

MEMORANDUM



Date: October 23, 2025

To: Southern Nevada District Board of Health

From: Jason Frame, *Acting Deputy District Health Officer-Administration*
Cassius Lockett, PhD, *District Health Officer*

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

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Executive Summary

The Office of Communications issued seven News Releases and placed advertisements to raise awareness of services offered at the Mesquite Public Health Center, promoted the Your Shot campaign, and published public notices for the Septic System Regulation Workshops. Health Cards served 11,503 total clients, including 2,323 clients renewing online, and established a plan on notifying industry regarding the upcoming fee increases. The Information Technology Department continues to prepare the mobile wallet version of the Food Handler and Body Art Cards, with an anticipated launch in 2026. As of September 26, 2025, the Health District had 803 active employees. Human Resources posted 11 employment opportunities, held 48 interviews, extended 12 job offers, and onboarded four new hires. Human Resource hosted the annual Wellness Fair for staff.

Office of Communications

News Releases Disseminated:

- Take the 5-2-1-0 pledge during Childhood Obesity Awareness Month
- COVID-19 Vaccine Update: Statement by Dr. Cassius, Lockett, District Health Officer
- COVID-19 Vaccine Availability Update
- Southern Nevada Health District celebrates Hispanic Heritage Month
- COVID-19, Flu and RSV vaccines available at Health District clinics
- Health District urges lead testing for children younger than 6
- Health District to distribute free naloxone on Save a Life Day

Press:

- Save a Life Day
- Lead testing for children
- Updated COVID-19 vaccines
- Childhood obesity
- Mosquito surveillance
- Hispanic Heritage Month

Six hundred ninety-two news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in September. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at

<https://media.southernnevadahealthdistrict.org/download/oc/202508-PI-Report.pdf>.

Advertisements, Projects Completed and Social Media Summary:

In September, the Office of Communications placed advertisements to raise awareness of services offered at the Mesquite Public Health Center, promoted the Your Shot campaign, and published public notices for the Septic System Regulation Workshops. Staff also worked with the Health Equity Program to develop a facilitator guide for the Health Equity Youth Advisory Committee. Additionally, updates were made to the Outbreak Response Program website and informational handouts for the Office of Epidemiology. The Office of Communications responded to 278 public information email inquiries regarding Health District programs and services, vaccine clinic requests, health fair invitations, and complaints. Staff also completed 83 internal project requests, including graphic design, website content, photography, advertising, marketing, outreach materials and translation services. Staff also updated the Health District websites, including SNHD.info, SNCHC.org and COVID.SNHD.org.

On social media, staff focused on promoting the Strip Club (fentanyl and xylazine test strips), National Gay Men's HIV/AIDS Awareness Day, World Environmental Health Day, Save a Life Day, PrEP, partial closure for Immunization and Express Testing, Childhood Obesity Awareness month, emergency preparedness month, Your Shot, Recovery Month, Labor Day, Credible Mind, walk audits and Board of Health recognitions.

Community Outreach and Other:

- Three Square Food Bank/Supplemental Nutrition Assistance Program, Low Income Energy Assistance Program and Temporary Assistance for Needy Families program clients processed: 28
- Department of Welfare & Supportive Services Medicaid/Supplemental Nutrition Assistance Program applications: 300

- Outreach staff distributed flyers announcing an upcoming produce giveaway hosted by Three Square at the Main Public Health Center. Flyers were distributed to the Nevada Hands Decatur Commons Family Apartments, Nevada Commons Senior Apartments, James Downs Towers, Nevada Senior Country Club Apartments, as well as Opportunity Village and through Health District programs.

Legislative Affairs Update:

- Finalized and submitted the annual report to the Legislative Counsel Bureau (LCB) summarizing use of funds appropriated through SB118 (2023 legislative session) for FY25.

Meetings and Events of Note:

- 09/09/25: Nevada Tobacco Control and Smoke Free Coalition Policy Committee Meeting
- 09/10/25: Public Health Policy Strategy Meeting
- 09/12/25: Big Cities Health Coalition PIO Monthly Communications call
- 09/18/25: Accreditation Meeting
- 09/18/25: Nevada Public Health Association Advocacy and Policy Committee Meeting
- 09/30/25: Policy Discussion on Vaccines
- 09/30/25: Formula 1 Las Vegas Grand Prix Circuit Stakeholder Meeting
- RTC Fare and Service Working Group meetings
- Vaccine Guidelines Workgroup meetings
- CHIP Public Health Funding Workgroup meetings
- State Public Health Funds and SB118 reporting 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	Sept 2024	Sept 2025		YTD FY25	YTD FY26	
Maintenance Responses	384	364	↓	867	1,040	↑
Electrical Work Orders	37	25	↓	83	108	↑
HVAC Work Orders	41	102	↑	83	178	↑
Plumbing Work Orders	15	19	↑	51	42	↓
Preventive Maintenance	31	6	↓	103	97	↓
Security Responses	2,729	2,535	↓	7,991	6,708	↓

Current Projects

Decatur Location

- Installed reserved parking signs.

SNPHL Location

- Installed reserved parking signs.

Finance

Total Monthly Work Orders	Sept 2024	Sept 2025		YTD FY25	YTD FY26	
Purchase Orders Issued	579	493	↓	1,588	1,765	↑
Grants Pending – Pre-Award	3	2	↓	9	4	↓
Grants in Progress – Post-Award	17	13	↓	33	26	↓

* 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 – September 2025						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Comagine Health Integrated Maternal Health Services, Year 1 of 5 (comag_24)	P-HRSA	9/29/2025	\$11,876	End of budget period	0.10	FY2025 renewed
Comagine Health Integrated Maternal Health Services, Year 2 of 5 (comag_25)	P-HRSA	9/29/2025	\$210,170	End of budget period	2.25	FY2026 expected to renew
15PBJA-23-GG-02351-COAP, Comprehensive Opioid, Stimulant, and Substance Use Site-based program, Year 1 of 3 (cossup_24)	F-DOJ	9/30/2025	\$535,191	End of budget period	3.20	FY2025 renewed
15PBJA-23-GG-02351-COAP, Comprehensive Opioid, Stimulant, and Substance Use Site-based program, Year 2 of 3, (cossup_25)	F-DOJ	9/30/2025	\$528,469	End of budget period	1.20	FY2026 expected to renew
Clark County, Thrive By 0-3, Year 4 of 5 (ehbsa_25)	ILA - County	9/30/2025	\$150,000	End of budget period	1.82	FY2026 expected to renew
H79TI084748-03S1,SAMHSA First Responders - Comprehensive Addiction and Recovery Act, Year 3 of 4 (frcar_25)	F-SAMHSA	9/29/2025	\$558,190	End of budget period	1.85	FY2026 expected to renew

Grants Expired – September 2025						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Refugee Health Program, Catholic Charities of Southern Nevada (hcrhp_25)	P-Other	9/30/2025	\$223,797	End of budget period	1.84	FY2026 expected to renew
State of Nevada, Public Health Preparedness, (hp2co_24)	P- ASPR	9/30/2025	\$54,964	End of budget period	0.00	Not expected to renew
UNLV Childhood lead poisoning prevention, (nclpp_22)	P- CDC	9/29/2025	\$200,000	End of budget period	0.32	FY2026 expected to renew
State of Nevada - Nurse Family Partnership MIECHV Evidence-Based Home Visiting (nfp_25)	P-HHS	9/29/2025	\$539,710	End of budget period	3.20	FY2026 expected to renew
State of Nevada - State Opioid Response (nvnx_25)	P-SAMHSA	9/29/2025	\$3,033,393	End of budget period	0.00	Not expected to renew
PACT Coalition, Year 1 of 5, (pfs_25)	P-SAMHSA	9/29/2025	\$75,000	End of budget period	0.42	FY2026 expected to renew
State of Nevada - CDPHP - Prev Health_Health Promotion, (phhsbg25)	P-CDC	9/30/2025	\$62,804	End of budget period	0.25	FY2026 expected to renew
5 H49MC52122-02-00, HRSA - Healthy Start Initiative - Enhanced, Yr 2 of 5 (pphs_25)	F-HRSA	9/29/2025	\$1,350,000	End of budget period	10.09	FY2026 expected to renew
NU01DD000024-01-01, Pregnant People - Infant Linked Longitudinal Surveillance, Year 1 of 4 (ppls_24)	F- CDC	9/29/2025	\$345,099	End of budget period	2.50	FY2026 expected to renew

Grants Expired – September 2025						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
NU01DD000024-02-02, Pregnant People - Infant Linked Longitudinal Surveillance, Year 2 of 4 (ppls_25)	F- CDC	9/29/2025	\$324,731	End of budget period	2.35	FY2026 expected to renew
NU58DP007746-01-03, Racial and Ethnical Approaches to Community health, Year 1 of 5 (reach_24)	F-CDC	9/29/2025	\$539,256	End of budget period	0.82	FY2026 was awarded
NU58DP007746-02-01, Racial and Ethnical Approaches to Community health, Year 2 of 5 (reach_25)	F-CDC	9/29/2025	\$729,226	End of budget period	1.05	FY2026 was awarded
State of Nevada - Fusion Center Public Health Analyst (snctc_24)	P- DHS	9/30/2025	\$122,897	End of budget period	1.00	FY2026 expected to renew
State of Nevada - State Opioid Response, Year 1 of 3 (sor_25)	P-SAMHSA	9/29/2025	\$883,944	End of budget period	3.00	FY2026 expected to renew
NU58DP007684-01-00, The Sudden Unexpected Infant Death Case Registry, Year 1 of 5 (suid_24)	F-CDC	9/29/2025	\$248,924	End of budget period	1.37	FY2026 expected to renew
NU58DP007684-02-01, The Sudden Unexpected Infant Death Case Registry, Year 2 of 5(suid_25)	F-CDC	9/29/2025	\$264,963	End of budget period	1.36	FY2026 was awarded
State of Nevada - Tobacco Retail - Merchant (tob2rt25)	P - SAMHSA	9/30/2025	\$36,375	End of budget period	0.00	FY2026 expected to renew

Grants Awarded – September 2025							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
NU58DP007746-03, Racial and Ethnical Approaches to Community health, Year 3 of 5, (reach_26)	F-CDC	9/4/2025	9/30/2025	9/29/2026	\$680,038	FY2026 renewal	0.9
State of Nevada Ryan White B Non-medical Case Management (hcrwnb25)	P-HRSA	9/5/2025	4/1/2025	3/31/2026	\$459,369	FY2025 renewal	4.00
State NV- Public Health Preparedness (PHP) City Readiness Initiative, (cri_26)	P - CDC	9/5/2025	7/1/2025	6/30/2026	\$759,114	FY2026 renewal	4.05
Retail Food Retail - Mentorship Project, Amendment 1 (rfmain25)	P-FDA	9/16/2025	4/1/2025	3/31/2026	\$3,000	FY2026 renewal	1.00
NU01DD000024-02-02 Pregnant People - Infant Linked Longitudinal Survey (Stillbirth), Year 3 of 4 (ppls_26)	F-CDC	9/18/2025	9/30/2025	9/29/2026	\$324,731	FY2026 renewal	2.35
State of Nevada, Immunization Program, Year 3 of 6 (imm_26)	P-CDC	9/18/2025	7/1/2025	6/30/2026	\$677,494	FY2026 renewal	4.30
State of Nevada, Fund for Healthy Nevada (vapfhn26)	State NV	9/19/2025	7/1/2025	6/30/2026	\$290,772	FY2026 renewal	0.95

Grants Awarded – September 2025							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
5H79TI084748-04 FR-CARA/Substance Abuse and Mental Health Services_Projects of Regional and National Significance, Year 4 of 5 (frcar_26)	F-SAMHSA	9/23/2025	9/30/2025	9/29/2026	\$500,000	FY2026 renewal	1.85
NUE1EH001398-05-01, Strengthening Environmental Health Capacity, Water Quality Data, Amendment 1 (wqdata_25)	F-CDC	9/25/2025	9/1/2024	8/31/2026	\$149,032	Supplemental extension to FY25	0.00
5 U01EH001369-05-01, Foodborne Illness EHS-Net, Year 5 of 5 , Amendment 1 (fdill_25)	F-CDC	9/25/2025	9/30/2024	9/29/2026	\$192,587	Supplemental extension to FY25	0.00
NU58DP007684-03-00, The Sudden Unexpected Infant Death Case Registry, Year 3 of 5 (suid_26)	F-CDC	9/26/2025	9/30/2025	9/29/2026	\$248,924	FY2026 renewal	1.35
FPHPA006516-04-02, Title X Family Planning, Amendment 2 (fp_25)	F-OASH	9/29/2025	4/1/2025	3/31/2026	\$172,478	unobligated funds released	0.00
State of Nevada Ryan White B Medical Case Management (hcrwbm25)	P-HRSA	9/29/2025	4/1/2025	3/31/2026	\$184,926	FY2025 renewal	1.64

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 September, we averaged 77 “passing and paying” online renewal clients per day, with a total of 2,323 clients renewing online.
3. We have established a plan on how to notify industry about the fee increase approved in June by the Board of Health. A \$5 increase will go into effect on January 1, 2026, raising the fee from \$20 to \$25. A further \$5 increase will go into effect on January 1, 2028, raising the fee from \$25 to \$30. Industry will be notified via a variety of methods in the coming months.
4. Our Information Technology office continues to prepare the mobile wallet version of the food handler and body art cards that we intend to launch sometime in 2026.

CLIENTS SERVED	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025
FH Cards – New	4,647	4,635	5,797	5,910	5,508	5,877
FH Cards – Renewals	2,476	2,550	2,161	1,194	1,180	1,172
FH Cards – Online Renewals	2,323	2,482	2,668	2,867	2,842	2,525
Duplicates	504	529	579	511	552	589
CFSM (Manager) Cards	257	221	256	191	199	215
Re-Tests	1,175	1,309	1,349	1,146	1,171	1,280
Body Art Cards	121	120	129	120	112	126
TOTALS	11,503	11,846	12,939	11,939	11,564	11,784

Human Resources (HR)

Employment/Recruitment:

- 0 New job title for September
- 803 active employees as of September 26, 2025
- 4 New Hire, including 0 rehires and 0 reinstatements
- 6 Terminations, including 4 retirements
- 2 Promotion, 1 Flex-reclass
- 1 Transfer, 0 Lateral Transfers
- 1 Demotion
- 38 Annual Increases
- 48 Interviews
- 12 Offers extended (2 offers declined)
- 11 Recruitments posted

- Turn Over Rates
 - District Administration: 2.732%
 - Community Health: 0.000%
 - Disease Surveillance & Control: 0.000%
 - Environmental Health: 0.000%
 - Public Health & Preventive Care: 0.966%
 - FQHC: 0.000%

Temporary Employees

- 7 Temporary Staff

Safety

To be included in next month's report.

Employee/Labor Relations

- 3 Coaching and Counseling, 1 Verbal Warning, 0 Written Warnings, 0 Suspensions, 1 Final Written Warning, 0 Terminations, 0 Probationary Releases
- 6 Grievances
- 0 Arbitrations
- 50 Hours of Labor Meetings (with Union)
- 80 hours investigatory meetings
- 6 Investigations
- 9 Complaints & Concerns
- 100 Hours ER/LR Meetings with managers or employees
- Number of EEOC/NERC and EMRB cases: 3

Interns

There were a total of 21 interns providing 398 applied public health practice hours in August 2025. There were a total of 22 interns providing 664 applied public health practice hours in September 2025.

Interns and Clinical Rotations	Aug 2025	Sept 2025	YTD
Total Number of Interns ¹	21	22	26
Internship Hours ²	398	664	1,602

¹Total number of students, residents, and fellows

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

Training (In-Person and Online)

- September 28, 2025 – Leadership Development Cohort Meeting (11 attendees)

New Hire Orientation

- September 15, 2025: 1 new hire
- September 29, 2025: 3 new hires

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.
2. Assist ODS team by importing TB contacts to EpiTrax for outbreak investigation.
3. Updated multiple EpiTrax custom forms, including developing a new Foodborne Illness Reporting Form in the test environment, adding new questions to the eHARS Acute HIV Form, completing remaining MMG questions for Varicella, Mumps, and Pertussis, and updating the linkage to the Substance Use form for improved follow-up.
4. Reviewed a new outbreak attachment feature with ACDC team.
5. Resolved duplicate row saving and erasure of data issues.
6. Tune-up EpiTrax application and database servers.
7. Prepare line list facility report to plan for facility de-duplication.
8. Continue working with OpenEMPI integration with EpiTrax system:
 - Continue improving the person matching outcome from EMSA and EpiTrax.
 - Demonstrated a new OpenEMPI and EMSA workflow with the ACDC team.
9. EpiTrax User Requests

EpiTrax Requests	June 2025	July 2025	August 2025	Sept 2025
EpiTrax Requests Completed	9	9	12	12
EpiTrax Requests Opened	69	66	61	51
EpiTrax New Requests	7	6	6	2

B. Electronic Message Staging Area (EMSA)

1. Continue to work on EMSA2, including mapping new LOINC and ICD10-CM codes, integrating incoming labs, data processing, and reviewing logic for exceptions and errors.
2. Conduct regular sessions to review message exceptions including UMC/HCA/Intermountain Healthcare Inc./UHS/Centennial Clinic/Optum/Southwest Medical error except handling and mapping new codes.
3. Electronic Case Reporting (eCR) went live for eight additional facilities.
4. Completed a new EMSA logit for Norovirus disease.
5. Implemented susceptibility results in EpiTrax test server for HAI investigation planning.
6. ELRs and eCRs.

ELRs	June 2025	July 2025	August 2025	Sept 2025
Total Received	104,562	120,348	115,517	218,838
Total Processed	104,353	121,033	115,884	224,642
Under Review	609	725	1,461	809
Event Updated	15,867	19,075	16,595	53,047
Event Created	8,264	8,481	9,409	46,345

eCRs	June 2025	July 2025	August 2025	Sept 2025
Total Received	455,242	85,864	139,146	103,838
Total Processed	44,134	233,966	52,141	35,319

Under Review	1,561,101	1,158,275	1,241,940	1,303,566
Event Updated	499	3,389	3,560	2,551
Event Created	59	629	1,017	648

C. Data Warehouse

1. Updated the Extract, Transform, and Load (ETL) script to reproduce updated schemes.
2. Added a new notification process alert when replication process ran into issues.

D. Pentaho Report

Pentaho Reports	June 2025	July 2025	August 2025	Sept 2025
Updated	6	4	3	1
Created	0	1	1	0

E. Dashboard

1. Respiratory disease ArcGIS dashboard: Updated the new guidelines for the respiratory disease dashboard. Continue updating weekly data for this dashboard.
2. Continue wastewater ArcGIS dashboard: preliminary draft completed.
3. Implemented the ArcGIS geocoding map for FQHC to include WIC locations.
4. Power BI finance billing dashboard: updated denial summary dashboard.
5. Continue updating PowerBI poison control dashboard to support new data structure changes.

F. Southern Nevada Public Health Laboratory (SNPHL)

1. Sustaining Laboratory Information System (LIS) support and maintenance.
2. Promoting the Outreach system to enhance efficient and timely specimen ordering and result delivery for partners and eliminate faxing. Onboarded two new clients into Outreach.
3. Added host codes for TB testing events.
4. Analyze and report on statistics between Quest, CPL, LabCorp, and SNPHL.
5. Fixed printing issues for SNHD Decatur Lab.
6. Created Norovirus report for Virology presentation.

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. Upgraded EHR to most current version.
3. Generate and review monthly reports for FQHC and Primary Care Center (9 reports).
4. Clinical Rules Engine Implementation (Hypertension/Tobacco and Depression screening).
5. Added new SNPHL labs into EHR.
6. Congenital Syphilis Management Structured Data Questions/Answers built.
7. EHR Requests and Reports.

EHR Requests	June 2025	July 2025	Aug 2025	Sept 2025
Requests Completed	11	18	49	29
Requests Opened	15	20	71	18

eCW Reports	June 2025	July 2025	Aug 2025	Sept 2025
FQHC	3	9	5	8
PPC	2	6	6	1

H. Clark County Coroner's Office (CCCO)

1. Finalized case management feature change for unclaimed cases (No next of kin contact). Working on revising multiple fatality tracking process and feature change.
2. Worked with PowerBI contractor to prepare upcoming public facing dashboard (Go-live 1/1/26).
3. Revised suicide tracking for HHS.
4. Researching automation options for processing external files.
5. Overdose tracking for SNHD and LVMPD.
6. Bug tracking and fix verification for case management software.

I. Data Modernization Initiative (DMI)

1. Continue working on resolving validation error feedback from TB/LTBI MMG test scenario cases worksheet.
2. Updated the implementation spreadsheet for Mumps, Pertussis, and Varicella MMG for new questions added.
3. Continue adding Public Health Information Network – Vocabulary Access and Distribution System (PHIN VADS) for Mumps, Pertussis, and Varicella in NMI.

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

1. Maintain and enhance syndromic surveillance system for new providers and future support.

K. Other Projects

1. Maintain and enhance the iCircle web application, including user account support, site maintenance, data QA, and updates.
2. Prepare the rehabilitation center list and update the new data from NV HIE for PILLARS team.
3. Vital Records database refresh to update data.

L. National and State Meetings/Workshops

1. DMI LC Monthly Call.
2. BCHC Data Modernization Work Group.
3. Statewide Syndromic Surveillance Monthly Workgroup.
4. SNHD Sync with EpiTrax NV Team.
5. EpiTrax Consortium Technical, and User Weekly Collaboration and Learning Meeting.
6. EpiTrax Consortium Annual Meeting.
7. OPHDST STLT DataConnection.
8. PubHealthAI Collaborative Network.
9. CSTE Electronic Laboratory and Disease Reporting Subcommittee Call.

Information Technology (IT)

Service Requests	Sept 2024	Sept 2025		YTD FY25	YTD FY26	
Service Requests Completed	846	787	↓	3,430	2,609	↓
Service Requests Opened	980	865	↓	3,830	2,884	↓
Information Services System Availability 24/7	Sept 2024	Sept 2025		YTD FY25	YTD FY26	
Total System	98.62	87.96	↓	98.38	89.96	↓
Total Monthly Work Orders by Department	Sept 2024	Sept 2025		YTD FY25	YTD FY26	
Administration	198	225	↑	793	735	↓
Community Health	83	101	↑	359	289	↓
Environmental Health	170	107	↓	636	447	↓
Primary & Preventive Care	178	153	↓	797	554	↓
Disease Surveillance & Control	108	114	↑	375	356	↓
FQHC	186	143	↓	565	422	↓
Other	16	10	↓	43	41	↑
First Call Resolution & Lock-Out Calls	Sept 2024	Sept 2025		YTD FY25	YTD FY26	
Total number of calls received	980	865	↓	3,830	2,884	↓

Workforce Team – Public Health Infrastructure Grant (PHIG)

Workforce Team

- Workforce engagements:
 - Monthly Position Review Committee cancelled for September 2025.
 - Prepared the September 2025 Hiring Plan for submission to CDC.
 - Participated in the September's Board of Health Meeting.
 - Received the coordinated the SNHD SA – CDC PHIA – AL #93.967 – Planning Meeting for an audit of the PHI grant set on September 23, 2025.
 - Met with Auditors to discuss plans for the audit of the PHIG program and finance to answer initial questions without incident.
 - Briefed Healthcare Executive Council on the Public Health Infrastructure Grant and other team issues providing situational awareness to the organization's leadership.
 - Worked with Environmental Health on funding as Hospital-Associated Infection (HAI) program will fund an Environmental Health I/II with State of Nevada funding – looking for solution to support PHIG and EH needs.
 - Met with Finance team to discuss budget and augmentation for FY26 to make sure the PHIG is aligned with the organizational budget.
 - Responsible for planning the All-Hands Virtual Event in October – a change from an in-person event based on budgetary constraints.

CDC Requirements

- Monthly CDC Project Officer meeting was moved to September 17, 2025, due to a conflict of the SNHD PHIG team travelling to an attending the Region 9 HUB, 10-11 September 2025 in Sacramento, CA.
- Finalized, reviewed, and approved monthly hiring plan for submission to the CDC.
- All-Hands Coordination continues – working with the venue for support and food for the event; food request was approved.
- Met with two different vendors for potential Motivational Speakers for the All-Hands Training Retreat in October 2025; continue to look for speaker to meet our needs based on current governmental environment.
- The All-Hands Recognition and Training Retreat has been postponed to reevaluate the entirety of the funding and cost to support the SNHD event.

Performance Management

- Attended training on Public Health Policy and Legislative Advocacy funded by CDC presented by Louisiana Public Health Institute.
- Presented progress to the Health Executive Council (HEC) around the newest SNHD Strategic Priority centered on Substance Use.
- 20 hours spent on coursework for Cornell certificate in Public Health Essentials program.

Quality Improvement

- Designed and delivered 8 contact hours of training on the 5 Whys for PPC Managers to remove stigma from this QI tool.
- Facilitated the Appointment Utilization project.
 - Met individually with 12 FQHC Providers for their perspectives.
 - 16 contact hours of project working session.
 - 4 hours spent on data analysis and facilitation design.
- 2 team hours coaching a Health Equity team member facilitating their first large QI project for FQHC.
- Debriefed the HEC on the Gemba Walk exercise conducted last month.
- 7 team hours spent with Immunization leaders and staff building process maps as part of the HEC Gemba Walk.

PHAB Reaccreditation

- 9 hours of coaching and collaboration with PHAB contributors and managing submissions.
- 21 hours spent writing documentation for Reaccreditation.
- 2 team hours spent on preparation and meeting with the finance working group for the upcoming CHIP. Two community partners are also members of this group.
- 3 team hours spent researching and speaking with potential vendors to present Design Thinking training to encourage innovation across multiple departments.

PHIG

- Attended Region 9 PHIG Hub Convening conference learning best practices and building a network of individuals in our FEMA Region doing similar work in effective and innovative ways.
- 6 hours spent administering team expenses for two PHIG-funded trips.
- Established meetings and met with a number of PHIG SNHD leads to discuss upcoming requirements, i.e. reporting, performance measures, due after year 3 of the PHI grant ends on November 30, 2025.

Appendix A – Office of Communications

Media, Collateral and Community Outreach Services:

Media – Digital/Print Articles

Media - Broadcast stories

Collateral - Advertising/Marketing Products

Community Outreach - Total Volunteers¹

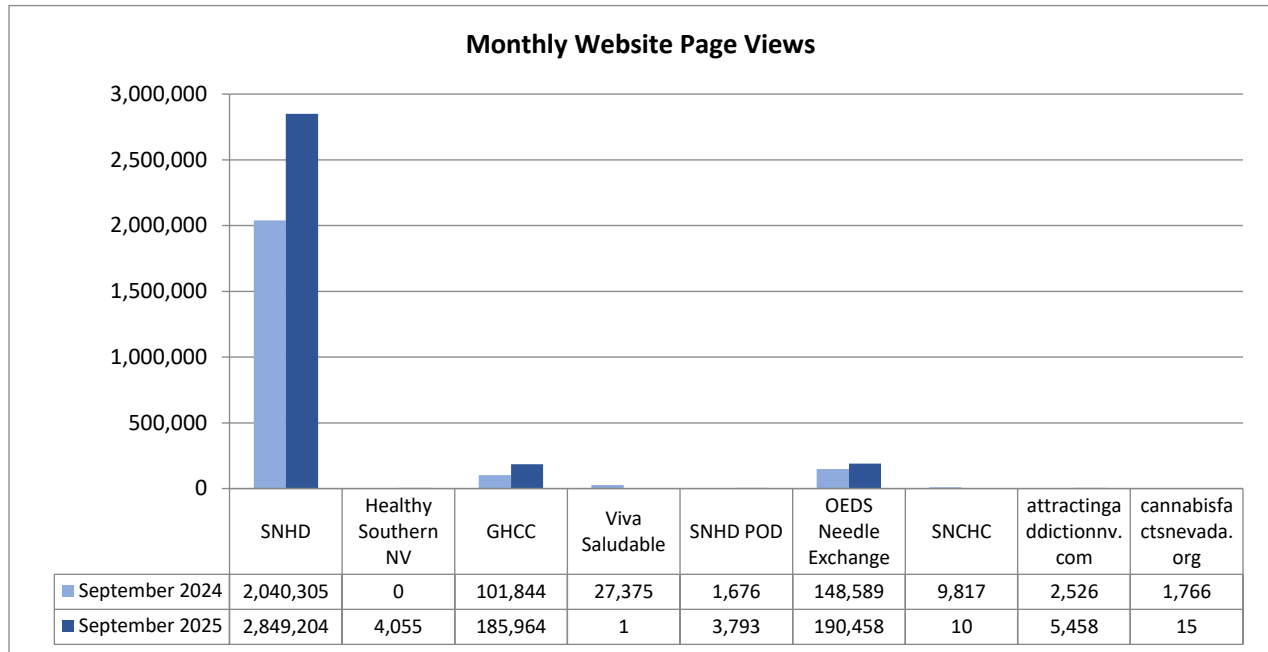
Community Outreach - Volunteer Hours

Sept 2024	Sept 2025		YTD FY25	YTD FY26	
34	36	↑	164	106	↓
110	148	↑	475	308	↓
61	19	↓	160	41	↓
10	2				
720	52	↓	1,902	182	↓

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

²Corrected volunteer hours for August 2024 resulting in updated FY2025 total.

Monthly Website Page Views:



-Began tracking page visits in 2024 for attractingaddictionnv.com and cannabisfactsnevada.org websites.

-Began reporting Health Southern Nevada monthly views in April 2025.

Social Media Services		Sept 2024	Sept 2025		YTD FY25	YTD FY26
Facebook SNHD	Followers	13,494	13,687	↑	N/A	N/A
Facebook GHCC	Followers	6,114	6,092	↓	N/A	N/A
Facebook SHC	Followers	1,642	1,615	↓	N/A	N/A
Facebook Food Safety	Followers	171	179	↑	N/A	N/A
Instagram SNHD	Followers	4,797	5,530	↑	N/A	N/A
Instagram Food Safety	Followers	528	536	↑	N/A	N/A
Instagram GetHealthyCC	Followers	224	336	↑	N/A	N/A
Instagram @Ez2stop	Followers	149	153	↑	N/A	N/A
X (Twitter) EZ2Stop	Followers	429	415	↓	N/A	N/A
X (Twitter) SNHDflu	Followers	1,830	1,742	↓	N/A	N/A
X (Twitter) Food Safety	Followers	103	102	↓	N/A	N/A
X (Twitter) SNHDinfo	Followers	10,325	9,964	↓	N/A	N/A
X (Twitter) TuSNHD	Followers	349	341	↓	N/A	N/A
X (Twitter) SoNVTraumaSyst	Followers	125	120	↓	N/A	N/A

*SNHD added to TikTok in September 2024

Appendix B – Finance – Payroll Earnings Summary – August 30, 2025 to September 12, 2025

PAYROLL EARNINGS SUMMARY August 30, 2025 to September 12, 2025

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2026	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 308,640.69	\$ 6,132,813.08	\$ 1,970,334.04	\$ 9,195,237.18	21%	
ENVIRONMENTAL HEALTH	\$ 654,468.12	\$ 12,459,468.81	\$ 3,924,862.02	\$ 17,951,295.42	22%	
COMMUNITY HEALTH	\$ 317,441.94	\$ 6,035,646.12	\$ 1,936,349.74	\$ 9,910,529.22	20%	
DISEASE SURVEILLANCE & CONTROL	\$ 378,006.30	\$ 7,381,447.23	\$ 2,329,608.48	\$ 10,671,639.69	22%	
FQHC	\$ 348,222.39	\$ 6,842,839.23	\$ 2,105,953.91	\$ 11,060,800.45	19%	
ADMINISTRATION W/O ICS-COVID	\$ 601,859.15	\$ 11,818,896.22	\$ 3,784,627.42	\$ 15,657,123.65	24%	
TOTAL	\$ 2,608,638.59	\$ 50,671,110.69	\$ 16,051,735.61	\$ 74,446,625.61	22%	23%

FTE

Regular Pay	\$ 2,034,568.34	\$ 41,106,642.85	\$ 13,426,833.06
Training	\$ 7,036.83	\$ 96,938.75	\$ 46,476.18
Final Payouts	\$ -	\$ 458,847.13	\$ 171,747.54
OT Pay	\$ 14,522.26	\$ 288,824.83	\$ 128,928.34
Leave Pay	\$ 524,509.48	\$ 7,672,370.50	\$ 2,085,584.44
Other Earnings	\$ 28,001.68	\$ 1,047,486.63	\$ 192,166.05
TOTAL	\$ 2,608,638.59	\$ 50,671,110.69	\$ 16,051,735.61

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT August 30, 2025 to September 12, 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>
Ubando, Marjorie		0.75	39.55		
Thede, Stacy		0.50	17.06		
Urena, Maite		7.00	232.79		
Maldonado, Julie		0.50	29.17		
Kuahiwinui-McGuire, Brandon		2.00	66.52		
Ines, Heinrich		7.50	249.42		
Murphy, Melissa		14.00	556.56		
Sanabria, Luis		4.75	150.23		
To, Helen		1.00	55.47		
De Lisle, Ricky		1.00	37.78		
Total Administration		39.00	1434.55		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>
Chan, Westin	PHEPLB26	6.50	420.47	Barry, Nancy	0.75 26.37
Montgomery, Stephanie	PH2HP_25	4.00	176.22		
Total Community Health Services		10.50	596.69		0.75 26.37

FQHC-COMMUNITY HEALTH CLINIC

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Burquez-Ahuja, Lilia		0.50	23.79	Avalos, Mayra	0.75	34.92
Avalos, Mayra		-0.75	-52.38	Bingham, Julie	0.75	35.80
Avalos, Mayra	FP_25 NO MILEA	0.75	52.38			
Valdes-Ayala, Beatriz		1.25	53.72			
Bingham, Julie		-0.75	-53.71			
Bingham, Julie	FP_25 NO MILEA	0.75	53.71			
Petersen, Desiree	FP_25 NO MILEA	0.25	11.61			
Total FQHC-Community Health Clinic		2.00	89.12		1.50	70.72

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		2.50	145.84	Bernabe, Xandee	-8.00	-381.92
Robles, Cynthia		18.00	924.30			
Arquette, Jocelyn		1.00	77.31			
Bernabe, Xandee		5.33	381.68			
Mercado, Yarem		1.00	44.05			
Landini, Karleena		0.50	35.80			
Total Public Health & Preventative Care		28.33	1608.98		-8.00	-381.92

ENVIRONMENTAL HEALTH

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Hall, Nancy		10.00	753.72	Robinson, Gary	4.13	187.16
Navarrete, George (Larry)		2.25	169.58	Southam, Jaclyn	5.25	194.15
Edwards, Tara		5.75	422.15	Kuehn, Jennifer	7.88	283.69
Sheffer, Thanh		8.00	544.47	Valadez, Alexis	10.88	382.32
Piar, Diane		5.25	357.31	Jones, Mallory	11.25	385.12
Lett, Kendra		3.25	226.96	Bieser, Nickolas	1.50	50.10
Ortiz-Rivera, Vanessa		18.25	1209.69	Galvez, Alexis	4.13	137.76
Hemberger, Adriana		5.25	269.59	Decicco, Natalya	1.88	58.04
Parangan, Christopher		6.50	409.78	Erickson, Sarah	2.63	81.26
Cummins, Veronica		6.75	393.77	Ryan, Erica	4.50	146.43
Martens, Gary		1.50	85.33	Schuler, Emalee	4.50	135.68
Wills, Jerry		5.00	277.35			
Southam, Jaclyn		-5.25	-291.22			
Southam, Jaclyn	FDILL_25	5.25	291.22			
Blackard, Brittanie		4.00	221.88			
Rakita, Daniel		3.00	154.05			
Michel, Guillermo		2.25	115.54			
Calzado, Neil		6.50	333.77			
Jones, Mallory		16.50	847.27			
Wells, Jordan		8.25	423.63			
Najera, Luisa		9.25	474.99			
Charfauros, Adair		2.00	102.70			
Jufar, Lydia		5.00	250.48			
Ahmed, Maryam		8.50	425.82			
Hall, Alyssa		1.50	73.21			
Vinh, Jonathan		1.75	81.26			
Erickson, Sarah		1.25	58.04			
Concepcion, Derrell Glen		8.00	366.33			
Hernandez, Lilian		8.00	371.45			
Herrera, Carlos		2.00	90.45			
Roberts, Jamie		1.00	45.23			
Nwaonumah, Nosa		9.50	429.65			
Hernandez, Abel		12.50	565.33			
Gonzalez, Jorge		1.00	45.23			
Total Environmental Health		189.50	10596.01		58.50	2041.71

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		2.75	196.91			
Total Disease Surveillance & Control		2.75	196.91		0.00	0.00
Combined Total		272.08	14522.26		52.75	1756.88

Appendix C – Finance – Payroll Earnings Summary – September 13, 2025 to September 26, 2025

PAYROLL EARNINGS SUMMARY
September 13, 2025 to September 26, 2025

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2026	Actual to Budget	Incurred Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 308,143.73	\$ 6,440,956.81	\$ 2,278,477.77	\$ 9,195,237.18	25%	
ENVIRONMENTAL HEALTH	\$ 658,582.35	\$ 13,118,051.16	\$ 4,583,444.37	\$ 17,951,295.42	26%	
COMMUNITY HEALTH	\$ 317,107.23	\$ 6,352,753.35	\$ 2,253,456.97	\$ 9,910,529.22	23%	
DISEASE SURVEILLANCE & CONTROL	\$ 380,366.93	\$ 7,788,454.68	\$ 2,736,615.93	\$ 10,671,639.69	26%	
FQHC	\$ 348,616.36	\$ 7,191,455.59	\$ 2,454,570.27	\$ 11,060,800.45	22%	
ADMINISTRATION W/O ICS-COVID	\$ 602,423.14	\$ 12,421,319.36	\$ 4,387,050.56	\$ 15,657,123.65	28%	
TOTAL	\$ 2,615,239.74	\$ 53,312,990.95	\$ 18,693,615.87	\$ 74,446,625.61	25%	27%

FTE 803

Regular Pay	\$ 2,320,480.55	\$ 43,431,421.25	\$ 15,751,611.46
Training	\$ 3,655.04	\$ 100,593.79	\$ 50,131.22
Final Payouts	\$ -	\$ 480,874.25	\$ 193,774.66
OT Pay	\$ 18,919.97	\$ 307,744.80	\$ 147,848.31
Leave Pay	\$ 236,667.16	\$ 7,909,278.21	\$ 2,322,492.15
Other Earnings	\$ 35,517.02	\$ 1,083,078.65	\$ 227,758.07
TOTAL	\$ 2,615,239.74	\$ 53,312,990.95	\$ 18,693,615.87

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT
September 13, 2025 to September 26, 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>
Tran, Amy		0.50	31.52			
Thede, Stacy		3.50	119.42			
Burghardt, Passhion		0.50	17.06			
Kuahiwinui-McGuire, Brandon		2.00	66.52			
Murphy, Melissa		2.00	79.52			
Huerta, Fatima		1.00	31.63			
De Lisle, Ricky		0.25	9.45			
Total Administration		9.75	355.12		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>
Total Community Health Services		0.00	0.00		0.00	0.00

FQHC-COMMUNITY HEALTH CLINIC

<u>Employee</u>	<u>Project/Grant Charged to</u>	<u>Hours</u>	<u>Amount</u>	<u>Employee</u>	<u>Hours</u>	<u>Value</u>
Avalos, Mayra		-1.88	-130.95	Avalos, Mayra	1.88	87.29
Avalos, Mayra	FP_25 NO MILEA	1.88	130.95	Diaz, Michelle	0.75	21.49
Bingham, Julie		-0.75	-53.71	Bingham, Julie	0.75	35.80
Bingham, Julie	FP_25 NO MILEA	0.75	53.71			
Total FQHC-Community Health Clinic		0.00	0.00		3.38	144.59

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		7.00	359.45			
Mercado, Yarem		2.00	88.11			
Zarret, Mariam		2.50	174.59			
Hernandez, Edith		3.00	107.64			
Landini, Karleena		1.50	107.41			
Total Public Health & Preventative Care		16.00	837.20		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	753.71	Brounstein, Jodi	3.75	170.15
Navarrete, George (Larry)		1.75	131.90	Cavin, Erin	3.00	136.12
Billings, Jacob		1.50	113.06	Guzman, Michelle	1.50	75.37
Sheffer, Thanh		25.75	1752.54	Santiago, Anthony	4.13	187.16
Woods, Heather		2.75	182.28	Johnson, Rabea	7.13	307.27
Piar, Diane		1.50	102.09	Ramakrishnan, Veena	4.50	189.13
Ortiz-Rivera, Vanessa		4.25	281.70	Thompson, William B	6.38	267.93
Sumera, Erik		4.41	285.28	Kuehn, Jennifer	13.51	486.69
Lucas, Brianna		5.25	330.98	Jones, Mallory	14.63	500.66
Hemberger, Adriana		10.88	558.69	Sripramong, Jacqueline	3.00	102.70
Parangan, Christopher	SHFE1126 NO MI	1.75	110.33	Wade, Cynthia	11.25	385.12
Walton, Shaunte		2.15	122.31	Ross, Alyssa	2.63	83.28
Cummins, Veronica		2.25	131.26	Ahmed, Maryam	12.00	400.77
Wills, Jerry		12.50	693.38	Castillo, Christopher Jay	2.75	84.97
Blackard, Brittanie		8.75	485.37	Galvez, Alexis	18.00	601.15
Rakita, Daniel		12.50	641.87	Gonzalez, Kimberly	1.50	48.81
McCann, Alexandra		5.50	282.42	Erickson, Sarah	1.50	46.43
Michel, Guillermo		8.00	410.79	Ryan, Erica	10.13	329.46
Calzado, Neil		16.00	821.59	Jones, Jalen	5.25	158.29
Jones, Mallory		11.25	577.68	Custodio, Cherie	1.50	47.59
Sabandith, Vetahya		6.50	333.77	Schuler, Emalee	3.00	90.45
Thein, Kelsey		3.00	154.04			
Wells, Jordan		1.50	77.02			
Brown, Tevin		2.50	128.38			
Najera, Luisa		10.25	526.33			
Charfauros, Adair		4.50	231.07			
Ahmed, Maryam		8.50	425.82			
Bidinger, Joy		16.25	814.06			
Castillo, Christopher Jay		-2.75	-127.69			
Castillo, Christopher Jay	FDILL_25	2.75	127.45			
Galvez, Alexis		8.75	438.35			
Hall, Alyssa		8.25	402.67			
Vinh, Jonathan		5.00	232.16			
Vinh, Jonathan	FDILL_25	1.25	58.04			
Concepcion, Derrell Glen		10.00	464.31			
Herrera, Carlos		17.25	780.16			
Roberts, Jamie		9.00	407.04			
Nwaonumah, Nosa		9.25	418.34			
Hernandez, Abel		10.75	486.19			
Gonzalez, Jorge		0.50	22.61			
Total Environmental Health		281.69	15169.35		131.01	4699.52

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		2.50	157.61	Raman, Devin	3.00	150.74
Rossi Boudreaux-Thibodeaux, Dustin (Tux)		3.00	204.18	Bravo Rosas, Jazmin	3.75	104.64
Constantin, Melissa		2.50	188.43			
O'Connor, Kelli	HV2PRV25	4.50	298.28			
O'Connor, Kelli		3.00	198.85			
Ewing, Tabitha		2.50	165.71			
Montgomery, Joshua		2.25	157.13			
Castro, Janet		2.00	105.47			
Palmer, Treva		0.75	53.70			
Flournoy, Tiffany		2.50	157.61			
Martinez Sainz, Jose (Cassandra)	HV2PRV25	4.00	185.73			
Riley, Thomas		1.50	67.84			
Rangel de Oliveira, Audrey		2.00	85.96			
Burgess, Glenn		2.50	125.24			
Ngari, Alice		3.50	162.51			
Baltazar, Josephine	HV2PRV25	5.00	244.05			
Total Disease Surveillance & Control		44.00	2558.30		6.75	255.38
Combined Total		351.44	18919.97		141.13	5099.48