,548	↑	27,466	27,844	↑

Current Projects

Decatur Location

- Completed Environmental Health remodel adding 8 additional offices
- Replaced two reverse osmosis drinking water stations
- Created a designated and secure parking area for ODS mobile clinic at the Decatur building

Martin Luther King Location

- Completed new boiler installation
- Began Phoenix Controls upgrade
- Began autoclave replacement project

## Finance

Total Monthly Work Orders by Department	MAY 2024	MAY 2025		YTD FY24	YTD FY25	
Grants Pending – Pre-Award*	7	3	↓	50	48	↓
Grants in Progress – Post-Award**	14	8	↓	132	98	↓
Purchase Orders Issued	317	637	↓	5337	6154	↓

\* Grant application was created and submitted to agency

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

Grants Expired						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
SNHD COVID-19 Health Disparities, Amendment #8 (cvdis_21)	F-CDC	5/31/2025	\$ 22,606,672	end of project period	8.35	Project not expected to renew
State of Nevada, HIV Prevention and Surveillance Program, Year 1 of 5 (hivprv25)	P-CDC	5/31/2025	\$ 1,611,588	end of budget period	13.10	The renewal for FY2026 is in progress
State of Nevada, HIV Prevention and Surveillance Program, Year 1 of 5 (hivsv25)	P-CDC	5/31/2025	\$ 206,339	end of budget period	1.65	The renewal for FY2026 is in progress
State of Nevada, Office of HIV, Ending the HIV Epidemic Program, Year 1 of 5 (nvehe_25)	P-CDC	5/31/2025	\$ 1,780,413	end of budget period	8.22	The renewal for FY2026 is in progress

Grants Awarded – May 2025							
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, Year 1 of 2 (rfmain25)	P-FDA	3/31/2025	4/1/2025	3/31/2026	\$ 26,500	FY2025 renewal	0.05
Health Center Service Area, Amendment 2 (hcsac_25)	F-HRSA	5/7/2025	2/1/2025	1/31/2026	\$ -	Change in scope, remove service	0.00
, Health Center Service Area, Amendment 3 (hcsac_25)	F-HRSA	5/7/2025	2/1/2025	1/31/2026	\$ -	Change in scope, adding services	0.00
Health Center Service Area, Amendment 4 (hcsac_25)	F-HRSA	5/8/2025	2/1/2025	1/31/2026	\$ -	Change in scope, add service confirmed	0.00
Health Center Service Area, Amendment 5 (hcsac_25)	F-HRSA	5/8/2025	2/1/2025	1/31/2026	\$ -	Change in scope, add service confirmed	0.00

Grants Awarded – May 2025							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Health Care Bridge Acces Program, Amendment 2 (hcbtdg24)	F-HRSA	5/22/2025	9/1/2023	12/31/2024	\$ (1,540)	De-obligation in unused funds	0.00
State of Nevada, STD Prevention & Control Program, Year 3 of 3 (std_25)	P-CDC	5/30/2025	3/1/2025	2/28/2026	\$ 277,707	FY2025 renewal	3.25
State of Nevada, DPBH Tuberculosis Program, Year 1 of 4, Amendment #1 (tb_25)	P-CDC	5/30/2025	1/1/2025	12/31/2025	\$ (6,132)	De-obligation of funds due to reduction in federal award	0.00

Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Ryan White HIV/AIDS Part A, Ending HIV Epidemic Rapid Start (eherpd26)	P-HRSA	2/4/2025	3/1/2025	2/28/2026	\$ 90,000	FY2025 renewal	3.15

## Health Cards

### HEALTH CARDS

- Appointments continue to be required for food handler card testing and open as follows:
  - Advance appointments for our Decatur, Fremont and Henderson offices open each weekday morning at 6 a.m. for that day in the following week.
  - Additional same-day appointments at our Decatur and Fremont offices open for booking each working day by 7:30 a.m. as staffing allows.
  - Same-day appointments for our Laughlin and Mesquite offices open for booking each working day at 5 a.m.
- For the month of May, we averaged 92 “passing and paying” online renewal clients per day, with a total of 2,842 clients renewing online.

CLIENTS SERVED	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024
FH Cards – New	5,508	5,877	5,368	5,365	6,026	4,368
FH Cards – Renewals	1,180	1,172	1,042	988	970	757
FH Cards – Online Renewals	2,842	2,525	2,361	2,024	2,468	1,709
Duplicates	552	589	517	514	671	447
CFSM (Manager) Cards	199	215	231	233	237	183
Re-Tests	1,171	1,280	1,195	1,210	1,402	1,030
Body Art Cards	112	126	98	99	117	83
<b>TOTALS</b>	<b>11,564</b>	<b>11,784</b>	<b>10,812</b>	<b>10,433</b>	<b>11,891</b>	<b>8,577</b>

## Human Resources (HR)

### Employment/Recruitment

- 0 New job titles for May
- 824 active employees as of May 23, 2025

- 0 New Hires, including 0 rehires and 0 reinstatements
- 8 Terminations, including 1 retirement
- 3 Promotions, 0 Flex-reclasses
- 0 Transfers, 0 Lateral Transfers
- 0 Demotions
- 65 Annual Increases
- 15 Interviews
- 4 Offers extended
- 6 Recruitments posted
- Turn Over Rates
  - District Administration: 0.543%
  - Community Health: 0.000%
  - Disease Surveillance & Control: 1.66%
  - Environmental Health: 0.504%
  - Primary & Preventive Care: 0.922%
  - FQHC: 3.509%

#### **Temporary Employees**

- 7 Total Temporary Staff – including:
- 4 temporary staff from Amergis with 0 pending positions
- 0 temporary staff from Manpower with 0 pending positions
- 2 temporary staff from Express with 0 pending positions
- 0 temporary staff from Tryfacta with 0 pending positions
- 1 temporary staff from RPHontheGO with 0 pending positions

#### **Safety**

To be included on next month's report.

#### **Employee/Labor Relations**

- 3 Coaching & Counseling, 0 Verbal Warning, 0 Written Warnings, 0 Suspension, 0 Final Written Warning, 0 Termination, 0 Probationary Release
- 2 Grievances
- 0 Arbitrations
- 50 hours of Labor Meetings (with Union)
- 70 hour Investigatory Meetings
- 5 Investigations
- 17 Complaints & Concerns
- 100 hour ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 3

#### **Interns**

<b>Interns and Clinical Rotations</b>	<b>May 2025</b>	<b>YTD</b>
Total Number of Interns <sup>1</sup>	15	131
Internship Hours <sup>2</sup>	444	3,822

<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

#### **Narrative:**

There was a total of 15 interns and 444 applied public health practice hours in May 2025.

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

May 5, 2025 – New Hire Quarterly Check-In (6 attendees)

May 13, 2025 – Toolbox Training: Empowering Through Feedback and Coaching (16 Attendees)

May 20, 2025 – Toolbox Training: Mastering Time and Project Execution (12 Attendees)  
May 20, 2025 – Public Speaking Workshop (11 Attendees)  
May 21, 2025 – Toolbox Training: Understanding What Guides SNHD (13 Attendees)  
OVS Climate Debrief: All Staff (500+ attendees)

**OVS Focus Groups:**

May 12, 2025: 13 attendees  
May 13, 2025: 21 attendees  
May 14, 2025: 10 attendees  
May 15, 2025: 20 attendees

**New Hire Orientation**

No new hires in May 2025.

## Informatics

---

**A. 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.
  - i. Developed the Legionellosis Alchemer's survey import process into EpiTrax.
  - ii. Norovirus outbreak case Alchemer survey import process initiated and processed 84 cases into EpiTrax's Tuscany outbreak (2025-00072), with case status logic and case automatically approved update.
  - iii. TB Contact Import was done with 102 cases from ESL Class and 357 cases from NLVCCC for TB Contact Import.
  - iv. Resolved issues with the WebIZ integration with EpiTrax.
  - v. Resolve issues for some events when staff click to print the RVCT PDF report in EpiTrax.
  - vi. Update STI/HIV risk assessment form for additional fields.
  - vii. Show user who created an outbreak.
  - viii. Add "Jail/Prison" as a new option value in STD interview record.
  - ix. Added Acute HIV Section to STD Core Elements Form.
  - x. Added repeat section data to EpiTrax Data Export Portal.
  - xi. Updated form import/export process for TB and Acute HIV Fields.
  - xii. Added core field follow-up capability for treatment given field.
  - xiii. Created new LTBI questions for TB condition for NMI data submission.
2. Continue working with OpenEMPI integration with EpiTrax system:
  - i. Upgraded OpenEMPI to the latest version.
  - ii. Prepare more ELR test cases to test against EMSA2 person matching logic and verified against OpenEMPI workflow to ensure the process of person matching is valid and match with current EMSA2 logic.
  - iii. Developed an automation process to crosscheck with OpenEMPI to get the latest updated.

<b>EpiTrax Requests</b>	<b>March 2025</b>	<b>April 2025</b>	<b>May 2025</b>
EpiTrax Requests Completed	474	489	507
EpiTrax Requests Opened	74	77	71

**B. 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.
2. Conduct regular sessions to review message exceptions.

3. Continue validating and on-boarding UHS eCR in EMSA.

ELRs	April 2025	May 2025
Total Received	111,563	133,101
Total Processed	110,858	132,258
Under Review	699	868
Event Updated	19,158	24,114
Event Created	5,912	17,288

eCRs	April 2025	May 2025
Total Received	308,283	729,905
Total Processed	110,234	35,395
Under Review	350,019	1,316,998
Event Updated	2,661	775
Event Created	472	68

**C. Data Warehouse**

1. Updated logic for facilities tables to allow showing of all facilities.
2. Reworked ETL script for form question tables to filter out deleted forms from user views - incorporate form\_reference table.
3. Updated and re-labeled STD/HIV disposition and contact disposition on warehouse tables.

**D. Pentaho Report**

Pentaho Reports	March 2025	April 2025	May 2025
Updated	2	5	5
Created	1	1	0

**E. Dashboard**

1. Respiratory disease ArcGIS dashboard: COVID-19, Flu and RSV dashboards updated custom date ranges for each graph and names. Data pipeline process to update dashboard established.
2. Power BI finance billing dashboard: Prepare and continue developing additional reports from staff feedback; summary, claim, and CPT.

**F. Southern Nevada Public Health Laboratory (SNPHL)**

1. Continue National Respiratory and Enteric Virus Surveillance System (NREVSS) support.
2. Ongoing Laboratory Information System (LIS) Support and Maintenance.
3. Ongoing SNPHL data warehouse cleanup and maintenance.
4. Continue expanding the Outreach system to enhance efficient and timely specimen ordering and result delivery for partners.
5. Add location, clinical questions, orderables for the Outreach system.
6. Moving clients from faxing to the Outreach system for order/result delivery.
7. Continue to build reports/data extracts for various data requests and Quality Assurance (QA).
8. Setting up Decatur lab interface with Outreach and eCW.
9. Candida susceptibility testing has gone into production.
10. New GI and Resp panels for new Diasorin Torch machine.



#### 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. 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. Ongoing review of Clinical Quality Measures (CQM) and calculations to ensure accuracy and quality improvement.
4. Build new SNPHL lab orders in the EHR.
5. Implement Obstetrics Flowsheet in the EHR.
6. Modify Obstetrics History Walk-in template to capture Obstetric History of patients.
7. Continue working with Finance to optimize claims monitoring and reporting by utilizing the Datawarehouse and Data Visualization tools (Power BI).
8. Generate and review monthly reports for FQHC and Primary Care Center (8 reports).
9. Implement Chronic Care Management/Principal Care Management (CCM/PCM) module.
10. Resolved an issue with TB Reports from NSPHL with missing reported Date/Time.
11. Implementing an interface and workflow for automated urinalysis testing using Clinitek (instrument) and Orchard/EHR.

eCW Reports	April 2025	May 2025
FQHC	4	6
PPC	4	2

EHR Requests	May 2025
Requests Completed	24
Requests Opened	26

#### H. 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. Assist Public Information Officer with location and release of high-profile deaths.
4. Continue to work with the vendor to implement end user requests/enhancements, including user requirements and end user testing.
5. Continue to work with CME vendor to correct data inconsistencies due to past bugs for reporting purposes.

#### I. Data Modernization Initiative (DMI)

1. eCR project: Continue UMC/HCA/Intermountain Healthcare Inc/UHS error except handling and mapping new codes.
2. Continue working with AWS with a pilot project using AI with eCR messages to extract important information.
3. Completed setting up DIBBS query connector service in our test environment with all test FHIR endpoints.
4. MMG TB/LTBI implementation spreadsheet approved by CDC.
5. Prepare Test scenario case worksheet for TB/LTBI cases.
6. Continue the implementation spreadsheet for MMG; Mump, Pertussis, and Varicella.
7. Continue adding PHIN VADS for Mump, Pertussis, and Varicella in NMI.

**J. 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. Continue onboarding four new Intermountain Healthcare clinics. Expected completion Fall 2025.

**K. Other Projects**

1. Maintain and enhance the iCircle web application, including user account support, site maintenance, data corrections, and updates.
2. Testing new database upload process for Rocky Mountain Poison Control feed.
3. Exploring an automated reconciliation process for pharmacy Explanation of Benefit files (EOB).
4. Completed ticketing system to efficiently log and track Informatics requests.
5. Continue supporting the PILLARS team member for access to HIE standardized data.
6. Continue developing an ODTA harm reduction display and CSV data export.
7. Deployed iCircle CHEMBIO rapid test feature in production for ODS staff to test before we go live in mid of June 2025.
8. Addressed the issue that was preventing users from submitting online morbidity reports.
9. Update FBI Access file issue that user cannot produce a report.

**L. National and State Meetings/Workshops**

1. Prepare CSTE posters and presentation for 2025 CSTE annual conference.
2. CSTE EHI Access Workgroup Meeting.
3. CSTE eCR Consensus Criteria Workgroup.
4. CSTE Electronic Laboratory and Disease Reporting Subcommittee Call.
5. CSTE - CDC Frontline Tools workgroup.
6. DMI LC Monthly Call.
7. BCHC Data Modernization Work Group.
8. Sync with EpiTrax NV Team.
9. Statewide Syndromic Surveillance Monthly Workgroup.
10. ECR Summit in Atlanta, GA (5/6/2025 - 5/7/2025).

## Information Technology (IT)

<b>Service Requests</b>	<b>May 2024</b>	<b>May 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Service Requests Completed	931	920	↓	11,534	11,474	↓
Service Requests Opened	1050	1035	↓	12,911	12,881	↓
<b>Information Services System Availability 24/7</b>	<b>May 2024</b>	<b>May 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Total System	98.62	88.82	↓	97.79	85.67	↓
<b>*Total Monthly Work Orders by Department</b>	<b>May 2024</b>	<b>May 2025</b>		<b>YTD FY24</b>	<b>YTD FY25</b>	
Administration	245	279	↑	3139	3109	↓
Community Health	128	98	↓	1274	1123	↓
Environmental Health	121	146	↑	1975	1816	↓
Primary & Preventive Care	180	162	↓	2384	2296	↓
Disease Surveillance & Control	142	129	↓	1733	1502	↓
FQHC	212	182	↓	1832	2391	↑
Other	12	5	↓	147	172	↑

First Call Resolution & Lock-Out Calls	May 2024	May 2025		YTD FY24	YTD FY25	
Total number of calls received	1050	1035	↓	12,911	12,881	↓

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

### **Workforce Team:**

- Workforce engagements:
- Monthly Position Review Committee cancelled due to Hiring Freeze, May 14, 2025
- Prepared the May 2025 Hiring Plan for submission to CDC
- Prepared and met with DHO for monthly 1:1 meeting – providing updates and concerns regarding PHIG
- Met with DHO and HR re: end of NEOGOV contract in 2025
- Participated in a webinars re: Supporting Decision Makers using Opioid Settlement Funds; APHA re: Your Public Health Job Search: Transitioning Across Sectors; ASTHO webinar re: Texas DSHS Team share about their recent pilot of a leadership development program for new managers; PHIG Workforce Directors Peer Network meeting with Big Cities Healthcare Coalition; Hurricane season 2025 preparedness
- Participated and updated the HEC on ongoing and upcoming requirements for the PHIG
- Participated in the SNHD Finance meeting receiving updates on PHIG status, expenditures, and concerns
- Participated in the SNHD HR Employee Handbook Review
- Participated in the May's Board of Health Meeting

### **CDC Requirements:**

- Monthly CDC Project Officer meeting was convened on May 14, 2025 – No decision on PHIG Strategy A2 funding for Year 4
- Finalized, reviewed, and approved monthly hiring plan for submission to the CDC
- Received notification of speaking engagement for the Region 9 HUB meeting in Sacramento, CA

### **Performance Management:**

- 7 hours to complete the 16-week cohort of Public Health Leadership Pipeline certificate facilitated by Western Region of Public Health Training Center at University of Arizona School of Public Health
- 3.5 hours spent on Strategic Plan reporting and activity refreshing.
  - Preparing launch of then new and sixth strategic priority for the 5-year District Strategic Plan. Substance Use has been recommended by District leadership as a priority in our community worthy of resources.

### **Quality Improvement:**

- Obtained 5 topic areas for observation by PHIG funded QI consultant visit over 3 days.
- Held 5 hours of office hours for QI drop-in questions and project coaching
  - Yielded 4 ideas for upgrading the way we catalog projects
  - Originated a new QI project with the Healthy Start (HS) group. QI Manager will work with the group on their objective of driving utilization of CWS by converting client leads to joining the HS program at SNHD
    - Spent 2 hours with program leadership and another two hours with staff discussing the process of converting leads to program participants including building personal emotional connection and messaging. Future steps include collaboration on a scorecard to use for successful calls to grow the program closer to capacity.
- Spent 9 hours observing workflows followed by discussion with managers and staff around potential areas for improvement.

- QI Manager knowledge and understanding of clinical operations was greatly increased through this exposure and interaction with the consultant who served as an RN at Johns Hopkins earlier in their career.

#### **PHAB Reaccreditation:**

- 2 hours of consultation with documentation contributors
- 2.5 hours of consultation with Safety Officer and project team on 2 distinct Safety QI projects
- 1.7 hours with the new Accreditation Coordinator at Carson City HHS to establish a partnership in getting the most out of the PHAB process in our environments.
- 4 virtual hours with ASTHO staff in the first cohort of the Building Capacity for Accreditation Sustainability Learning Community. Communication strategies from this group have been valuable in communicating to contributors and the public for awareness of the value of this work.
- Participated in ChangeLab webinar re. Use of law and policy to advance social determinants of health. SNHD will be accountable to PHAB for improving select determinants beginning in 2027 as a Reaccredited Agency.

#### **PHIG:**

- Continued to maintain and monitor impacts to the grant budget and constantly managed expenses.
- Met with Budget Analysts and both PHIG Accountants during this period to discuss budget, impacts, and work on budget alignment

## Appendix A – Office of Communications

Media, Collateral and Community Outreach Services	May 2024	May 2025		YTD FY24	YTD FY25	
Media – Digital/Print Articles	40	43	↑	404	353	↓
Media – Broadcast stories	191	135	↓	1,276	1,056	↓
Collateral – Advertising/Marketing Products	27	27	=	249	287	↑
Community Outreach – Total Volunteers <sup>1</sup>	9	8				
Community Outreach – Volunteer Hours	676	498	↓	6,752	7,108	↑

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

Social Media Services		May 2024	May 2025		YTD FY24	YTD FY25
Facebook SNHD	Followers	13,439	13,627	↑	13,439	13,627
Facebook GHCC	Followers	6,128	6,114	↓	6,128	6,114
Facebook SHC	Followers	1,646	1,625	↓	1,646	1,625
Facebook THNK/UseCondomSense	Followers	5,322	5,193	↓	5,322	5,193
Facebook Food Safety	Followers	137	177	↑	137	177
Instagram SNHD	Followers	4,591	5,215	↑	4,591	5,215
Instagram Food Safety	Followers	529	535	↑	529	535
Instagram GetHealthCC	Followers	196	296	↑	196	296
Instagram @Ez2stop	Followers	941	151	↓	941	151
X (Twitter) EZ2Stop	Followers	429	417	↓	429	417
X (Twitter) SNHDflu	Followers	1,838	1,746	↓	1,838	1,746
X (Twitter) Food Safety	Followers	104	99	↓	104	99
X (Twitter) SNHDinfo	Followers	10,331	9,954	↓	10,331	9,954
X (Twitter) TuSNHD	Followers	343	341	↓	343	341
X (Twitter) THNK/UseCondomSense	Followers	684	654	↓	684	654

X (Twitter) SoNVTraumaSyst	Followers	127	121	↓	127	121
Threads SNHD	Views	749	948	↑	749	948
TikTok @Ez2stop	Views	14	47	↑	14	47
*TikTok SNHD	View	0	225	↑	0	225
YouTube SNHD	Views	229,944	167,954	↓	2,292,147	2,046,819
YouTube THNK/UseCondomSense	Views	711	126	↑	4,413	4,633

Note: Facebook, Instagram, and X (Twitter) numbers are not cumulative.

\*SNHD added to TikTok September 2024.

## Appendix B – Finance – Payroll Earnings Summary – May 10, 2025 to May 23, 2025

### PAYROLL EARNINGS SUMMARY May 10, 2025 to May 23 2025

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 310,118.30	\$ 3,542,719.50	\$ 7,892,888.95	\$ 9,058,929.17	87%	
ENVIRONMENTAL HEALTH	\$ 644,894.25	\$ 7,255,856.90	\$ 15,736,256.09	\$ 17,395,932.56	90%	
COMMUNITY HEALTH	\$ 312,415.23	\$ 3,468,330.12	\$ 7,465,645.15	\$ 9,106,716.49	82%	
DISEASE SURVEILLANCE & CONTROL	\$ 379,706.92	\$ 4,272,563.41	\$ 9,218,625.35	\$ 10,380,887.13	89%	
FQHC	\$ 341,735.45	\$ 4,048,137.82	\$ 8,622,258.01	\$ 9,701,463.62	89%	
ADMINISTRATION W/O ICS-COVID	\$ 596,901.52	\$ 6,828,686.25	\$ 14,698,306.40	\$ 15,310,550.82	96%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 2,585,771.67</b>	<b>\$ 29,416,294.00</b>	<b>\$ 63,633,979.95</b>	<b>\$ 70,954,479.79</b>	<b>90%</b>	<b>92%</b>
FTE	824					
Regular Pay	\$ 2,255,315.07	\$ 23,804,501.95	\$ 51,667,077.47			
Training	\$ 2,208.62	\$ 36,169.55	\$ 111,046.39			
Final Payouts	\$ -	\$ 257,542.51	\$ 415,123.38			
OT Pay	\$ 20,766.64	\$ 137,014.65	\$ 421,645.47			
Leave Pay	\$ 288,192.54	\$ 4,389,574.75	\$ 9,004,339.33			
Other Earnings	\$ 19,288.80	\$ 791,490.59	\$ 2,014,747.91			
<b>TOTAL</b>	<b>\$ 2,585,771.67</b>	<b>\$ 29,416,294.00</b>	<b>\$ 63,633,979.95</b>			

### BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT May 10, 2025 to May 23 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		1.00	51.54	Chacon, Yury	7.50	158.15
Ubando, Marjorie		6.50	335.03			
Plair, Tonia		11.50	672.75			
Masters, Christopher		4.75	158.41			
Ines, Heinrich		4.00	130.02			
Gonzales, Fabiana		0.50	23.85			
Murphy, Melissa		3.50	136.00			
To, Helen		2.00	108.44			
Herrera Ortiz, Maria		8.00	266.80			
De Lisle, Ricky		0.75	27.70			
Total Administration		<b>42.50</b>	<b>1910.54</b>		<b>7.50</b>	<b>158.15</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>
Total Community Health Services		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</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		0.50	21.00	Bingham, Julie	0.38	17.50
Romero, Esther		0.50	22.69			
Total FQHC-Community Health Clinic		<b>1.00</b>	<b>43.69</b>		<b>0.38</b>	<b>17.50</b>
PUBLIC HEALTH & PREVENTATIVE 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		1.50	75.29			
Sprance-Grogan, Carolyn		20.00	1140.38			
Arquette, Jocelyn		6.00	453.39			
Garcia, Ruby		9.50	293.68			
Landini, Karleena		1.00	74.14			
Total Public Health & Preventative Care		<b>38.00</b>	<b>2036.88</b>		<b>0.00</b>	<b>0.00</b>

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

**May 10, 2025 to May, 23 2025**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>						
<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	736.71	Cavin, Erin	3.75	166.31
Franchino, Dominick		5.00	358.80	DeHaan, Christian	25.13	1201.98
Diaz, Nathan		1.50	99.78	Whiting-Green, Willandra	7.13	300.33
Santiago, Anthony		3.00	199.57	Sharif, Rabee	9.38	395.17
Sheffer, Thanh		9.00	583.09	Ramakrishnan, Veena	3.75	150.23
Piar, Diane		1.50	97.18	Hemberger, Adriana	9.75	318.27
Lett, Kendra		4.25	290.10	Moreno, Kristina	9.75	380.25
Pontius, Kevin		0.50	32.39	Blackard, Brittanie	6.00	211.27
Sumera, Erik		9.00	554.58	Kuehn, Jennifer	8.63	296.38
Lucas, Brianna		3.00	184.86	Diaz-Ontiveros, Luz	3.75	125.48
Holloway, Summer		9.50	570.87	Jones, Mallory	4.50	150.57
Thompson, William B		2.50	150.23	Sripramong, Jacqueline	9.38	306.03
Walton, Shaunte		4.50	243.98	Ross, Alyssa	4.13	127.91
Rakita, Daniel		19.25	966.17	Ballard, Jessica	3.50	111.32
McCann, Alexandra		2.50	125.48	Vinh, Jonathan	8.63	260.95
Griggs, Zachary		3.50	175.67	Erickson, Sarah	3.75	113.46
Calzado, Neil		11.50	577.19	Hernandez, Abel	3.75	110.51
Jones, Mallory		8.00	401.53			
Sabandith, Vetahya		8.50	426.62			
Thein, Kelsey		1.25	62.74			
Wells, Jordan		19.50	978.73			
Brown, Tevin		4.25	213.31			
Goldstein, Daniel		16.25	815.60			
Craig, Jill		3.00	146.89			
Wade, Cynthia		7.50	367.24			
Harris, Raine		6.00	293.79			
Ahmed, Maryam		6.50	318.26			
Santos-Perez, Itchel		9.50	431.14			
Bidinger, Joy		3.75	183.62			
Galvez, Alexis		8.00	391.71			
Hall, Alyssa		1.25	56.73			
Gonzalez, Kimberly		7.00	317.68			
Dunne, Rebecca		9.50	431.14			
Vinh, Jonathan		8.50	385.76			
Weber, Lauren		14.00	635.36			
Choi, Andrew		11.25	497.31			
Concepcion, Derrell Glen		3.50	154.72			
Hernandez, Ullian		7.00	309.44			
Herrera, Carlos		10.00	442.05			
Roberts, Jamie		1.25	55.26			
Nwaonumah, Nosa		9.50	419.94			
Hernandez, Abel		11.25	497.32			
Thompson, Deshawn		2.50	110.51			
Ramos, Anabel		0.50	21.53			
Gonzalez, Jorge		4.75	204.53			
Total Environmental Health		303.75	15517.11		124.63	4726.41

**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>
Shingu, Michele		8.00	532.18	Raman, Devin	0.38	18.42
Flournoy, Tiffany	HIVPRV25	7.50	462.15			
Pulver, Katarina	ODTAA_25	5.00	264.09			
Total Disease Surveillance & Control		20.50	1258.42		0.38	18.42
<b>Combined Total</b>		<b>405.75</b>	<b>20766.64</b>		<b>132.88</b>	<b>4920.47</b>

## Appendix C – Finance – Payroll Earnings Summary – May 24, 2025 to June 6, 2025

### PAYROLL EARNINGS SUMMARY May 24 2025 to June 6, 2025

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 308,923.80	\$ 3,851,643.30	\$ 8,201,812.75	\$ 9,058,929.17	91%	
ENVIRONMENTAL HEALTH	\$ 638,201.17	\$ 7,894,058.07	\$ 16,374,457.26	\$ 17,395,932.56	94%	
COMMUNITY HEALTH	\$ 316,526.47	\$ 3,784,856.59	\$ 7,782,171.62	\$ 9,106,716.49	85%	
DISEASE SURVEILLANCE & CONTROL	\$ 374,678.43	\$ 4,677,922.76	\$ 9,623,984.70	\$ 10,380,887.13	93%	
FQHC	\$ 341,956.01	\$ 4,390,093.83	\$ 8,964,214.02	\$ 9,701,463.62	92%	
ADMINISTRATION W/O ICS-COVID	\$ 605,114.10	\$ 7,434,793.79	\$ 15,304,413.94	\$ 15,310,550.82	100%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL</b>	<b>\$ 2,585,399.98</b>	<b>\$ 32,033,368.34</b>	<b>\$ 66,251,054.29</b>	<b>\$ 70,954,479.79</b>	<b>93%</b>	<b>96%</b>
FTE	822					
Regular Pay	\$ 1,958,083.79	\$ 25,764,103.52	\$ 53,626,679.04			
Training	\$ 1,906.97	\$ 38,076.52	\$ 112,953.36			
Final Payouts	\$ -	\$ 286,030.00	\$ 443,610.87			
OT Pay	\$ 10,479.44	\$ 147,494.09	\$ 432,124.91			
Leave Pay	\$ 579,537.67	\$ 4,970,647.49	\$ 9,585,412.07			
Other Earnings	\$ 35,392.11	\$ 827,016.72	\$ 2,050,274.04			
<b>TOTAL</b>	<b>\$ 2,585,399.98</b>	<b>\$ 32,033,368.34</b>	<b>\$ 66,251,054.29</b>			

### BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT May 24 2025 to June 6, 2025

#### Overtime Hours and Amounts

#### Comp Time Hours Earned and Value

ADMINISTRATION						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
Cardona, Anthony (Tony)		10.00	465.13			
Keegan, Dahlia		5.00	257.72			
Ubando, Marjorie		3.00	154.63			
Thede, Stacy		5.50	183.42			
Urena, Malte		4.25	138.15			
Ines, Heinrich		9.00	292.55			
Gonzales, Fabiana		6.00	286.24			
Murphy, Melissa		13.25	514.85			
Sanabria, Luis		11.00	340.05			
Sterling, Nathan		13.80	426.61			
To, Helen		6.00	325.31			
Herrera Ortiz, Maria		12.50	416.87			
<b>Total Administration</b>		<b>99.30</b>	<b>3801.53</b>		<b>0.00</b>	<b>0.00</b>

COMMUNITY HEALTH SERVICES						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
Young, Angela	PHEPLB25	0.75	58.18	Barry, Nancy	0.38	12.89
Archie, Lisa	HD504_24	5.00	204.55			
Figueredo-Perello, Alessandro	PHEPLB25	4.00	216.87			
Montgomery, Stephanie	PH2HP_25	5.00	215.30			
<b>Total Community Health Services</b>		<b>14.75</b>	<b>694.90</b>		<b>0.38</b>	<b>12.89</b>

FQHC-COMMUNITY HEALTH CLINIC						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
Orea-Valencia, Mireilly		0.75	31.51	Avalos, Mayra	1.88	83.15
Valdes-Ayala, Beatriz		0.20	8.18			
Delarmente, Joannah	FP_25 NO MILEA	0.15	10.50			
Romero, Esther		0.75	34.04			
<b>Total FQHC-Community Health Clinic</b>		<b>1.85</b>	<b>84.23</b>		<b>1.88</b>	<b>83.15</b>

PUBLIC HEALTH & PREVENTIVE CARE						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
Robles, Cynthia		6.50	326.24	Johnson, Jessica L	-2.25	-104.99
Arquette, Jocelyn		0.25	18.89	Contreras, Alondra	0.75	37.78
McTier, Chika		0.25	17.50			
Landini, Karleena		0.25	18.53			
<b>Total Public Health &amp; Preventative Care</b>		<b>7.25</b>	<b>381.16</b>		<b>-1.50</b>	<b>-67.21</b>



**BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT**  
**May. 24 2025 to June 6, 2025**

**Overtime Hours and Amounts**

**Comp Time Hours Earned and Value**

<b>ENVIRONMENTAL HEALTH</b>						
<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	Sharif, Rabea	1.13	47.42
Garcia, Jason		1.00	66.52	Ortiz-Rivera, Vanessa	3.38	145.77
Taylor, George		5.00	332.62	Nguyen, Linda	3.75	161.97
Daspltt, Theresa		0.25	16.63	Jones, Mallory	1.13	37.64
Franchino, Dominick		3.00	221.01	Ross, Alyssa	2.25	69.77
Diaz, Nathan		1.50	99.78	Galvez, Alexus	10.50	342.75
Santiago, Anthony		3.25	216.20	Vinh, Jonathan	2.25	68.07
Sheffer, Thanh		10.50	680.28	Erickson, Sarah	2.63	79.42
Moreno, Kristina		0.25	14.62			
Nguyen, Linda		-3.75	-242.95			
Nguyen, Linda	PH1EH_23 NO M	6.25	404.92			
Cummins, Veronica		1.50	85.53			
McCann, Alexandra		3.25	163.12			
Michel, Guillermo		6.75	338.79			
Thein, Kelsey		1.75	87.83			
Wells, Jordan		1.50	75.29			
Brown, Tevin		3.50	175.67			
Ahmed, Maryam		8.00	391.72			
Bidinger, Joy		1.50	73.45			
Hall, Alyssa		3.00	136.15			
Vinh, Jonathan		3.50	158.84			
Weber, Lauren		3.50	158.84			
Erickson, Sarah		-1.00	-45.38			
Hernandez, Lillian		6.00	265.23			
Herrera, Carlos		4.75	209.97			
Roberts, Jamie		1.50	66.31			
Hernandez, Abel		13.25	585.72			
Flors, Ryan		1.00	44.21			
Total Environmental Health		100.50	5517.62		27.00	952.82

<b>DISEASE SURVEILLANCE &amp; CONTROL</b>						
<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
				DiGoregorio, Amanda	3.00	108.44
Total Disease Surveillance & Control		0.00	0.00		3.00	108.44
Combined Total		223.65	10479.44		30.75	1090.09