



MEMORANDUM



Date: October 24, 2024
To: Southern Nevada District Board of Health
From: Kim Saner, J.D., M.A., SPHR, *Deputy District Health Officer-Administration* 
Fermin Leguen, MD, MPH, *District Health Officer* 
Subject: **Administration Division Monthly Report – September 2024**

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Executive Summary

The Office of Communications issued eight News Release. Communications staff developed creative advertising materials and media placements for the Bridge Vaccine Confidence campaign, updated the branding plan for reaccreditation, and completed the District Dish Newsletter. Staff received 10 health fair requests and organized Health District participation for several community events, including the Sexual Health Awareness and Testing event, and Hispanic Heritage Month at Discovery Children’s Museum. Health Cards served 11,458 total clients, which included 2,671 clients renewing online. Construction was completed on the Behavioral Health Clinic at the Decatur Location. The Executive Leadership Team and Department Directors participated in a FutureSync Training and Development session. As of October 1, 2024, the Health District had 821 active employees. Human Resources arranged 22 interviews, extended 17 job offers (one offer declined) and onboarded 16 new staff. There were four terminations, no promotions, two flex-reclasses, three transfers and no demotions. There were five employment opportunities posted.

Office of Communications

News Releases Disseminated:

- Health District observes Childhood Obesity Awareness Month
- Health District warns against drinking raw milk
- District Health Officer announces pending retirement
- September is National Preparedness Month
- Reminder: Next Pop-Up Produce Stand set for October 1 in Las Vegas
- Updated flu and COVID-19 vaccines now available at Health District clinics
- Southern Nevada Health District observes National Gay Men's HIV/AIDS Awareness Day
- Southern Nevada Health District launches Substance Use Dashboard

Press:

- Flu and COVID-19 vaccinations
- Mpox
- Heat-related deaths
- Lifeguard rules for LVAC pools
- Health risks of drinking raw milk
- Pop-Up Produce Stands

Five hundred ninety 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/202409-PI-Report.pdf>.

Advertisements, Projects Completed and Social Media Summary:

In September, staff developed creative advertising materials and media placements for the Bridge Vaccine Confidence campaign. They also provided product support to Health Equity and Human Resources. Additionally, team members updated the branding plan in anticipation of the upcoming PHAB accreditation and completed the layout and articles for the District Dish Newsletter. Throughout the month, the Office of Communications responded to 120 public information email inquiries and addressed 72 internal project requests. These requests include graphic design, website content, advertising and marketing, outreach materials, and translation services. Staff updated Health District websites including SNHD.info, snhc.org and GetHealthyClarkCounty.org.

On social media, staff focused on promoting Beat the Heat, cooling stations, Board of Health recognitions, National Gay Men's HIV/AIDS Awareness Day, Save a Life Day, Max Your Vax (mpox), National Preparedness Month, free Naloxone, flu and COVID-19 vaccines, pop-up produce stands, the Southern Nevada Public Health Laboratory, Recovery Month, walk audits, HPV vaccine reminders, Hispanic Heritage Month at Discovery Children's Museum, Fight the Bite, Credible Mind, and the Sexual Health Education and Testing Health Fair.

Community Outreach and Other:

Staff received 10 health fair requests and organized Health District program participation for several community events, including the Sexual Health Awareness and Testing event, and Hispanic Heritage Month at Discovery Children's Museum.

- Three Square Food Bank/Supplemental Nutrition Assistance Program, Low Income Energy Assistance Program and Temporary Assistance for Needy Families program: 5

- Department of Welfare & Supportive Services Medicaid/Supplemental Nutrition Assistance Program applications: 220

Meetings and Events of Note:

- September 03: Sexual Health Awareness & Testing event
- September 05: Accreditation meeting
- September 05: Las Vegas Discovery Museum meeting
- September 10: REACH Immunization grant meeting
- September 14: Las Vegas Discovery Museum/Hispanic Heritage event
- September 15: Las Vegas Discovery Museum/Hispanic Heritage event
- September 16: Back to School meeting
- September 18: Fiesta Las Vegas 98.1FM sponsorship/interview
- September 18: National Public Health Information Coalition (NPHIC)/CDC Monthly Communication call
- September 19: EXA 94.5 FM and La Mejor 93.5 sponsorship/interview
- September 20: UNLV Communication Studies Class Presentation
- September 25: Developing a Response Plan to Misinformation in Public Health webinar
- September 26: Accreditation meeting
- September 25: SNHD Las Vegas Grand Prix Formula 1 planning meeting
- September 30: Haunted Harvest orientation meeting

Please see Appendix A for the following:

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

Contracts Administration

Period of Performance	Requests Received	Requests w/Expectations of Expedited Completion	% of Expedited Requests Received	Requests Processed
September 1-30, 2024	48	43	90%	36

Facilities

Monthly Work Orders	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Maintenance Responses	192	384	↑	616	867	↑
Electrical Work Orders	17	37	↑	23	83	↑
HVAC Work Orders	21	41	↑	89	83	↓
Plumbing Work Orders	1	15	↑	15	51	↑
Preventive Maintenance	17	31	↑	58	103	↑
Security Responses	2,308	2,729	↑	7,715	7,991	↑

Current Projects

Decatur Location

- Removed wall in Clinical Administration area to combine staffing team area
- Created two provide offices for providers in the FQHC Clinic
- Installed hydration station near the Environmental Health area
- Installed four new cubicle offices in the Executive Suite

Finance

Total Monthly Work Orders by Department	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Purchase Orders Issued	471	579	↑	1,533	1,765	↑
Grants Pending – Pre-Award	4	3	↓	13	9	↓
Grants in Progress – Post-Award	15	17	↑	32	33	↑

* 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 2024						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
C8ECS44893-01-04 Health Center Infrastructure Support, amendment #4 (hccvd_22)	F-HRSA	9/14/2024	\$600,474	End of program period	0.00	Project not expected to renew
Comagine Health, Integrated Maternal Health Services, Year 1 of 5 (comag_24)	O-Comagine Health	9/29/2024	\$11,876	End of budget period	0.10	The renewal for FY2025 is in progress, will be Year 2 of 5
U01EH001369-04-00 CDC Food Illness, Safety Culture, Year 4 of 5(fdill_24)	F-CDC	9/29/2024	\$192,586	End of budget period	1.17	FY2025 is currently underway
6H79TI084749-02M001 FR-CARA/Substance Abuse and Mental Health Services_Projects of Regional and National Significance, Year 2 of 5 (frcar_24)	F-SAMHSA	9/29/2024	\$500,000	End of budget period	2.00	FY2025 is currently underway

Grants Expired – September 2024						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Board of Regents, NSHE, obo University of Nevada, Las Vegas, Nevada Childhood Lead Poisoning Prevention Program, Amendment #2 (nclpp_22)	P-CDC	9/29/2024	\$150,000	End of budget period	0.28	An amendment is currently in the works to extend the end date to 9/29/25
State of Nevada, Nevada Home Visiting, Maternal, Infant and Early Childhood Home Visiting Grant Program, Year 2 of 2, Amendment #1 (nfp_24)	P-CDC	9/29/2024	\$281,116	End of budget period	2.59	The renewal for FY2025 is in progress
6 H49MC52122-01-03, Healthy Start Initiative- Eliminating Racial/Ethnic Disparities, Year 1 of 5, Amendment #3 (pphs_24)	F-HRSA	9/29/2024	\$1,100,000	End of budget period	8.40	FY2025 is currently underway
6 NU01DD000024-01-02 Pregnant People - Infant Linked Longitudinal Survey (Stillbirth), Year 1 of 4, Amendment #2 (ppls_24)	F-CDC	9/29/2024	\$345,099	End of budget period	2.50	FY2025 is currently underway
6 NU58DP007746-01-03, Southern Nevada Health District Community Partnership to Promote Health Equity, Year 1 of 5 (reach_24)	F-CDC	9/29/2024	\$539,256	End of budget period	0.83	FY2025 is currently underway
6 NU58DP00768401-01, Nevada SUID/SDY Case Registry and	F-CDC	9/29/2024	\$248,924	End of budget period	1.38	FY2025 is currently underway

Grants Expired – September 2024						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Prevention Project, Year 1 of 5, Amendment #1 (suid_24)						
Board of Regents, NSHW obo University of Nevada, Reno, Amendment #1 (unrn_x_24)	O-UNLV	9/29/2024	\$1,800,000	End of project period	0.00	Project not expected to renew
15PBJA-23-GG-02351-COAP, Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, SPORTS:Southern Nevada Post-Overdose Response Team Support, Year 1 of 3(cossup24)	F-DOJ	9/30/2024	\$535,191	End of budget period	3.20	FY2025 is currently underway
Clark County, Thrive by Zero to Three Prevention Services Program, Embracing Healthy Babies (ehbsa_24)	CONTRACT	9/30/2024	\$150,000	End of program period	2.16	FY2025 is currently underway
Gilead Sciences, Inc. Master FOCUS Agreement Exhibit C.4 C1900067, Sexual Health Outreach Prevention Program, A1 (gsshc_24)	CONTRACT	9/30/2024	\$300,563	End of budget period	2.95	FY2025 is currently underway
Catholic Charities, Refugee Health Program (hcrhp_24)	CONTRACT	9/30/2024	\$262,753	End of budget period	1.00	FY2025 is currently underway
State of Nevada, Substance Abuse M. tuberculosis Prevention Program, Year 2 of 2 (saptb_24)	State NV	9/30/2024	\$40,440	End of project period	0.26	Project not expected to renew

Grants Expired – September 2024						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
State of Nevada, Tobacco Merchant Retail (tobrtl25)	P-SAMHSA	9/30/2024	\$23,301	End of project period	0.00	Project not expected to renew

Grants Awarded – September 2024							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
State of Nevada, Directors Office, Fund for Healthy Nevada, Behavioral Health (hcincu25)	State NV	9/3/2024	7/1/2024	6/30/2025	\$150,000	Continuation of funding, beginning of new project period	1.00
H80CS33641-05-05, Health Center Service Area, Amendment 5 (hcsac_24 A5)	F-HRSA	9/5/2024	2/1/2024	1/31/2025	\$23,798	Releasing obligated funds	0.00
State of Nevada, Office of Child, Family and Community Wellness, Immunization Supplement (immslv25)	P-CDC	9/5/2024	7/1/2024	6/30/2025	\$140,059	Supplemental Funding	1.40
State of Nevada, Fund for Healthy Nevada (vapfhn25)	State NV	9/9/2025	7/1/2024	6/30/2025	\$333,333	Continuation of funding, beginning of new project period	0.30
NU58DP007746-02-00, Southern Nevada Health District Community Partnership to Promote Health Equity, Year 2 of 5 (reach_25)	F-CDC	9/10/2024	9/30/2024	9/29/2025	\$680,038	Non-Compete Continuation	1.05
State of Nevada, Public Health Preparedness Program, Year 1 of 5 (pheap_25)	P-CDC	9/13/2024	7/1/2024	6/30/2025	\$1,782,379	Continuation of funding, beginning of new project period	9.10

Grants Awarded – September 2024							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
State of Nevada Ryan White Part B - Medical Case Management, Amendment #1 (hcrwbm24)	State NV	9/17/2024	4/1/2024	3/31/2025	\$257,287	Award releasing 75% of funds	0.00
State of Nevada Ryan White Part B - Non- Medical Case Management, Amendment #1 (hcrwbn24)	State NV	9/17/2024	4/1/2024	3/31/2025	\$459,369	Award releasing 75% of funds	0.00
State of Nevada, Public Health Preparedness Program, Cities Readiness Initiative (cri_25)	P-CDC	9/17/2024	7/1/2024	6/30/2025	\$751,181	Continuation of funding, beginning of new project period	4.15
State of Nevada, Preventative Health and Health Services, Amendment #1 (phhsbg24)	P-CDC	9/18/2024	10/1/2023	9/30/2024	\$11,000	Addition of funds	0.00
State of Nevada, Nevada Home Visiting Program TANF, Year 1 of 2 (nfptf_25)	P-ACF	9/19/2024	7/1/2024	6/30/2025	\$813,239	Continuation of funding, beginning of new project period	6.00
H80CS33641-05-06, Health Center Service Area, Amendment #6 (hcsac_24)	F-HRSA	9/19/2024	2/1/2024	1/31/2025	\$37,000	Releasing obligated funds	0.00
3H79TI084748-03S1, R-CARA/Substance Abuse and Mental Health Services_Projects of Regional and National Significance, Supplemental award, Amendment #1	F-SAMHSA	9/23/2024	9/30/2024	9/29/2025	\$58,190	Supplemental Funding	0.00

Contracts Awarded – September 2024							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Clark County, Public Health Nurse Liaison Services for Child Protective Services, Year 3 of 6 (cps_24)	CONTRACT	8/13/2024	7/1/2024	6/30/2025	\$81,078	FY2025 renewal	1.00
Gilead Sciences, Inc. Master FOCUS Agreement Exhibit C.4 C1900067, Sexual Health Outreach Prevention Program, Amendment #1 (gsshc_24)	CONTRACT	9/3/2024	10/1/2022	9/30/2024	\$4,500	Addition of funds	0.00
Clark County, HIV Status Neutral Rapid Prevent Program, Year 2 of 3 (ppcsna25)	CONTRACT	9/3/2024	9/1/2024	8/31/2025	\$325,000	FY2025 renewal	2.55
Ryan White Part A Program Clinical Quality Management, Year 2 of 3 (rwacqm24)	CONTRACT	9/9/2024	3/1/2024	2/28/2025	\$40,000	Continuation of funding	TBD
Senate Bill 118, State Appropriation to Local HealthDistricts (sb118_25)	ILA	9/9/2024	8/1/2024	6/30/2026	\$10,950,000	New effort	30.87
Clark County, Ending HIV, Rapid Start, Award #3 (eherpd25)	CONTRACT	9/13/2024	3/1/2024	2/28/2025	\$130,270	Continuation of funding, beginning of new project period	2.65

Contracts Awarded – September 2024							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Gilead Sciences, Inc. Master FOCUS Agreement Exhibit C.10 C1900067, Sexual Health Outreach Prevention Program, Amendment #1 (gsshc_25)	CONTRACT	9/24/2024	10/1/2024	9/30/2025	\$279,567	FY2025 renewal	2.70

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 89 “passing and paying” online renewal clients per day, with a total of 2,671 clients renewing online.

CLIENTS SERVED	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	Apr 2024
FH Cards – New	5,933	6,340	6,740	6,836	7,409	7,088
FH Cards – Renewals	829	930	986	970	1,069	758
FH Cards – Online Renewals	2,671	2,826	2,507	2,312	2,371	1,808
Duplicates	487	583	538	503	612	532
CFSM (Manager) Cards	225	251	252	279	253	286
Re-Tests	1,271	1,450	1,649	1,568	1,685	1,633
Body Art Cards	42	115	127	97	107	113
TOTALS	11,458	12,495	12,799	12,565	13,506	12,218

Human Resources (HR)

Employment/Recruitment:

- 1 New job title for September
- 821 active employees as of October 1, 2024
- 16 New Hires, including 0 rehires and 0 reinstatements
- 4 Terminations, including 0 retirements
- 0 Promotions, 2 Flex-reclasses
- 3 Transfers, 0 Lateral Transfers
- 0 Demotions
- 27 Annual Increases
- 22 Interviews
- 17 Offers extended (1 offer declined)
- 5 Recruitments posted
- Turn Over Rates
 - Administration: 0.93%
 - Community Health: 0.00%
 - Disease Surveillance & Control: 0.00%
 - Environmental Health: 0.00%
 - Public Health & Preventive Care: 1.11%
 - FQHC: 1.11%

Temporary Employees

- 27 Temporary Staff
- 1 New Agency Temporary Staff Member (RPHontheGO)
- 0 Agency Temporary Staff Members assignment ended

Employee/Labor Relations

- 3 Coaching and Counseling, 0 Verbal Warnings, 0 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 0 Probationary Releases
- 5 Grievances
- 2 Arbitrations
- 60 Hours of Labor Meetings (with Union)
- 80 hours investigatory meetings
- 5 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 37 interns and 488 applied public health practice hours in September 2024.

Interns and Clinical Rotations	Sept 2024	YTD
Total Number of Interns ¹	37	56
Internship Hours ²	488	1,674

¹Total number of students, residents, and fellows

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

Safety

- Inquiries – 58
- Investigations – 1
- Safety Publications – 3
- Safety and Health Program Reviews – 2

Training (In-Person and Online)

- Leadership Development Program Cohort Meeting – 6 participants
- Interview Process Training Session 1 – 5 participants
- Interview Process Training Session 2 – 7 participants
- Interview Process Training On-Demand – 11 participants

New Hire Orientation

- September 3rd – 7 New Hires
- September 16th – 2 New Hires
- September 30th – 6 New Hires

Information Technology (IT)

Service Requests	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Service Requests Completed	1,065	846	↓	3,430	3,290	↓
Service Requests Opened	1,191	980	↓	3,830	3,735	↓

Information Services System Availability 24/7	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Total System	98.71	98.62	↓	98.38	96.29	↓

*Total Monthly Work Orders by Department	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Administration	300	198	↓	793	866	↑
Community Health	80	83	↑	359	343	↓
Environmental Health	181	170	↓	636	581	↓
**Primary & Preventive Care	218	178	↓	797	816	↑
**Disease Surveillance & Control	151	108	↓	375	389	↑
**FQHC	202	186	↓	565	603	↑
Other	15	16	↑	43	36	↓

First Call Resolution & Lock-Out Calls	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Total number of calls received	1,191	980	↓	3,830	3,735	↓

Workforce Team – Public Health Infrastructure Grant (PHIG)

Workforce Team

- Workforce engagements:
 - Participated in the Operational Resilience Workgroup for the Strategic Planning session in October 2024.
 - Participated in the Access to Care Workgroup for the Strategic Planning session in October 2024.
 - Let the Workforce Development Workgroup for the Strategic Planning session in October 2024.
 - Provided meeting locations
 - Identified workgroup members
 - Developed DRAFT Workforce Development Definition for the workgroup as a starting point for the meeting
 - Provided Definition and Goals to Workgroup prior to the meeting as a level set for the group
- Met with Project Officer to discuss a shift in A2 (Foundational Capabilities) funding for the Office of Chronic Disease Prevention and Health Promotions (OCDPHP).
 - Provided updates to Manager OCDPHP
 - Provided update to Deputy District Health Officer-Operations on the shift in A2 funding to support OCDPHP mission
 - Provided update to PHIG A2 Accountant
- Participated with the SNHD – CDC-PHIA – ALN 93.967 – Risk Assessment Meetings with the financial auditors.

CDC Requirements

- Attended two CDC PHIG National Partner Events for the PHIG Team Members:
 - Regional Hub Meeting – September 4-5, 2024, in Long Beach, CA
 - Keynote Speaker: Dr. Judy Monroe, President and CEO, CDC Foundation on PHorecasting PHIG
 - Attended Succession Planning: Developing Tomorrow’s Public Health Leaders
 - Attended Peer Learning Group: Retention
 - Attended Public Health Core Competency and Training Preferences – Assessment for Health Departments
 - Participated in Panel: Communicating Systems Change within your whole health department
 - Attended Transforming Local Public Health: Lessons in Equitable Workforce Development
 - Attended Closing Plenary – Grounding New Perspectives – Speaker: Mr. Michael Osur, Retired Assistant Director, Riverside County Public Health
 - Open Forum Meeting – September 17-20, 2024, in Chicago, IL
 - Keynote Speaker: Ms. Kelly Crawford, Associate Director, DC Department of Energy and Environment Air Quality Division
 - Welcome Address: Ms. Montrece Ransom, Director of the National Coordinating Center for Public Health Training, National Network of Public Health Institutes
 - Ms. Ransom’s vision for the future is threefold – The Law, Health Equity, and Public Health Advocacy
 - Plenary session: Tetris Illinois: Connecting the Blocks of Public Health to Inspire the NxGen

- Quick Hit Session: Building Strong Foundations: Enhancing Leadership Capacities in Public Health
- Training Workshop: Leader Development is Workforce Development

Non-Competing Continuations Application Process – A2 (Foundational Capabilities) Budget Period (BP) 3

- Awaiting Notice of Award for the NCC Application for year three (3) funding for A2 (Foundational Capabilities).

Performance Management

- Guided Strategic Plan Priorities through working groups and leaders.
 - Formed rollout plan for Executives to cascade to their teams to devise objectives and activities that support the priorities over the next 3-5 years.
- Participated and/or moderated in over 4 hours of working group meetings to define strategic priorities and overarching goals under each priority.
- Completed 12-hours of Strategic Planning / Performance Management training from Region 9 PHIG and ASTHO at no cost.

Quality Improvement

- Completed 3 hours of instruction and coaching in the HR Leadership Development program.
- Developed training for PPC and Just Did It forms for over 100 staff members. This is a key initiative to drive a stronger QI culture in our agency.
- Delivered training to over 100 persons in FQHC regarding use of the QI project storehouse. This tool allows transparency of projects from all over the District for recognition and inspiration for new projects.

PHAB Reaccreditation

- Connected NVDPBH with our Senior Epidemiologist Scientist for health building a narrative of cooperation between the state and SNHD on investigations.
- Continued collaboration with NVDPBH and consultants to produce an Access to Primary and Behavioral Health Care report.
 - Connected more than 15 SNHD staff to the consultants for interviews with the purpose of customizing the data in our report to our District-area.
- Continuing quarterly meetings with contributors.
- SNHD is 70% on track for Reaccreditation in March 2027. There is time to shore this up to 100%.
- Continued 20+ hours in planning and projects re: Performance Management and Quality Improvement as an individual contributor to multiple PHAB Domains.
- Attended 1.5 hours workshop on Transitional Resilience to be considered in Workforce Development Plan required for Reaccreditation.

PHIG

- Workforce Director discussed a PHIG Success Story during the PHIG Region 9 HUB highlighting the impact of the Double Up Food Bucks program supporting the Supplemental Nutrition Assistance Program (SNAP) in Southern Nevada.
- Spoke on video to be used by CDC and PHIG Hub Region 9, to drive funding and participation in this work.
- Participated in 8 hours of offsite learning at PHIG Region 9 Hub Convening:

- Key learnings included Equitable Workforce Development, Communications plan to be compliance with PHAB Accreditation and the availability of PHIG-subsidized.

Appendix A – Office of Communications

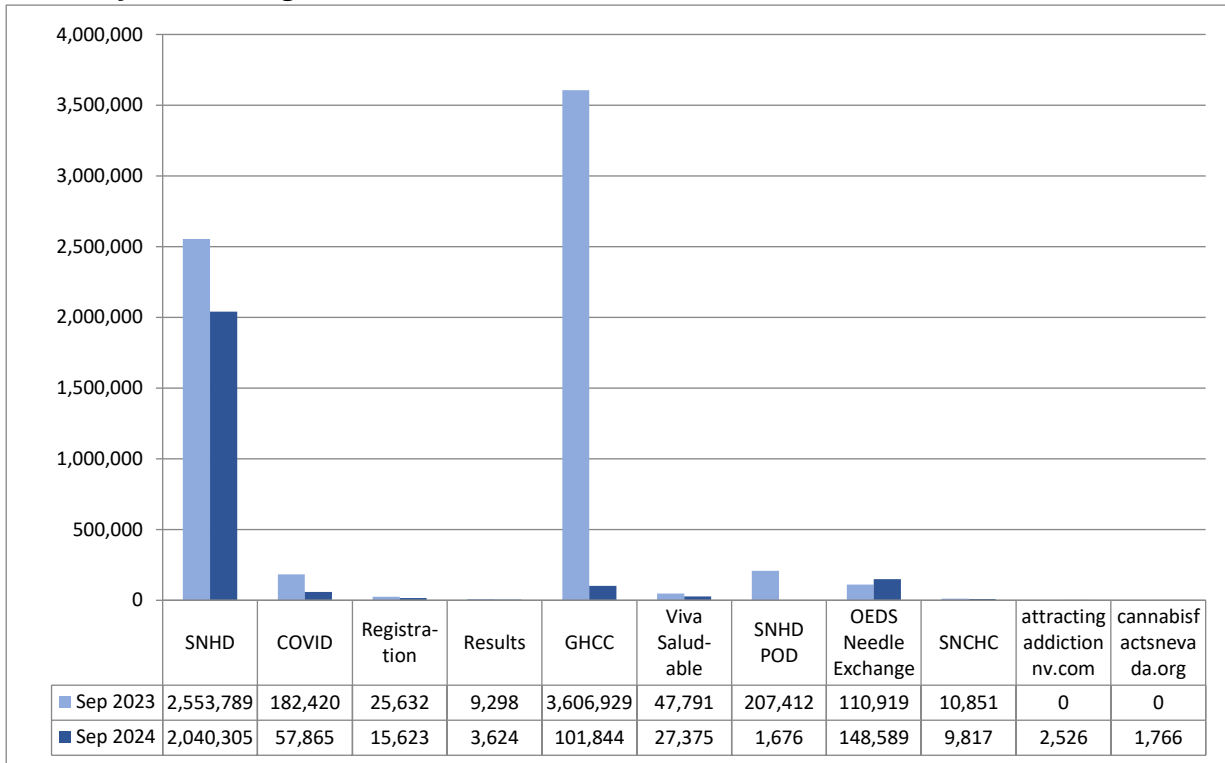
Media, Collateral and Community Outreach Services:

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

	Sept 2023	Sept 2024		YTD FY24	YTD FY25	
Media – Digital/Print Articles	52	34	↓	153	164	↑
Media - Broadcast stories	178	110	↓	394	475	↑
Collateral - Advertising/Marketing Products	16	61	↑	48	160	↑
Community Outreach - Total Volunteers ¹	10	10				
Community Outreach - Volunteer Hours	657	720	↑	2,034	1,902	↓

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

Monthly Website Page Views:



Social Media Services		Sept 2023	Sept 2024		YTD FY24	YTD FY25
Facebook SNHD	Followers	13,326	13,494	↑	N/A	N/A
Facebook GHCC	Followers	6,146	6,114	↓	N/A	N/A
Facebook SHC	Followers	1,653	1,642	↓	N/A	N/A
Facebook THNK/UseCondomSense	Followers	5,384	5,270	↓	N/A	N/A
Facebook Food Safety	Followers	144	171	↑	N/A	N/A
Instagram SNHD	Followers	4,316	4,797	↑	N/A	N/A
Instagram Food Safety	Followers	525	528	↑	N/A	N/A
Instagram GetHealthyCC	Followers	107	224	↑	N/A	N/A
**Instagram @Ez2stop	Followers	0	149	↑	N/A	N/A
X (Twitter) EZ2Stop	Followers	434	429	↓	N/A	N/A
X (Twitter) SNHDflu	Followers	1,851	1,830	↓	N/A	N/A
X (Twitter) Food Safety	Followers	100	103	↑	N/A	N/A
X (Twitter) SNHDinfo	Followers	10,398	10,325	↓	N/A	N/A

Social Media Services		Sept 2023	Sept 2024		YTD FY24	YTD FY25
X (Twitter) TuSNHD	Followers	342	349	↑	N/A	N/A
X (Twitter) THINK/ UseCondomSense	Followers	689	689	=	N/A	N/A
X (Twitter) SoNVTraumaSyst	Followers	128	125	↓	N/A	N/A
Threads SNHD	Followers	520	896	↑	N/A	N/A
*TikTok @Ez2stop	Views	0	25	↑	N/A	N/A
*TikTok SNHD	Views	0	17	↑	N/A	N/A
YouTube SNHD	Views	185,858	220,113	↑	584,197	628,214
YouTube THINK / UseCondomSense	Views	312	300	↓	734	711

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

*Ez2stop syphilis campaign added to TikTok and Instagram.

**SNHD added to TikTok in September 2024

Appendix B – Finance – Payroll Earnings Summary – August 31, 2024 to September 13, 2024

PAYROLL EARNINGS SUMMARY
August 31, 2024 to September 13, 2024

	Pay Period	Calendar YTD	Fiscal YTD	Budget 2025	Actual to Budget	Incurring Pay Dates to Annual
PUBLIC HEALTH & PREVENTATIVE CARE	\$ 322,629.15	\$ 5,927,250.60	\$ 1,978,797.91	\$ 8,752,968.00	23%	
ENVIRONMENTAL HEALTH	\$ 629,683.64	\$ 11,663,645.27	\$ 3,797,542.34	\$ 16,165,526.00	23%	
COMMUNITY HEALTH	\$ 300,418.99	\$ 5,977,666.66	\$ 1,798,792.87	\$ 8,845,899.00	20%	
DISEASE SURVEILLANCE & CONTROL	\$ 371,167.97	\$ 7,291,740.10	\$ 2,218,254.13	\$ 9,652,903.00	23%	
FQHC	\$ 341,421.95	\$ 6,227,838.29	\$ 2,030,100.83	\$ 9,532,374.00	21%	
ADMINISTRATION W/O ICS-COVID	\$ 587,125.17	\$ 10,374,901.86	\$ 3,557,241.22	\$ 14,907,050.00	24%	
ICS-COVID General Fund	\$ -	\$ -	\$ -	\$ -	0%	
ICS-COVID Grant Fund	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 2,552,446.87	\$ 47,463,042.78	\$ 15,380,729.30	\$ 67,856,720.00	23%	23%

FTE	816
Regular Pay	\$ 2,026,208.24
Training	\$ 474.46
Final Payouts	\$ -
OT Pay	\$ 17,694.11
Leave Pay	\$ 487,632.46
Other Earnings	\$ 20,437.60
TOTAL	\$ 2,552,446.87

BI-WEEKLY OT/CTE BY DIVISION/DEPARTMENT
August 31, 2024 to September 13, 2024

Overtime Hours and Amounts

Comp Time Hours Earned and Value

ADMINISTRATION						
Employee	Project/Grant Charged to	Hours	Amount	Employee	Hours	Value
Munford, Elizabeth		0.75	38.66	Price, Keri	30.00	1030.87
Plair, Tonia		2.25	128.29	Cunnington-Morrison, Corey	15.00	489.65
Arriaga, Jocelyn		10.25	398.28			
Cortes-Serna, Fidel		10.00	420.08			
Tran, Amy		1.00	60.09			
Thede, Stacy		1.00	32.5			
Masters, Christopher		8.00	260.04			
Brown, Dominique		11.00	347.93			
Arzate, Mario		1.00	31.63			
Kuahiwini-McGuire, Brandon		2.00	63.26			
Custodio, Gerard		10.00	333.49			
Murphy, Melissa		8.00	303.34			
Sanabria, Luis		5.00	150.19			
Total Administration		70.25	2567.78		45.00	1520.52

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>
Archie, Lisa		8	319.39	Barry, Nancy	1.50	51.54
Montgomery, Stephanie	PH2HP_24	8	336.07			
Total Community Health Services		16.00	655.46		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>
				Diaz, Michelle	0.38	10.36
Total FQHC-Community Health Clinic		0.00	0.00		0.38	10.36

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>
Maciel, Marisol	IMMEQ_22	4.00	200.76	Hodge, Victoria	15.00	515.44
Enzenauer, Lizette	IMMEQ_22	22.50	1251.09			
Robles, Cynthia		22.00	1077.23			
Robles, Cynthia	IMMEQ_22	12.50	612.06			
Arquette, Jocelyn		13.00	957.71			
Wong, Michelle	IMMEQ_22	0.75	47.42			
Young, Maita	IMMVFC25	0.25	17.06			
Sparlin, Autum	IMMEQ_22	17.50	1250.5			
Zavala, Isaac	IMMEQ_22	2.00	123.24			
Fisher-Armstrong, Gimmeko		6.00	252.06			
Landini, Karleena		1.00	74.14			
Total Primary & Preventative Care		101.50	5863.27		15.00	515.44

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>
Navarrete, George (Larry)		2.00	147.34	Cavin, Erin	4.50	199.57
Navarrete, George (Larry)	RFBASE24	3.00	221.01	Wills, Jerry	7.50	264.09
Taylor, George		1.75	116.41	Blackard, Brittanie	3.00	105.63
Diaz, Nathan		15.13	1006.48	Sanders, Jennifer	6.75	231.95
Sheffer, Thanh		12.50	809.85	Diaz-Ontiveros, Luz	22.13	740.31
Piar, Diane		1.25	80.98	Jones, Mallory	9.75	318.27
Lett, Kendra		9.75	616.47	Craig, Jill	1.50	48.96
Pontius, Kevin		3.00	189.68	Galvez, Alexis	11.25	357.80
Cummins, Veronica		15.75	875.74	Gonzalez, Kimberly	1.50	44.21
Darang, Chase		2.50	125.48	Vinh, Jonathan	2.63	77.36
Valadez, Alexis		11.63	583.72	Erickson, Sarah	3.00	88.41
Rakita, Daniel		10.75	526.37	Herrera, Carlos	0.75	21.53
Michel, Guillermo		1.00	48.96	Jones, Jalen	1.50	43.06
Wells, Jordan		11.50	563.09	Roberts, Jamie	2.25	64.59
Brown, Tevin		2.50	122.41	Wright, Mercer	3.00	86.12
Najera, Luisa		6.25	306.03	Hernandez, Abel	3.00	86.12
Craig, Jill		1.00	48.96			
Bieser, Nickolas		1.50	66.31			
Gonzalez, Kimberly		4.50	198.92			
Vinh, Jonathan		5.00	221.03			
Jones, Jalen		1.00	43.06			
Hernandez, Abel		3.00	129.18			
Thompson, Deshawn		13.75	607.82			
Total Environmental Health		140.01	7655.30		84.00	2777.97

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		1.50	90.14			
King, Micah		2.00	136.52			
Herrera, Reyna		3.00	175.50			
Valencia, Marissa	COSSUP24	0.25	13.20			
Alvarez, Jeffrey	NVEHE_25	6.00	227.50			
Bryan, Lori	COSSUP24	7.00	309.44			
Total Disease Surveillance & Control		19.75	952.30		0.00	0.00
Combined Total		347.51	17694.11		145.88	4875.83